



NOTRE DAME
OF MARYLAND
UNIVERSITY

**UNIVERSITY STUDENT HANDBOOK
2016-2017**

Division of Student Life
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UNIVERSITY MISSION STATEMENT

Notre Dame of Maryland University educates leaders to transform the world.

Embracing the vision of the founders, the School Sisters of Notre Dame, the University provides the advancement of women and provides a liberal arts education in the Catholic tradition.

Notre Dame challenges women and men to strive for intellectual and professional excellence, to build inclusive communities, to engage in service to others, and to promote social responsibility.

HONOR CODE

The Honor Code of Notre Dame of Maryland University has been a tradition since 1936 when unproctored tests were initiated. It is founded on a pledge each student takes to act with integrity in academic and personal life. Based on the personal integrity of the individual and an active concern for others, the Honor Code is motivated by personal values, religious conviction, good taste, and the common good. Its purpose is to establish a university community founded on personal honor and mutual trust. This combination of personal commitment and community responsibility helps to strengthen each student as an individual and helps to develop mature powers of judgment and reason, and intellectual and social honesty. The Honor Code signifies the ideal of academic and personal integrity that each student is expected to model. Living the Honor Code strengthens the entire community and cultivates an atmosphere of unity founded on trust.

Belonging to the Notre Dame community is both a privilege and a responsibility. It is a privilege to those who qualify and carry the responsibility to abide by the Honor Code. Adhering to the Honor Code is a responsibility shared by the entire campus community. Its effectiveness depends upon individual acceptance of responsibility and the reciprocal cooperation of students, faculty, staff, and administration. Ultimately, each member of the community is expected to assume responsibility for her/his own conduct and to assume reasonable responsibility for the conduct of others. This results in mutual respect and a commitment of each member of the community toward civility. Within the spirit of the Honor Code, this may mean kind and courteous admonition when one observes another's inappropriate conduct. At other times, it means cooperation when authorities are investigating allegations of violations of academic or behavioral standards or encouraging the violators to report themselves. It is the responsibility of Notre Dame students to understand and adhere to the Honor Code.

HONOR COMMITMENT

I agree to adhere to academic and social integrity in furthering my education, as well as the welfare of Notre Dame of Maryland University, my classmates, and myself. In fulfilling my obligations under the Honor Code, I agree to abide by all academic and social policies and standards at Notre Dame of Maryland University.

HONOR PLEDGE

With a keen sense of responsibility, I accept this symbol of my entrance into the world of scholarship. And I give this pledge of my purpose to wear it worthily.

I shall try to follow all truth,
I shall try to see all beauty,
I shall try to be all goodness,
and thus to come to that Eternal Wisdom
Which is the Word of God.

ALMA MATER

We raise our voices proudly,
dear Notre Dame to your name.
How rich is the heritage your students claim!
The years have made you glorious to those who seek after truth,
answering the challenge
you set for our youth.
Founded in a great tradition,
strong in wisdom's might,
You bear the colors of Our Lady-
her blue and white;
And we who share these college years,
spirited or calm
pledge our love forever to you, Notre Dame.

UNIVERSITY MOTTO

Veritatem prosequimur-
We pursue truth.

DESCRIPTION OF THE UNIVERSITY SEAL

The shield with the quartered cross, alternated with white and blue, is based on the Maryland coat of arms. The conventional rose in the upper dexter corner is the religious emblem of our Blessed Lady.

The inscription reads: Seal of Our Lady of Maryland University.

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 University is expected to make choices that preserve a safe and secure environment in which all individuals are able to pursue their academic endeavors, practice responsible citizenship, respect the rights of others, and be accountable for their actions and the actions of their guests. Failure to uphold University rules, policies, and expectations as well as state, local, and/or federal laws and regulations may result in student conduct action within the University under the authority of this Student Code of Conduct.

PURPOSE

The purpose of regulating student conduct in the University setting is to protect the character of the University community by prohibiting conduct inconsistent with the values of the institution. The purpose of publishing this Student Conduct Code is to give students notice of what constitutes prohibited behavior, as well as their rights and responsibilities during the student conduct review process. The campus student conduct proceedings are designed to provide a forum through which to determine whether a student is responsible for violating University rules, policies and regulations. This Code seeks to preserve the individual rights of students while ensuring that the interests of the entire University community are also maintained.

APPLICABILITY

The Code applies to the on-campus conduct of all students. The Code also applies to off-campus conduct of students that, in the University’s judgment, involves or affects the University or other members of the University community, such as conduct in connection with:

- Academic work or other University-related educational activities and experiences, such as class projects, field trips, study abroad, student teaching, clinical programs or internships;
- Activities sponsored, conducted, or authorized by the University or its student organizations;
- Activities, even if not on University premises, that cause or threaten harm to the health, safety, well-being, or property of the University or members of the University community, including the student him- or herself; or
- Activities that unreasonably disturb the peace and privacy of the student’s neighbors when living off-campus.

The Code applies to conduct by a student while a student, even if it occurs outside of an academic term or when the student is not otherwise enrolled at the University and even if the University does not learn of such conduct until after the student graduates, withdraws, takes leave, or is otherwise absent from the University.

Students also continue to be subject to federal, state, and local laws while at the University. While those laws are separate and independent from the Code and impose different standards, violations of them may also constitute violations of the Code. In such instances, the University may take action under the Code independently of any other legal proceeding involving the same conduct and may impose consequences for violation of the Code even if such other proceeding is not yet resolved or is resolved in the student's favor.

REGULATION AND MONITORING OF STUDENT CONDUCT

Disciplinary authority is be delegated to University administrators, faculty members, student committees, and organizations, as set forth in the "Code of Student Conduct", and in other appropriate policies, rules, or regulations adopted by the Board of Trustees. Students are asked to assume positions of responsibility in the University judicial system so that they may contribute their skills and insights to the resolution of disciplinary cases. As an ordinary matter, the President has delegated authority over student conduct to the Associate Vice President of Student Life who may exercise it consistent with these procedures.

- A. The Associate Vice President for Student Life or designee has the authority to take immediate, necessary, and appropriate interim action to protect the health, safety and well-being of an individual and/or the University community.
 - a. The Associate Vice President for Student Life may take an interim action to evict a student from University housing, restrict a student's access to and movement about the campus, and/or suspend a student from the University whenever the continued presence of the student at the University is deemed to pose a serious threat to the student or to others or to the stability and continuance of normal University functions.
 - b. The interim action shall become effective immediately upon delivery of verbal and/or written notification to the student or their designee.
 - c. Interim suspension shall be considered an excused absence.
 - d. A hearing or conference will be granted as soon as possible.
- B. The Office of Student Rights & Responsibilities, which is overseen by the Associate Vice President for Student Life, with direction and guidance from its Director, is responsible for administering the student conduct system and ensures that all student conduct proceedings are carried out in accordance with University policies and procedures.
- C. Student conduct action may be pursued for any violation of University policy, or state, local, or federal law, on or off University premises by a student that affects the University's interests and/or is inconsistent with the University's expectations for students.
- D. Students may be accountable both to civil authorities and to the University for acts that constitute violations of law and of this Code. Disciplinary action at the University will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced or that no criminal charges have been brought. Student conduct action may be pursued to address the behavior of a student organization (as an

entity) when members of the student organization have engaged in potential violations of this Code for which they received the consent or encouragement of the organization or the organization's leaders/officers.

TERMINOLOGY

When used in this document:

- “Group” means a number of persons who are associated with each other, but who have not complied with University requirements for registration as a student organization.
- “Institution” and “University” mean Notre Dame of Maryland University and all of its undergraduate, graduate, and professional schools, divisions, and programs.
- “Organization” means any number of persons who have complied with University requirements for registration with the Office of Student Leadership and Involvement as a student organization.
- “Reporting Party” is defined as the party who has been subjected to conduct that constitutes a violation of the Student Code of Conduct regardless of whether the Reporting Party makes a report seeks redress.
- “Responding Party” is defined as the party, organization, team or individuals acting collusively, alleged to have committed an act that constitutes a violation of the Student Code of Conduct.
- “Student” means any currently enrolled person, full-time or part-time, pursuing undergraduate, graduate, or professional studies, whether or not in pursuit of a degree or of any form of certificate of completion, including students from a cooperating university or college taking a course(s) at Notre Dame of Maryland University or other institutions for credit by the University.
- “University premises” means buildings, portions of buildings or grounds owned, rented, controlled or leased by the University, including, but not limited to, any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution other than the University that is used in direct support of, or in relation to, the University's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the University.
- “University-sponsored activities” means events and activities initiated by a student, student organization, or University department, faculty member, or employee that: (1) are expressly authorized, aided, conducted or supervised by the University; (2) are funded in whole or in part by the University; or (3) are initiated by an officially registered student organization and conducted or promoted in the name of that student organization and/or the University.
- “Administrative Review” refers to a conference conducted by the Director of Student Rights and Responsibilities or their designee and the Responding Party following an alleged violation of the University Standards of Conduct. The purpose of this conference is to examine evidence, verify facts, and determine truth and resolution of a disciplinary case.

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:

- **A01 Cheating on tests, examinations, or other class or laboratory work.** This includes using a cellular telephone or other electronic devices, such as personal data assistants (PDAs), in testing locations, as well as engaging in conversation with any other students during the testing period; leaving an exam room while taking the exam without indicating on the examination paper the reason for and the length of the absence; and failing to hand in completed exam paper directly and only to the faculty member in charge of administering the exam.
- **A02 Refusing a faculty member's request to sign a pledge on a test paper or assignment stating that "I hereby affirm that I have neither given nor received unauthorized help on this exam, paper or assignment."**
- **A03 Plagiarism:** unacknowledged appropriation of another's work, thoughts or ideas, and the unacknowledged incorporation of that work in one's own written work. This includes submitting work that was created, researched or produced by someone else.
- **A04 Falsification of Records or Data:** knowingly and improperly changing grades on transcripts, grade sheets, electronic data sheets, class reports, projects and other academically related work.
- **A05 Unauthorized Reuse of Work:** turning in of substantially the same work to more than one class without consent of the instructor involved.
- **A06 Misrepresentation in bibliography and footnotes.**
- **A07 Dishonest use of computer facilities:** unauthorized or unacknowledged use of a computer file, program, account or login name or password.
- **A08 Facilitating Academic Dishonesty:** To aid or assist any other student(s) in any form of academic dishonesty shall be considered a violation. Acts may include providing unauthorized materials for assistance on tests or assignments or producing work on another's behalf.

Behavioral Conduct Standards

The University's Honor Code is also concerned with social accountability and assumes that all students are responsible for themselves, other students, and their guests. The following are examples of prohibited behaviors and activities which may result in student conduct action under this Code. Commission of or attempts to commit these acts, condoning, supporting or encouraging others in the commission of these acts, or failure to prevent one's guests from committing these acts may be treated as violations of this Code.

- **B01.01 Alcohol:** Possession, use, or distribution of alcohol, except where permitted by law and University policy. (See Substance Abuse Policy, University Policies, Section XVI).

- 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 Possession of alcoholic beverages by persons under 21 years of age.
- Consumption of alcoholic beverages, including:
 - B01.05 Consumption of alcoholic beverages by persons under 21 years of age
 - B01.06 Consumption of alcoholic beverages by persons 21 years of age or older in any public area (unless it is an official University approved event), including common space within a residence hall.
 - B01.07 Open containers of alcoholic beverages are prohibited outside of residential rooms regardless of age including balconies, lounges, parking lots, and hallways unless at a sponsored University event.
- B01.08 Inebriation by any person, regardless of age.
 - B01.09 Inebriation is defined as when an individual has consumed enough alcoholic beverages to observably affect their manner, disposition, speech, muscular movement, general appearance, or behavior.
- B01.10 Sale, distribution or provision or attempts to sell, distribute or provide alcoholic beverages to and/or by anyone under 21 years of age.
- B01.11 Transportation of alcohol by individuals 21 years of age or older must occur in its original, unopened container.
- B01.12 Possession of devices that can be used for the rapid consumption of alcohol including, but not limited to beer funnels and shot glasses when found in the presence of alcohol where there is a reasonable inference that they are being used for rapid consumption as well as the participation in drinking games. Drinking games with water in the presence of alcohol is also prohibited.
- B01.13 Reasonable Consumption Policy
 - If you are 21 years of age or older, you may only possess and store in your university assigned living space no more than ONE of the following:
 - Twelve (12) 12oz. beers
 - 1500mL of wine
 - 750mL of distilled alcohol
- B01.14 Collections of containers that contain or previously contained alcohol beyond the quantified amount are not permitted.
- B02.01 **Complicity:** A student will not, through act or omission, assist another student, individual, or group in committing or attempting to commit a violation of the University's Code of Conduct. A student who has knowledge of another individual committing or attempting to commit a violation of the Code of Conduct is required to remove themselves from the situation, and failure to do so when reasonable under the circumstances may be the basis for a violation of this policy.
- B03.01 **Unauthorized Entry/Damage to or misuse of property:** unauthorized entry into University facilities or property, and unauthorized use or misuse of University property or the property of others.

- 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 offensive employment, educational, or living environment; or;
 - B05.03 Has the purpose or effect of unreasonably interfering with an individual's work performance or a student's academic performance.
- B06.01 **Disorderly Conduct:**
 - B06.02 Acting in a manner that disturbs, interferes with, obstructs or is offensive to another/others, shouting or making excessive noise or gestures either inside or outside a building
 - B06.03 verbally abusing University officials (including students appointed to act as representatives of the University) acting in performance of their duties
- B06.04 disrupting obstructing or interfering with the activities of others; or behaving in a lewd or indecent manner.
- B07.01 **Dishonesty:** Non-academic dishonesty including but not limited to:
 - B07.02 Furnishing false information to the University or University personnel, including the Public Safety.
 - B07.03 Furnishing false information at University disciplinary proceedings.
 - B07.04 Forgery, unauthorized alteration, or unauthorized use of any University documents, records, or identification cards, including computer records, misuse of computer facilities, and electronic mailing systems.
 - B07.05 Fraud, through act or omission, committed against another member of the University Community or others.
 - B07.06 Knowingly initiating or causing to be initiated any false report, warning, or threat.
- B08.01 **Disruption of the Educational Process:**
 - B08.02 Disruption or obstruction of teaching, studying, research, administration, sponsored social programs, fire policy, emergency services, and other University activities.
 - B08.03 Participation in campus demonstrations which disrupt the normal operations of the University and infringe on the rights of other members of the community.
 - B08.04 Placing a person in fear of physical danger or bodily harm.
 - B08.05 Causing bodily harm to a person, or engaging in aggressive physical contact that would likely have caused bodily harm despite the lack of any measurable harm.
- B09.01 **Drugs:** Possession, use, and/or distribution of illegal drugs or controlled substances as defined by law, including those without a valid prescription. ("Drugs")

- B09.02 Possession of paraphernalia including any item typically used to inhale/ingest/mask Drugs, regardless of whether the item has been used for illegal purposes
- B09.03 Possession of drugs for recreational or non-medicinal use
- B09.04 Use of illegal or controlled substances without a valid prescription
- B07.05 Distribution (any form of exchange, gift, transfer, or sale) of Drugs
- B10.01 **Gambling:** Illegal gambling, defined as playing games of chance for money.
- B11.01 **Harassment:** (See Student Harassment and Discrimination Policy, University Policies, Section XV). Any actions, threats, gestures, and/or words directed toward another person which have the purpose or which tend to incite a breach of the peace, create a hostile environment, or cause emotional distress to that person because of the humiliating, degrading, intimidating, insulting, coercive, ridiculing, and/or alarming nature of the conduct. It frequently, but not always, involves a pattern of conduct.
- B12.01 **Hazing:** Any act of hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purposes of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.
- B13.01 **Interfering with Fire Safety:** Knowingly or negligently causing or attempting to cause a fire in a University building or University premises
 - B13.02 Misusing, tampering or damaging fire safety equipment including, but not limited to, fire extinguishers, smoke alarms, sprinkler systems or exit signs.
 - B13.03 Unauthorized burning of any material in any University building, on University property, on University premises, or on areas adjacent to University premises.
 - B13.04 Disregarding a fire alarm signal or refusing to evacuate a building or a section of a building when a fire alarm is sounding.
 - B13.05 Recklessly or intentionally activating an alarm when an emergency situation does not exist.
- B14.01 **Misuse of University Identification:** The NDMU ID Card is the official identification card of the University, and it is required for access to certain campus buildings (such as residence halls, libraries, and other facilities) and to some University events. By accepting the NDMU ID card, an individual agrees to be bound by all of the requirements required of a holder of the card. Violations may result in confiscation of the card and disciplinary action.
- B15.01 **Non-compliance:** Failure to comply with reasonable directions of University officials, including students appointed to act as representatives of the University who are acting in performance of their duties. Directives to cooperate in the administration of this handbook including those to appear and give testimony at a University disciplinary proceeding as well as directives to produce identification are included in the scope of this provision.
- B16.01 **Regulation Violation:** Any violation of other published University policies, rules or regulations, including, but not limited to: the Student Handbook, regulations governing student organizations, Parking Policies, Dining Services Policies, the Residence Life Handbook (whether the student lives in residence or not), the Undergraduate Catalog, Graduate Catalog Schools of Arts, Sciences, and Business, Pharmacy, Nursing, and

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 possession of University property or the property of others: and/or
 - B20.04 Theft or other abuse of computer time, computer equipment or facilities, including illegal or unauthorized downloading of files.
- B21.01 **Unauthorized Use of the University's Name:** Any unauthorized commercial use of the University's name, logo, or other representation.
- B22.01 **Violation of Laws:** Violating local, state, and federal laws, regulations or ordinances.
- B23.01 **Weapon Violation:** Use, possession, or storage of any firearms, ammunition, knives with blades longer than 3" in length, other weapons, or objects that could be construed as weapons, on University premises. Illegal or unauthorized possession of explosives, dangerous chemicals or any other items of any kind that pose a potential hazard to the safety or health of others on University premises.

Alleged Violations of Academic Standards

Academic Standards Procedures

According to the University Honor Code, it is the responsibility of each member of the Notre Dame of Maryland University community to respond to suspected acts of academic dishonesty by:

- A. Consulting with the individual(s) thought to be involved and encouraging them to report it themselves and/or;
- B. Reporting it to the instructor involved, and/or
- C. Reporting it to Honor Board through the Academic Integrity Incident Referral Form

*Reporting oneself after committing academic dishonesty is strongly encouraged and may be considered in determining sanctions.

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. In all such cases, the following shall be observed:

- a. If, in the opinion of the faculty member, an infraction has occurred, the instructor may impose an appropriate sanction up to and including an “F” in the course as clearly stated in the course syllabus, and the instructor will give the student written notice of the basis for the finding and sanction imposed.
- b. If found in violation, the student will be held to the sanction imposed by the faculty member in consultation with the department chair unless the student files a timely appeal as described below under Appeal.
- c. If a student is accused of academic dishonesty in a course, the student may not withdraw from that course while the matter is being investigated. The option of withdrawing from the course with a “W” grade is open only to the student who has been found not in violation.
- d. If the faculty member determines that a violation has occurred, he or she will report the incident to the Department Chair, Dean of the corresponding school in which the incident took place and Director of Student Rights & Responsibilities. This record will be purged from the student’s confidential file seven years after the disposition of the case.

Academic Standards Appeals

If the student wishes to appeal the finding of the faculty member, the student will report the finding and provide accompanying documentation to the Dean of the school in which the violation took place no more than five business days after receiving notice of the finding and sanction imposed. Within five business days of a timely receipt of the documentation, the Dean of the school in which the violation took place in conjunction with the Associate Vice President of Academic Affairs will determine if the request meets the standards for an appeal. If there are sufficient ground for the appeal, the Dean of the school in which the violation took place will investigate and make a ruling on the matter appealed. If a student wishes to appeal the Dean’s ruling, the student must submit a written request and documentation to the Director of Student Rights & Responsibilities for consideration. If there are sufficient grounds for an appeal, the case will be referred to Honor Board to make the final determination in the case. An appeal will only be considered in the following cases:

- a. There is a significant procedural error that changes the findings of fact rendered previously
 - b. New evidence that significantly alters the findings of fact, and that was previously unknown to the Respondent, has been discovered and is available during the appeal process.
- B. A perceived bias against the Responding Party is present.

Alleged Violation of Behavioral Conduct Standards

The primary goal of the student disciplinary process is to examine information, verify facts and determine the truth, and the Administrative Review Officer, which is most often the Director of Student Rights and Responsibilities, or designee, or the Honor Board may consider all information

presented during the process. These provisions present an explanation of the procedures which will generally be followed when it is believed or suspected that there has been a behavioral violation of the Code of Conduct with exception of alleged sexual misconduct violations which follow the University's Sexual Misconduct Policies & Procedures. The University's failure to comply with any specific provision of this Code does not create a claim against the University, nor does it automatically negate any finding made by the University hereunder. Based on the differences between the Student Conduct System and criminal or other systems, outcomes may differ, and an outcome reached through the Student Conduct System will not dictate the outcome in any other system nor shall an outcome through other systems dictate an outcome in the Student Conduct System.

This Code does not, nor is it intended to, afford the specificity or the due process rights of criminal or civil statutes or procedures. Individuals are encouraged to discuss the offending behavior with the student involved and ask the student to stop and/or report the violation to University officials who should report it to the Director for Student Rights & Responsibilities. However, alleged offending behavior which possibly constitutes a violation of the University's Sexual Misconduct Policy should be referred to the Director for Student Rights & Responsibilities or to the University's Title IX Coordinator, and the alleged conduct will be investigated and processed under the Sexual Misconduct Policy. Likewise, alleged offending behavior which possibly constitutes a violation of the University's Discrimination and Non-Sexual Harassment Policy should be referred to the Title IX Coordinator and the alleged conduct will be investigated and processed under the Non-Discrimination Policy.

- A. When a student's or student organization's suspected behavioral violation has been referred to the Director for Student Rights and 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

If there is sufficient information regarding a possible violation of behavioral standards, a letter is sent by the Director to the student informing the student of the specific allegations. This letter also explains the conduct review process and procedures, appeal options, and possible sanctions and consequences; and it seeks information from the student regarding his/her their availability so that a time, place and date can be established for an Administrative Review by the Director of Student Rights and Responsibilities or Designee, or Honor Board Hearing.

Procedures of Alleged Behavioral Conduct Violations

- Any person may initiate a complaint against a student with the Office of Student Rights & Responsibilities. The exception to this standard is any complaint involving alleged sexual misconduct, which will be report to the Title IX Coordinator and follow the procedures outlined in the University's Sexual Misconduct Policy.
- This complaint may be made in writing or verbally. The person or persons submitting the complaint shall be referred to as the Reporting Party. If a Reporting Party makes the report verbally, the Office of Student Rights & Responsibilities will summarize in writing the information received verbally, then share that summary with the Reporting Party to ensure accuracy. This summary will become a part of the Responding Party's disciplinary file and will be shared with the Responding Party.
- The notice to the Responding Party shall include:

- 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, the Responding Party will be invited to review and discuss information in the student's disciplinary file (including prior cases, if any) and will be encouraged to ask questions about the complaint and the options available within the Student Conduct System. Possible sanctions and outcomes will also be discussed. The Responding Party may also provide additional information (such as written documents, photographs, audio/video files, etc.) to be added to the Responding Party's disciplinary file. Pre-hearing conferences may not be recorded.
- The Responding Party will be presented with the following options during the pre-hearing conference:
 - Request an Administrative Review with a University administrator making the determination of responsibility of the alleged violations and assigning, if applicable, appropriate sanctions for the violations.
 - Request an Honor Board hearing comprised of the Honor Board Chairperson, Vice Chairperson, or Secretary, 1 Faculty member, 1 Staff member, and 2 student representatives to make the determination of responsibility of the alleged violations and assigning, if applicable, appropriate sanctions for the violations.
 - In Honor Board Hearing cases, with the exception of alleged violations of Sexual Misconduct which will follow the procedures outlined in the Sexual Misconduct Policy, the Director of Student Rights & Responsibilities will act as the presiding officer in the case.

Student Rights of Alleged Conduct Violations

- Rights of Responding Party
 - Be informed of the policy (or policies) alleged to have been violated, possible sanctions, and the student disciplinary process.
 - Have a pre-hearing conference to review the alleged violations, disciplinary and appeals process and possible outcomes prior to an Administrative Review or Honor Board Hearing.
 - The determination of whether the hearing is an Administrative Review or Honor Board Hearing is at the discretion of the Responding Party in all cases with exception to alleged violations of the Sexual Misconduct Policy or in cases when suspension or expulsion are possible outcomes in which the case will be automatically referred as an Honor Board Hearing.

- 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 the identity of those giving information when officials believe that confidentiality is necessary to avoid risks to those persons.
 - Note: These hearing officers do not always receive all information that may be eventually presented during a hearing, therefore disciplinary files will not, in all cases, contain all information in the possession of the Reporting Party.
 - Know the names of all witnesses who will participate in the hearing.
 - Question the selection of the Administrative Review Officer or Honor Board members on the basis of a conflict of interest or demonstrated bias.
 - Appear in person and present information on one's behalf, call witnesses, and ask questions of those present at the hearing or elect not to appear at the hearing. Absence will be noted without prejudice, but the hearing may be conducted in the charged student's absence.
 - Refuse to answer any question or make any statement.
 - Be assisted by an advisor, who may be a student, administrator, faculty or staff member from University. It may also include a family member or attorney. It is the responsibility of the Responding Party to obtain an advisor if so desired and notify them of the date, time, and location of the disciplinary hearing.
 - The advisor name and role at the University must be provided to the presiding officer 48 hours in advance of the scheduled hearing.
 - The advisor may not speak on behalf of a Responding Party at any time during the Administrative Review or Honor Board Hearing, nor should the advisor question or address witnesses. Violation of this expectation will result in the advisor being removed from the hearing at the discretion of the presiding officer.
 - The advisor may:
 - Advise the Responding Party on the presentation of a response to the alleged violations;
 - Accompany the Responding Party at all student conduct meetings;
 - And advise the Responding Party in preparation of any appeal.
 - Initiate an appeal.
 - Waive any of the rights contained in this subsection.
- Rights of the Reporting Party
 - The rights of the reporting party may include, but are not limited to, a person who has suffered from the following acts:
 - Arson;
 - Theft;
 - Destruction, damage or vandalism of property;
 - Kidnapping/abduction;
 - Violence or physical assault; or

- 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).
 - 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 advisor if so desired and notify them of the date, time, and location of the disciplinary hearing.
 - The advisor name and role at the University must be provided to the presiding officer 48 hours in advance of the scheduled hearing.
 - The advisor may not speak on behalf of the Reporting Party at any time during the Administrative Review or Honor Board Hearing, nor should the advisor question or address witnesses. Violation of this expectation will result in the advisor being removed from the hearing at the discretion of the presiding officer.
 - The advisor may:
 - Advise the Responding Party on the presentation of a response to the alleged violations;
 - Accompany the Responding Party at all student conduct meetings;
 - Know the names of all witnesses known by the Office of Student Rights & Responsibilities who will participate in the hearing and the right to suggest potential witnesses to be called.
 - Have past unrelated behavior excluded from the hearing process.
 - Question the selection of the Administrative Review Officer or Honor Board Representatives on the basis of a conflict of interest or demonstrated bias.
 - Be separated from the Responding Party during the hearing.
 - Be notified of the outcome and sanctions affecting the Reporting Party as soon as possible.
 - Participate in the appeal process, if initiated by the Responding Party.
 - Waive any of the rights contained in this subsection.
- Review Procedures for Administrative Review
 - The Responding Party, if applicable, all co-charged students who request an Administrative Review, the Administrative Review Officer, and the advisor (if applicable) shall be present for the entirety of the hearing.

- 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 may then, with the assistance of the advisor (if applicable) present a response to the alleged violations. This response may include additional information to be added to the Responding Party's disciplinary file, which will then become a permanent part of that file. Any such information must be factually related to the case. Information pertaining to character or authorities outside of the University may not be presented in most circumstances. The Administrative Review Officer may question the Responding Party and any witnesses for the Responding Party. The Reporting Party will then have the opportunity to question the Responding Party's witnesses who are present for the hearing.
- The Reporting Party and then Responding Party may, in that order, present concluding remarks. The Administrative Review Officer will then close the hearing.
- The Administrative Review Office may exclude any information that is irrelevant or redundant to the allegations.
- Proof that the violation occurred must be established by a preponderance of evidence, in other words, whether it is more likely than not that a violation of this Policy has occurred. The Administrative Review Officer may consult with the Director of Student Rights & Responsibilities in order to ensure the appropriateness and reasonableness of the sanctions. The Administrative Review Officer may apply different sanction (either less or more stringent) than the possible sanctions discussed during the pre-hearing conference.
- The Administrative Review Officer shall send a written decision via the adjudication report to the Office of Student Rights & Responsibilities after the conclusion of the hearing.

- 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

deviations from prescribed procedures necessarily invalidate a decision, unless significant prejudice to an accused student or the University results.

- Hearings will be conducted in private and are closed to the public, and the Presiding Officer for the hearings will be an elected member of the Honor Board Leadership team.
- Admission to the hearing by any persons other than the Reporting Party, the Responding Party, their advisors, witnesses and the Director for Student Rights & Responsibilities shall be at the discretion of the Director for Student Rights & Responsibilities.
- If the alleged violation involves more than one student, the hearing of all students may be heard jointly. However, the Director for Student Rights & Responsibilities may permit individual hearings.
- The Responding Party may request an extension of time to prepare for the proceeding. Requests for an extension will not be granted for a period to exceed 2 business days except in unusual circumstances where the Responding Party can demonstrate the necessity for a longer delay. All requests for extension of time should be made in writing at least 48 hours prior to the scheduled proceeding, except in cases of documented serious illness or emergency.
- The Responding Party shall be afforded reasonable access to review the case file prior to and during the proceeding, and may request a copy of a redacted incident report from the Office of Student Rights & Responsibilities. “Case file” means the file containing those materials pursuant to the Family Educational Rights and Privacy Act (FERPA) of 1974. If additional information becomes available and is relevant, it will be made available to the Responding Party in advance of the hearing. The personal notes of University staff members and privileged information of other students are not included in the case file and thus are not accessible.
- The Responding Party, as well as the Reporting Party, may select and be assisted by an advisor, who may be a student, administrator, faculty or staff member from the University or a family member or attorney. The Responding and Reporting Parties must notify the Director for Student Rights & Responsibilities at least 48 hours prior to the hearing with the name of the advisor and if the advisor will be in attendance at the hearing. It is also the responsibility of these individuals to notify their advisor of the hearing’s time and location.
 - The advisor may not speak on behalf of a Responding Party at any time during the Honor Board hearing, nor shall the advisor question or address witnesses. Violation of this expectation will result in the advisor being removed from the hearing at the discretion of the Presiding Officer or the Director for Student Rights & Responsibilities.
 - In consideration of the limited role of an advisor, and of the compelling interest of the University to expeditiously conclude the matter, a student conduct proceeding will not, as a general rule, be delayed if an advisor is unavailable. Active participation by an

attorney is not permitted in Honor Board hearings. While an attorney may be present as an advisor, his or her role is limited to advising the Responding Party which may be done during requested breaks in the hearing.

- At the hearing, the Responding Party will have the opportunity to respond to the information relating to the alleged violation of the Code of Student Conduct. The Responding Party and the Reporting Party will have the opportunity to present witnesses, and witnesses will be heard with no other witnesses present (other than the Responding Party).
 - All witnesses and the Responding Party will be subject to questioning and/or cross examination by the Honor Board Panel.
 - The Responding Party will notify the Director for Student Rights & Responsibilities at least 48 hours prior to the hearing with names of the student's witnesses, if any that will be present at the hearing.
 - Likewise, the Director for Student Rights & Responsibilities will notify the Responding Party at least 48 hours prior to the hearing of the names of the witnesses that the Reporting Party will have present at the hearing.
 - It is the responsibility of the Responding Party and Reporting Party to notify their witnesses of the hearing's time and location. Character witnesses will not normally be heard.
 - Pertinent records, written statements, and any other evidence may be accepted for consideration by the Honor Board, and procedural questions are subject to the final decision of the Director for Student Rights & Responsibilities.
- Once all evidence and testimony has been presented, the Reporting Party will make a closing statement, and the Responding Party will make a closing statement, after which the Hearing will be adjourned.
- After the hearing, the Honor Board shall determine, by a majority vote, whether the student has violated the behavioral or academic standards.
 - The Honor Board's determination is made using the preponderance of evidence standard, or in other words, whether it is more likely than not that a violation of the Code has occurred.
 - The decision will be based on the more convincing evidence and its probable truth or accuracy, not on the amount of evidence available.
 - A written decision will be given to the accused student which states the findings made by the Panel and the sanction(s) to be imposed if it has been found that a violation has occurred.
- There will be a complete audio recording of the hearing, which is the property of the University. Deliberations will not be recorded.
- A Responding Party who fails to appear at a scheduled hearing, upon proper notice, may be adjudicated in absentia and forfeits all rights to an appeal unless it is for lack of proper notice, as required herein. A student will not automatically be found to have violated the behavioral or academic standards because the student did not attend the hearing. In such cases,

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 written reprimand for violation of a specified standard.
- B. **Loss of Privileges:** Denial of specified privileges for a designated period of time.
- C. **Disciplinary Probation:** A period of time in which a student is expected to demonstrate positive behavioral change and may be excluded from participation in privileged or extracurricular University activities. Additional restrictions or conditions for behavioral changes may be imposed. Violations of the terms of disciplinary probation, or any other violation of this *Code* during the period of probation, may result in eviction from residence, suspension or expulsion from the University.
- D. **Fines:** Established and published fines may be imposed.
- E. **Restitution:** Compensation for loss, damage, or injury to person or property. This may take the form of appropriate service and/or monetary or material replacement.
- F. **Discretionary Sanctions:** Other sanctions that bear a reasonable relation to the violation for which the student or student organization has been sanctioned may be imposed instead of or in addition to those listed in this section. Discretionary sanctions include, but are not limited to: service hours, fines, educational reflection assignments, and participation in alcohol or drug awareness programs.
- G. **Revocation of Privileges:** Restrictions placed on activities and/or use of University services and facilities for a specified period of time.

- 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.
- K. **Notice Against Trespass:** Notice that a student will be arrested if found on University premises or specified University premises. Suspensions, dismissals, and expulsions carry an automatic “Notice Against Trespass” on all University premises or as specified.
- L. **Disciplinary Suspension:** Separation of the student from the University for a definite period of time, after which the student is eligible to return. Exclusion from classes and other privileges or activities, including access to University premises or University-sponsored activities off campus, as set forth in the notice of suspension, normally for at least one semester. A student who is suspended is not entitled to any tuition or fee refund and is barred from being on University premises for the duration of the suspension.
- M. **Disciplinary Expulsion:** Permanent separation of the student from the University. Termination of student status, and exclusion from University premises, privileges and activities. A student who is expelled is not entitled to any tuition or fee refund and is issued a Notice Against Trespass from University premises permanently.

APPEALS

In certain circumstances the outcome of an Honor Board Hearing or Administrative Review may be appealed. The following guidelines shall be applicable:

- C. A letter of appeal of a behavioral standards violation must be submitted by the Responding Party or student organization to the Director for Student Rights & Responsibilities within five (5) business days of receipt of the outcome of the Honor Board proceeding or Administrative Review. Failure to appeal within the allotted time will render the original decision final and conclusive.
- D. A Responding Party or student organization adjudicated in absentia forfeits all rights to an appeal process unless it is proven that it was for lack of proper notice, except in an extraordinary circumstance.
- E. The letter of appeal must specify grounds that would justify re-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:
 - a. There is a significant procedural error that changes the findings of fact rendered in the Honor Board proceeding or Administrative Review
 - b. New evidence that significantly alters the findings of fact, and that was previously unknown to the Respondent, has been discovered and is available during the appeal process.
 - c. A perceived bias against the Responding Party is present.
- F. A timely appeal of a behavioral standards violation 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 Associate Vice President for Student Life will select an ad hoc appeals committee consisting of the

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 demeanor of the student, the student's conduct subsequent to the violation, and the nature of the violation, including the severity of damage, injury or harm resulting from it.

All student organization records will normally be maintained by the office Student Leadership & Inclusion, which supervised by the Associate Vice President for Student Life.. University officials may use the student organization's record as a historical reference. See the Privacy of Student Records Policy for more information about student files.

University Policies

Academic Affairs

Statement of Student Rights & Responsibilities

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general wellbeing of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the University academic

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 public expressions or demonstrations, the students or student organizations speak only for themselves. Provisions include:

- A. Persons exercising freedom of expression cannot interfere with the operation of the University or the rights of others, and such opportunities must be provided on an equal basis. Students need to respect the rights of fellow students and members of the academic community. The University will provide equal opportunity for all persons but will protect and preserve University property and provide a secure environment for individuals exercising freedom of expression. Certain areas on campus shall be designated for speeches and demonstrations. This applies to stands, tables or booths. Person-to-person non-commercial pamphlets, circulars, newspapers, magazines and other written materials may be distributed on campus.
- B. Discussion and expression of all views relevant to the subject matter are recognized as necessary to the educational process, but students have no right to restrict the freedom of professors to teach or of the right of others students to learn. If a student persists in disruptive behavior in the educational environment after the professor has explained the unacceptability of such conduct, the professor may dismiss the student from the class and may refer the matter to the Associate Vice President for Student Life or designee for disciplinary proceedings.

Student Rights in the Governing of the University

Students are invited to participate in membership on appropriate committees to participate in the formulation of policy. See the Student Organizations section of this Student Handbook for more detailed information.

Professional Rights of the Faculty

In order to safeguard the professional rights of the faculty, no provision for the rights of students can be considered valid if it suspends professional rights or in any measure invades them.

Academic Integrity

All students are expected to be knowledgeable of and comply with the Notre Dame of Maryland University Honor Code.

- 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 instructor should encourage free discussion, inquiry, and expression in the classroom and in conference. If a student has an academic concern, the student should express that concern to the faculty member. If the issue is not resolved, the student should share that concern with the department chair in an effort to reach a resolution. If the issue remains unresolved, the student should present the student's concern to the Vice President of Academic Affairs. If still unresolved, the student may take the concern to the University President.
 - b. Students should have protection against prejudiced academic evaluation by faculty. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
 - c. Information about student views, beliefs, and political associations which professors acquire in the course of their work as instructors advisers, and counselors, should be considered confidential.
- B. **Academic Policies** (See The Catalog for Specific Information)
- a. **Absent Faculty:** Faculty notifies the Office of the Vice President for Academic Affairs when they need to be absent for face-to-face classes and the inability to engage with student for 48 hours or longer for online courses. The Vice President for Academic Affairs will post a notice in the classroom. If such notice has not been posted and the teacher fails to come, the class notifies the Vice President for Academic Affairs by calling 410-532-5319. Classes are always held unless officially canceled by the University.
 - b. **Academic Grievance Procedure:** In the event of an academic grievance, the student with the grievance should first confer with the instructor. The student has the right to request a University representative to be present in an advisory capacity during the academic grievance process. The advisor cannot speak on the behalf of the student, but with the permission of the student can be present as a person of support for the process. If not satisfied with the decision, the student may approach the department chair. The response of the chair may be appealed to the dean of the relevant school.
 - c. **Academic Procedures:** Students should review the University Undergraduate or Graduate Catalog as appropriate and consult with the Associate Vice President for Academic Affairs for a full understanding of the University's academic policies and procedures.
 - d. **Advising:** Academic advising is an essential component of a student's experience. The quality of the advising the student receives will depend on the student's willingness to engage in the process by meeting regularly with their advisor and being prepared for the meetings. The advising folder, maintained by the academic advisor, is one of the two major parts of the documentation used in advising. Keeping a personal academic file is the student's responsibility. Ultimately, it is the responsibility of the student to plan, register for and successfully complete the courses required in the decided major and any concentration and/or minor. Each student is expected to:

- 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

- ii. The procedures to register for classes are:
 1. After the course schedule is posted on WebAdvisor, make an appointment to meet with your academic advisor to discuss your plan for the next term. For fall and spring registration, most advisors post a sign-up sheet indicating times when they are available for appointments. If you are not able to meet during one of these times, it is your responsibility to contact your advisor and request an appointment at another time. A student who knows she or he has very little flexibility in daily schedules should begin early to arrange a meeting with their advisor.
 2. Meet with your advisor and agree on a course schedule for the next semester. Faculty advisors will provide an “approval to register” by signing the hardcopy registration form and/or submitting an electronic permission to register via WebAdvisor.
 3. Register online through your personal WebAdvisor account or fill out the registration form and bring it to the registrar’s office.
 4. For each registration period, each class (senior, junior, sophomore, first year) is assigned a registration day and hour, beginning with the seniors. Individual students may register on or after the day for their class year, but not before.

h. Religious Holiday Absence

- i. The University honors the celebration of our diverse student body. Absence for a religious holiday(s) is considered an excused absence. Students who miss class due to observance of religious holidays must give prior notice to faculty at the beginning of the semester.

Acceptable Use of Electronics and Communication Policy

The acceptable use of electronics and Communication outlined herein fall within the Campus Acceptable Use Policy for Technology that serves as an overarching umbrella regarding acceptable use of technology as it relates to students, faculty, staff and guests. This policy is available by linking to portal.ndm.edu and selecting the AUP link on the list of options under IT Virtual Help Desk on the right section of the page.

A. E-mail and Campus Communication: The University provides each student with an e-mail account for life, subject to the terms and conditions of the Maryland Enterprise Educational Consortium (MEEC) contract with Microsoft. Each student’s NDMU ‘Gator Mail’ account is built on Microsoft’s new Office365 e-mail/collaboration ‘cloud’ technology. Students may elect either use the native Office 365 Live account or forward their e-mail to another e-mail account. Directions on how to do this are available at on the the University’s ‘virtual help desk’ at <http://portal.ndm.edu>.

- a. Important information is regularly sent to students via e-mail. **It is the university’s official method of communication to students.** All students are expected to become familiar with University policies, deadlines, and information posted in various publications, on the University’s website and through routine messages sent to the student’s live.ndm.edu account. Routine correspondence will be sent to each

student's Notre Dame E-mail account including information about upcoming events, schedule changes and student billing. Students should verify that if they utilize email forwarding that it is going to a valid email address. When electronic billing information is sent to students, on-line payments may be made by clicking on the enclosed link that connects students to our automated on-line payment system.

- b. Additionally, students may link to the University's on-line 'virtual help desk' at <http://portal.ndm.edu> to get information regarding lab hours of operation, instructions on purchasing software made available at dramatically reduced rates through the MEEC state software program, and technical information including how to connect to the University wireless network, troubleshooting procedures, and much more.
 - c. Students may also log into their personal WebAdvisor account where up-to-date billing information, grades, student schedules and additional information may be found.
- B. Prohibited Activities:** Unauthorized downloading or illegal distribution of copyrighted material of any kind is strictly against the University Honor Code and federal law. Any breach of this policy is considered illegal, and any member of the University community involved in such a violation will be subject to disciplinary action. The University uses network software to detect and shut down illegal music downloads and certain classes of peer-to-peer file-sharing activity; however, individuals are responsible for using network software within approved guidelines. The following activities are prohibited and include, but are not limited to:
- a. The display of any kind of sexually explicit image or document on any University system outside of legitimate academic pursuits. In addition, sexually explicit material may not be archived, stored, distributed, edited, or recorded using the University's network or computing resources.
 - b. Use of the University's internet facilities and computing resources to knowingly violate any federal, state, or local laws, regulations and ordinances of the United States,
 - c. Use of University facilities to knowingly download or distribute pirated software or data. The University Information Technology (IT) Department maintains an inventory of all campus-owned software.
 - d. Use of any University facilities to deliberately propagate any virus, worm, Trojan horse, ransom ware program or trap-door program code.
 - e. Use of any University facilities to knowingly disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user.
 - f. Subscribing another person to a bulletin board or discussion group.
 - g. Using or distributing unauthorized software.
- C. Wireless Routers:** In order to maximize the WIFI bandwidth, the use of personal Wireless (Wi-Fi) Routers (P2P) and printers is prohibited. The University provides a University maintained generous wireless network that students can use along with additional Ethernet

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
- Possession with the intent to distribute drugs

Actions by the Office of Student Rights & Responsibilities:

- The intoxicated student (and possibly those attending to/assisting the student) will be required to meet with the Director of Student Rights & Responsibilities or designee who may issue educational requirements that may include, but are not limited to, alcohol/drug education, counseling, and/or substance abuse assessment.
- Serious or repeated incidents will prompt a higher degree of concern/response.
- Failure to complete the education assignments or treatment recommendations will result in disciplinary action.
- The student will be responsible for any costs associated with drug or alcohol education interventions

Public Safety

- A. **Campus Emergency Notification Procedures:** In the event that it becomes necessary to notify the entire campus of a **significant emergency or dangerous situation** involving an immediate threat to the health or safety of students, faculty and staff, the University has developed a campus alert procedure. This procedure will be utilized, unless issuing a notification will compromise efforts to contain the emergency as determined by law enforcement, emergency management and University officials. To further expand on the procedure, alerts may include but are not limited to notifications for campus closings or delays due to inclement weather, campus wide power or utility failure, fire, or similar emergencies. The University offers a state-of-the-art mass notification system. The

system sends messages instantly and simultaneously to registered text-message-capable cell phones, smart phones/devices, tablets, MIFI equipment, and cell-phone-network connected devices. **Students are strongly encouraged to register.** The University can quickly send information critical to the campus directly to you, such as campus emergencies, closings due to weather, etc. Signing up is easy. To sign up, have your cell phone with you and log on to: <http://www.ndm.edu/offices-and-services/public-safety/e2campus/>. **NOTE:** Registration is FREE. Standard text messaging fees apply to all messages sent to your cell phone. **Emergencies:** In the event of a fire or other crisis, call the Communications Center at 410-532-5360 or ext. 6666 from an on-campus phone for assistance and Public Safety will take appropriate action.

- B. **Emergency Blue Lights:** Emergency blue light stations may be used for any emergency situation. Press the red button and a public safety officer is immediately notified of your location and you are in immediate voice contact with the public safety dispatcher. Push the call button and use the keypad to call for an escort.
- C. **Public Safety Escorts:** During evening hours, students should call 410-532-5360 if off campus, or ext.5360 if on campus to request an escort to and from anywhere on campus and the library. The call button and keypad on the Emergency Light poles may also be used to call for an escort.

D. Inclement Weather: If classes are delayed or canceled due to inclement weather, announcements will be made on WMAR-TV (Channel 2), WBAL-TV (Channel 11), WJZ-TV (Channel 13), WBFF-TV (Channel 45), WJLA-TV (Channel 7), News Channel 8, WBAL-AM (1090), WERQ-FM (92.3), WWIN-FM (95.9 and 1400-AM), WLIF-FM (101.9), WQSR-FM (102.7), WWMX-FM (106.5), WHFS-FM (105.7), WPOC-FM (93.1), WCBM-AM (680), ESPN-AM (1300), WVIE-AM (1370), WTOP-FM (103.5, 103.9, 107.7) and Heaven 600 information is also available through the University's website at <http://www.ndm.edu>, e2Campus text message campus alert system (sign up at www.ndm.edu/offices-and-services/public-safety) and on the weather line at 410-532-5151.
- D. **Lost and Found:** Any article lost or found should be turned in to the Office of Public Safety. Pertinent information will be recorded, i.e., article lost or found, general location, brief description, and name and phone number of person to contact. All items will be kept for 90 days. Contact the Office of Public Safety to inquire about lost items.
- E. **Motor Vehicle Regulations for Out-of-State Students:** Students with out-of-state residency who attend school in Maryland and who operate a vehicle which is registered outside of Maryland must obtain a non-resident vehicle permit from the Motor Vehicle Administration if the vehicle will be operated in Maryland for more than 30 days. Failure to do so may result in a fine of up to \$1,000. Forms are available in the public safety office.
- F. **Thefts:** All thefts occurring on campus should be reported immediately to the Office of Public Safety. Do not create an opportunity for crime to occur! Use the suggestions below to protect yourself and the community:
 - a. Do not keep large amounts of cash in your room or on your person.
 - b. Lock your room when leaving it unattended for any amount of time.
 - c. Report any suspicious behavior to a Resident Assistant or Office of Public Safety
 - d. Don't flaunt valuable jewelry or expensive items.
 - e. Keep valuables locked in the trunk of your vehicle.

- 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 request and receive a copy of the University Annual Campus Security Report (CLERY REPORT). Copies of this report may be obtained on-line at the Public Safety website located at <http://www.ndm.edu/offices-and-services/public-safety/>

Dining Services

- Doyle Dining Hall is an all you care to eat facility. No a la carte items are available in Doyle Dining Hall.
- Dining Hall hours are posted at the door as you enter Doyle Dining Hall.
- Dining facilities may close for class break periods. These closures will be posted in advance. If open, meal plans are not in effect.
- The Dining Services week starts with Friday breakfast and ends with Thursday dinner.
- You must have a valid University ID card with declining balance points; a meal plan or purchase meals using cash/credit card (VISA, MasterCard) to access Doyle Dining Hall. University ID's are non-transferable.
- No dishes, flatware or glassware may be removed from Doyle Dining Hall. Approved reusable “To Go” containers are available for purchase with the cashier.
- All resident students are required to have a resident meal plan. At the beginning of each semester all residents will receive the 19-meal per week option.
- Changes may be requested within the first two weeks of a new semester. There are no refunds for unused meal plan dollars at the end of the semester.
- All first year residents are required to be on the 19-meal per week plan.
- Unused dining dollars DO NOT carry over from semester to semester. Any unused dining dollars will be forfeited.
- Meal plans are in effect only during the academic year. Mini block plans are available outside of the academic year.
- Block and Commuter meal plans are available for purchase.
- Block Plans carry over from fall to spring semesters within the same academic year. Unused block meals will be forfeited on the last day of spring semester.
- SAGE Dining Services is the exclusive food service provider for the University.
- Outside catering is not permitted, however outside food option may be permitted with submission and approval of a food waiver.
- Meal plan students attending catered functions on campus may have their food credit from Doyle Dining Hall applied toward the cost of the catered function at the request of the host.
- Students requesting dietary accommodations must provide written documentation from a licensed physician and any supporting materials to the Director of Disability Support Services. The Director of Disability Support Services in conjunction with the Food Service Director will work directly with the student to provide the dietary accommodations.

- 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 becoming a "bored plan." These specials are offered to meal plan participants at no additional charge. The Dining Services welcomes all input.

Disability Support Services

- A. **Qualifying for Disability Support Services:** Students with disabilities who request accommodations will need to register with Disability Support Services (DSS). It is the responsibility of the student to initiate the appointment. It is recommended to schedule with DSS several weeks before classes start. The student can request an appointment on the DSS webpage: <http://www.ndm.edu/offices-and-services/disability-support-services/request-an-appointment/>, by phone at 410-532-5401.
- a. The student will be asked to bring the most current documentation of the student's disability to the meeting. Student's requesting accommodations must have a disability as defined by section 508 of the Rehabilitation Act and the Americans with Disability Act (ADA). If the student does not have sufficient documentation, the student may be requested to seek further evaluation/documentation from a certified professional.
 - b. The student applying for DSS will be asked to fill out a Confidential Client Information Sheet and a Student Authorization Form. These forms will remain in the office of Disability Support Services. The documentation received from the student will be reviewed and DSS will work with the student to decide reasonable accommodations. If a student requires a reasonable accommodation for one or more classes, a letter will be completed. A copy of the letter will remain with the DSS office and the other copy will go to the student to give to the student's professor. The student will need to return to DSS prior to the beginning of each semester to get an updated letter to provide to their instructor. Reasonable accommodations will not be provided without an updated letter each semester and reasonable accommodations are never retroactive.
- B. **Documentation Guidelines**
- a. According to the Americans With Disabilities Act of 1990 (ADA), the term "disability" means, with respect to an individual,
 - i. having a physical or mental impairment that substantially limits one or more of the major life activities of such individual;
 - ii. having a record of such an impairment; or
 - iii. being regarded as having such an impairment.
 1. Examples of major life activities include walking, sitting, standing, seeing, hearing, speaking, breathing, learning, working, caring for oneself, and performing manual tasks.
 - b. Eligibility and reasonable accommodations can be accessed when a student provides DSS with documentation from a certified professional (e.g. director of

special education, audiologist, psychologist, licensed counselor and physician) that describes the specific disability and the accommodations needed. This information should preferably not be more than three years old and must be sent directly to the Director of Disability Support Services. This documentation is needed to determine eligibility and to develop a reasonable accommodation plan for the student to share with their professor(s).

- c. If a student does not have sufficient documentation at the time of DSS appointment a temporary accommodation can be made on the discretion of DSS. An exception may be granted if the student can provide documentation stating that an appointment was made for psycho-educational testing. Furthermore, the student must attend the appointment for psycho-educational testing at the scheduled time. DSS is able to provide a referral list for testing.
 - d. For specifics and further details on documentation guidelines please visit the DSS webpage: <http://www.ndm.edu/offices-and-services/disability-support-services/documentation-guidelines/>
- C. **Confidentiality:** Disability-related information provided to the DSS office is considered an educational record and falls under the protection of the Family Educational Rights and Privacy Act (FERPA). Under this federal act, prior written consent by the student is required before DSS may release disability documentation or records. FERPA does permit the DSS office to share information about the impact of a disability and accommodation eligibility with other University school officials who have a legitimate educational interest. Please understand that the University takes confidentiality very seriously and will not share any information unless there is a legitimate educational interest.
- D. **Accommodations:** A student will not receive accommodations without applying to DSS and supplying the student's instructor with a letter including requested accommodations. Letters cannot be backdated. Accommodations are discussed with the student and based off the documentation the student has provided. Since reasonable accommodations are individualized there is not a set list.
- a. If a student's reasonable accommodation is for a note taker, it is recommended the student let DSS and the instructor know as early as possible. DSS will provide a letter to the student which will need to be presented to the instructor. The instructor will make an anonymous announcement regarding the need for the note taker and offer a financial stipend. It is up to the student as to whether the student would like to remain anonymous or identify herself or himself to the note taker.
 - b. If a student receives alternative test taking procedures, the student should remind the instructor a week in advance so that arrangements can be made prior to the exam. The same rules will apply as in the classroom. Arrive on time for your exam. A student who shows up late for their scheduled exam will be held to the same standards as the rest of the class. Notify your instructor in advance if there is a conflict with the time of your scheduled exam.
 - c. If a student uses a laptop, software programs, or any other assistive technology to take an exam, notify the instructor a week in advance so that arrangements can be made.
 - d. In order to receive alternative textbooks in a timely manner it will be necessary to let DSS know several weeks in advance so that the publisher can be notified.

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

Parking and Driving Regulations

- A. Driving Regulations:** The Office of Public Safety regulates traffic and driving patterns on campus. Driving and parking on campus is a privilege and students are expected to be aware of and honor these regulations for the safety of University faculty, staff and students as well as those in the University's surrounding neighborhoods. For example, only right turns are permitted onto North Charles Street from the southern entrance/exit when leaving campus. Failure to follow campus driving policies and restrictions may result in a citation or, for repeat offenders, an Honor Board hearing and sanctions which could include suspension of parking privileges on campus. For a detailed map of driving patterns as well as parking, please visit the University's website at www.ndm.edu/admissions/visit-campus/maps-directions-and-parking/.
- B. Parking Regulations:** The Office of Public Safety regulates parking on campus. Parking regulations are available online at www.ndm.edu/offices-and-services/public-safety/parking. Students are responsible for knowing and upholding parking regulations.
- a. Parking at the University is by permit only.
 - b. All students must register their vehicles with Public Safety and affix a Notre Dame registration decal to their vehicle by the first day of classes for the semester. Registration is free.
 - c. Vehicles which are not properly registered and displaying a valid permit may be ticketed or removed from campus at the owner's expense. Public Safety officers may authorize a tow company to remove from the University's property a vehicle that is unregistered, is unoccupied and presents a hazardous condition, is abandoned, or is parked in a reserved handicap area without a handicap permit.
 - d. Repeat offenders who receive four (4) traffic violations within the academic year (June 1 through May 31) will be subject to an Honor Board hearing or Administrative Review and sanctions that could include towing and loss of future parking privileges.
 - e. Vehicle owners will be responsible to pay all towing and storage fees.
 - f. Signs are posted to assist drivers with traffic flow and to indicate the appropriate parking areas, such as visitors' parking, employee parking and no parking. Curbs and roadways are painted in certain areas to give directions for flow of traffic. There is no parking permitted in areas with white painted curbs.
- C. Parking Citations Appeals Procedure**
- a. The Appeals Board for parking citations reviews all requests for appeal of a parking citation issued to faculty, staff, student, or guest. Appeal forms are available in the Office of Public Safety and on the University's website. All appeals must be submitted to the Parking Appeals Board on the Traffic Violation Appeal Form and forwarded to the Office of Public Safety in Gibbons Hall, Room 002. Appeals received after fifteen (15) calendar days from the ticket date will not be honored.
 - b. The membership and composition of the Appeals Board consists of the Director of Public Safety (Chair), a faculty representative, a staff representative; a Human Resources representative; and a student representative. The Board will vote to determine final disposition of the citation appealed. This is the final appeal.

- 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

of which can include acts of sexual violence, including sexual assault, domestic or partnership violence, exploitation, intimidation, and stalking. In keeping with this commitment, the University maintains a strict policy prohibiting all forms of sexual and gender-based misconduct and unlawful discrimination and discouraging conduct that, while not unlawful, could reasonably be considered sexual misconduct and/or unlawful discrimination. All members of the University Community share responsibility for fostering this environment by adhering to the standards of conduct outlined in the University's Policy on Sexual Misconduct and Other Related Misconduct.

The University is obligated under the law to investigate complaints, to take action to eliminate sexual misconduct, prevent its recurrence, and address its effects. All members of the University community who learn of instances of sexual misconduct are encouraged to report this behavior immediately to the appropriate University officials in order to ensure prompt, proper investigation into these matters.

The University's Policy and Procedures on Sexual Misconduct and Other Related Misconduct are available at the University's Title IX Website linked [here](#). Inquiries concerning the applications of Title IX 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

Smoking Policy

The University is committed to providing a healthy, comfortable environment for students, faculty, staff and guests. All University buildings are smoke-free, including public spaces and residence halls. Individuals who wish to smoke or use other tobacco products including e-cigarettes must do so outdoors at least 30 feet away from any building or in any designated areas in a manner that does not block building entrances and minimizes other's exposure to the second-hand effects of tobacco use. Cigarette ashes and butts should be placed only in designated receptacles. Tobacco chew cannot be expectorated onto the ground.

Social Media

Social media are used through web- and mobile-based technologies to turn communication into interactive dialogue and engagement. Websites and user-generated content include, but are not limited to, Facebook, Flickr, Foursquare, Instagram, LinkedIn, MySpace, Twitter, YouTube, and blogs. Social media communication is public and visible, and posting inappropriate texts or confidential, pictures, videos, or images could provoke institutional or legal ramifications for the student or student group. Examples of items that would be deemed inappropriate include, but are not limited to:

- 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-sexual Nature

- i. The University's policy prohibits unlawful discrimination and harassment of a non-sexual nature, which includes verbal, physical, or graphic conduct that denigrates or shows hostility or aversion toward an individual or group because of their Protected Status, when: such conduct is sufficiently severe or pervasive that it alters the conditions of education, employment, or participation in a University sponsored, recognized, or approved program, visit, or activity; and creates an environment that a reasonable person in similar circumstances would find intimidating, hostile, humiliating, demeaning or sexually offensive.
- ii. Prohibited behavior may, for example, include conduct or material (physical, oral, written, or graphic, including e-mail, text, or social media messages posted or circulated in the community) involving epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts, that serves no scholarly purpose appropriate to the academic context and gratuitously denigrates or shows hostility or aversion toward an individual or group because of the member's protected status.

C. Complaint Procedure

- a. Any student in the University Community, who believes to have been subjected to unlawful discrimination and/or harassment in violation of this policy or suspects the occurrence of discrimination and/or harassment, should report the matter immediately so that the University may promptly address the situation. The University provides a variety of avenues by which an individual who believes to have been discriminated against or harassed may proceed, so that each student may choose an avenue appropriate to the particular situation.

D. Confidentiality

- a. The University recognizes the sensitive nature of information that it receives in the course of discussing complaints of unlawful discrimination and/or harassment. All information disclosed to a member of the University faculty, administration, or staff during reporting, counseling, investigation, hearings or other proceedings will be kept in a secure location with restricted access. Confidentiality will be maintained to the extent possible. The University will take steps to protect the

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 complaint is made, a change of course section or housing assignment, or any other appropriate sanction(s) under the circumstances. Sanctions will

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 accusations of harassment or discrimination. A determination that a complaint is not meritorious however is not necessarily equivalent to a false allegation. A finding for the accused does not constitute a finding that the complaint was in bad faith.

H. Hostile Environment in Absence of a Complaint

- a. If the University has credible notice – either direct or indirect – of possible discrimination or harassment of a member of its community or notice of a hostile, harassing or discriminatory environment, then it will take immediate and appropriate steps to investigate or otherwise determine what occurred and take steps reasonably calculated to end any harassment and/or discrimination, eliminate a hostile environment if one has been created, and prevent harassment and/or discrimination from occurring again.

Substance Abuse Policy

- A. It is the goal of the University to protect the health and environment of students, faculty and staff by observing a drug-free environment in keeping with the Drug-Free Workplace Act of 1988, the Drug-Free Schools and Campus Act of 1989, and the Policies of the Maryland Higher Education Commission Concerning Drug and Alcohol Abuse. This policy applies not only to students, faculty and staff of the University, but also to all employees of contractors and subcontractors, as well as food service employees.

B. Standards of Conduct

- a. All students are prohibited from the abuse of alcohol* and the unlawful manufacture, distribution, possession or use of illicit drugs or alcoholic beverages on University property or as part of any University activity, both on and off campus.
 - i. All Notre Dame of Maryland University students and employees are required to comply with the University’s Substance Abuse Policy. Sanctions levied against a student, faculty or staff who violates the Standards of Conduct are included under the section entitled Sanctions. For students, violations will be subject to adjudication by the student conduct system and/or appropriate law enforcement officials. For employees, violations are subject to disciplinary action, up to and including immediate dismissal, or a requirement to successfully complete drug or alcohol abuse counseling or rehabilitation as a condition of continued employment. Criminal or civil action does not preclude campus action.
 - ii. This policy covers the following substances:
 1. alcoholic beverages of any kind (alcohol means ethyl alcohol or ethanol)
 2. controlled or illegal drugs or substances, which include all forms of narcotics, hallucinogens, depressants, stimulants, and designer drugs whose use, possession, transfer, sale, manufacture, distribution, and dispensation are restricted or prohibited by law.
 3. Alcohol abuse is the singular or repeated use of alcohol that violates local, state, or federal law or University policy

C. University Regulations

- a. **Alcohol and Illegal Drugs—Students**

- i. Students and their guests are expected to follow the laws of Maryland, specifically Criminal Law Article 10 of the Annotated Code of Maryland, which states that no individual under the age of 21 may buy, consume or possess alcoholic beverages of any kind, and individuals over 21 may not sell or provide alcohol to minors on University property or as part of any University activity, either on or off campus.
 1. Students over the age of 21 may consume alcohol in their residence hall rooms, but not in public areas of the University, including, but not limited to, hallways, lounges, bathrooms and common areas. In the residence halls, those who are 21 years of age or older may not consume alcohol in the presence of anyone under the age of 21.
 2. Those under 21 are not permitted to possess, distribute, or consume alcohol anywhere on campus, including their residence hall rooms.
 3. For those of legal drinking age, containers of alcoholic beverages larger than three liters, including kegs, are not permitted in the residence halls.
 4. Students may not possess, distribute, sell, manufacture, dispense, or use illegal drugs on or off campus. Those who decide to drink or abuse drugs are accountable for their behavior while under the influence, just as if they had not been abusing drugs or alcohol.
 5. The University will not hire anyone who is known to currently use illegal drugs or abuse substances. Compliance with this policy is a condition of employment. Employees must report to work mentally and physically fit to perform their duties.
 6. The following activities are prohibited while student employees are on the University's premises or otherwise engaged in University business: (1) the consumption of alcoholic beverages except at University-sponsored events, where authorized, (2) being under the influence of alcohol or illegal drugs during business hours, (3) performance of duties while under the influence of alcohol or illegal drugs whether on or off University premises, and (4) the manufacture, possession, use, sale, distribution, dispensation, receipt, or transportation of any controlled substance or illegal drug.
 7. Alleged violations may be reported to the Director of Student Rights and Responsibilities.

b. Alcohol Beverages (For Events Where Alcohol Will Be Served)

- i. Alcoholic beverages may be sold, served, or consumed if (1) in compliance with the law, and (2) it is done at gatherings in locations approved by the Vice President for Student Life or (3) they are authorized at third-party events on campus. This applies to events sponsored by University. The Associate Vice President for Student Life may approve alcoholic beverages for use at campus gatherings if all the following conditions are met:
 1. The event is held in a special use location, facility, or building, on or off campus;
 2. The event is requested by a faculty member, staff, administrator, or student organization, or University department;

3. Those in attendance will be at least 21 years of age;
 4. Those over the age of 21 will be identified by the use of a wristband, hand stamp, etc.
 5. Food and nonalcoholic beverages will be served;
 6. The sale/serving of alcoholic beverages will be discontinued at least one hour before the event ends;
 7. Proper campus supervision is provided in areas where alcohol is served/sold.
- ii. Alcohol permit forms are available in the office of the Vice President for Student Life and must be submitted at least 10 working days prior to the event.

D. Sanctions For Students Violating This Policy

- a. **Sanctions of the University Substance Abuse Policy will be determined by the severity of the violations and their impact on the community for first, second, and third violations.** Students who violate the Notre Dame of Maryland University Substance Abuse Policy may be subject, but are not limited, to the following sanctions:
 - i. *First Offense Alcohol Misuse:* Possible sanctions include, but are not limited to, an alcohol-related health assessment, participation in an alcohol education program, and other appropriate conduct sanctions, including, but not limited to, probation, visitation restriction, etc.
 - ii. *Second Offense Alcohol Misuse:* Required alcohol-related assessment, mandatory attendance at an alcohol education program, ***notification of parents or legal guardians of students under 21***, and other conduct sanctions as deemed appropriate, including, but not limited to, restitution, fines, probation, residence hall suspension, etc.
 - iii. *Third Offense Alcohol Misuse:* Required attendance at the six-session alcohol education program or other community-based alcohol education program, ***notification of parents or legal guardians of students under 21***, and other conduct sanctions as may be deemed appropriate, including, but not limited to restrictions, probation, suspension or expulsion.

- b. **Controlled or Illegal Drugs**

- i. A student who has violated the Substance Abuse Policy through the illegal possession, use, sale, manufacture, dispensation, or distribution of any drug, narcotic or controlled substance, whether on or off campus, is subject to immediate suspension or expulsion.

E. Assistance Program Referrals

- a. The University recommends that individuals who have a drug or alcohol abuse problem seek professional help. The Counseling Center provides education, assessment, individual counseling and behavioral methods to address problem areas, and can assist individuals in identifying referrals, treatment programs and other community services.
- b. The following agencies may be contacted to identify assistance programs offered in the community:

Addict Referral & Counseling Center, Inc.
21 W. 25th Street
Baltimore, Maryland 21218
410-366-1717

Narcotics Anonymous
217 North Warwick Avenue
Baltimore, Maryland 21223
410-468-0060
Email: baltoareana@ymail.com

F. Education

- a. The University provides educational programs, including an on-line alcohol assessment through eCheckUpToGo, designed to promote lawful and responsible use of alcohol and prevent the use of illicit drugs. These programs include information on alcohol and illegal drugs, the consequences of the use and abuse of these substances, the role of individual responsibility and personal liability, and this policy.
 - i. These programs are available to any member of the University community and are primarily offered through the Division of Student Life.
 - ii. Drug-Free Awareness Program will inform employees annually of (a) the dangers of drug or alcohol abuse in the workplace, (b) the University's policy of maintaining a drug-free workplace, (c) available drug counseling and rehabilitation, (d) penalties that may be imposed upon employees for violations.
- b. Applicable State Laws Relating To Unlawful Use, Possession, And Distribution Of Illicit Drugs And Alcohol
 - i. The below is a non-exclusive reference to articles on laws relating to illicit drugs and alcohol can be found in the Criminal Law Article of the Annotated Code of Maryland at the following link.

<https://www.lexisnexis.com/hottopics/mdcode/>

Article 5 – Controlled Dangerous Substances, Prescriptions & Other Substances; Subtitle 6 – Crimes Involving Controlled Dangerous Substances & Paraphernalia (Subtitle 6); and Article 10 – Crimes Against Public Health, Conduct & Sensibilities (Title 10); Subtitle 1 – Crimes Against Public Health & Safety

- ii. **Jurisdiction:** Annotated Code of Maryland, Criminal Law Article 5-602
 1. *Offense:* Unlawful manufacture, distribution, dispersion, or possession to indicate intent to manufacture, distribute, dispense a controlled dangerous substance (or counterfeit substance)
 2. *Penalty:* Guilty of felony and subject to imprisonment up to 20 years and/or a fine up to \$25,000
- iii. **Jurisdiction:** Annotated Code of Maryland, Criminal Law Article 5-617
 1. *Offense:* Distribution of non-controlled substance as a controlled dangerous substance
 2. *Penalty:* Guilty of felony and subject to imprisonment up to 5 years and/or a fine up to \$15,000
- iv. **Jurisdiction:** Annotated Code of Maryland, Criminal Law Article 5-628

1. *Offense:* Use of minor to manufacture, deliver, or distribute controlled dangerous substance
 2. *Penalty:* Guilty of felony and subject to imprisonment up to 20 years and/or a fine up to \$20,000
- v. ***Jurisdiction:*** Annotated Code of Maryland, Criminal Law Article 5-601
1. *Offense:* Possession of controlled dangerous substance
 2. *Penalty:* Guilty of misdemeanor and subject to imprisonment up to 4 years and/or a fine up to \$25,000; for marijuana, one year and/or a fine up to \$1,000 if over 10 grams.
- vi. ***Jurisdiction:*** Annotated Code of Maryland, Criminal Law Article 5-619
1. *Offense:* Use, delivery, or possession with intent to use, deliver, or sell drug paraphernalia to plant, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, pack, repack, store, contain, conceal, inject, ingest, inhale, or otherwise introduce into the human body, a controlled dangerous substance
 2. *Penalty:* Guilty of misdemeanor and subject to a fine up to \$500 for first offense, imprisonment up to 2 years and/or a fine up to \$2,000 for second offense; for situations involving a minor up to 5 years and/or a fine up to \$15,000
- vii. ***Jurisdiction:*** Annotated Code of Maryland, Criminal Law Article 5-619
1. *Offense:* Advertising to promote the sale or delivery of drug paraphernalia
 2. *Penalty:* Guilty of misdemeanor and subject to a fine up to \$500 for first offense; imprisonment up to 2 years and/or a fine up to \$2,000 for second offense
- viii. ***Jurisdiction:*** Annotated Code of Maryland, Criminal Law Article 5-618
1. *Offense:* Possession and/or purchase of non-controlled substance believed to be controlled dangerous substance
 2. *Penalty:* Guilty of misdemeanor and subject to imprisonment up to one year and/or a fine up to \$500
- ix. ***Jurisdiction:*** Annotated Code of Maryland, Criminal Law Article, 10-113
1. *Offense:* Misrepresentation or false statement of age in order to obtain alcohol or to induce the illegal sale or supplying of alcohol
 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
- x. ***Jurisdiction:*** Annotated Code of Maryland, Criminal Law Article, 10-114
1. *Offense:* Possession of alcohol by person under 21
 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
- xi. ***Jurisdiction:*** Annotated Code of Maryland, Criminal Law Article, 10-115
1. *Offense:* Possession of false identification by person under 21
 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
- xii. ***Jurisdiction:*** Annotated Code of Maryland, Criminal Law Article, 10-116
1. *Offense:* Purchasing alcohol for person under 21

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,

constipation, edema, extremely toxic in excessive doses, and overdose can cause death

2. MAOIs (Nardil, Parnate, Marplan, Phenazine)

- a. **SHORT-TERM EFFECTS:** combination of certain foods can trigger very high blood pressure, rapid pulse, headaches, problems with vision, sometimes paralyzing or fatal strokes; foods high in the amines, tryptamine, or histamine should be avoided, i.e., beer, red wines, chocolate, pickled fish, cheese, yogurt, stimulants, caffeine and allergy pills.
- b. **LONG-TERM EFFECTS:** (may take six weeks for drug to work): glaucoma, weight gain, sleep disturbances, fatigue, weakness, tremors, dry mouth, and constipation.

3. Antimanic (Lithium)

- a. **SHORT-TERM EFFECTS:** difficulty staying on medication since euphoric feelings and sense of well-being experienced during mild manic attacks is missed, narrow range between the therapeutic and toxic levels (periodic blood tests are needed), nausea, lethargy, thirst, hand tremors, greatly increased urination, and possible weight gain.
- b. **LONG-TERM EFFECTS:** drug excreted almost entirely by kidneys, any injury or weakness may allow the drug to accumulate to dangerous levels, avoid diuretics and low-sodium diets so as not to further deplete sodium level, carefully monitor drug level.

v. BARBITURATES– (Chloral, Hydrate, Doriden, Nembutal, Phenobarbital, Seconal)

- 1. **SHORT-TERM EFFECTS:** relaxation, euphoria, decreased alertness, drowsiness, impaired coordination, slurred speech, stupor, hangover, and death.
- 2. **LONG-TERM EFFECTS:** excessive sleepiness, confusion, irritability, severe withdrawal, sickness, and death.

vi. CAFFEINE– (Coffee, Cola, Tea, No-Doz)

- 1. **SHORT-TERM EFFECTS:** increased alertness, restlessness, insomnia, upset stomach.
- 2. **LONG-TERM EFFECTS:** restlessness, irritability, insomnia, stomach disorders.

vii. CANNABIS– (Hashish, Marijuana, THC)

- 1. **SHORT-TERM EFFECTS:** relaxation, breakdown of inhibitions, alteration of perceptions, euphoria, increased appetite, increased heartbeat, dry mouth.
- 2. **LONG-TERM EFFECTS:** fatigue, loss of memory, school grades may decline, hormonal changes, psychosis.

viii. COCAINE- (Coke, Crack)

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 comprised of the Associate Vice President of Student Life, Vice President of Finance and Administration, Director of Public Safety, Director of Human Resources, Chief of Staff, or their designees, representatives of the Student Government Association, and members of the faculty, to determine its effectiveness, make changes if necessary and to ensure that sanctions are consistently enforced.

UNIVERSITY LIABILITY

- A. NOTRE DAME OF MARYLAND UNIVERSITY ASSUMES NO RESPONSIBILITY FOR THE LOSS, DESTRUCTION OR THEFT OF STUDENTS' PERSONAL POSSESSIONS AT ANY TIME, INCLUDING THOSE TIMES WHEN STUDENTS ARE ATTENDING OR ABSENT FROM THE UNIVERSITY. STUDENTS ARE ENCOURAGED TO INVENTORY THEIR POSSESSIONS PERIODICALLY, ENGRAVE THEIR NAMES ON ALL PERSONAL POSSESSIONS, RECORD THE SERIAL NUMBERS, AND KEEP THEM IN A SAFE PLACE. STUDENTS ARE DISCOURAGED FROM BRINGING VALUABLES TO CAMPUS. STUDENTS ARE ENCOURAGED TO OBTAIN PERSONAL PROPERTY INSURANCE FOR PERSONAL POSSESSIONS. PLEASE UNDERSTAND THAT THE NOTRE DAME OF MARYLAND UNIVERSITY INSURANCE PROGRAM COVERS ONLY UNIVERSITY PROPERTY AND DOES NOT EXTEND TO THE PERSONAL PROPERTY OF STUDENTS.**
- B. STUDENTS CHOOSING TO UNDERTAKE RECREATIONAL ACTIVITIES THAT ARE NOT SPECIFICALLY SPONSORED BY THE UNIVERSITY WHILE ON CAMPUS – SUCH AS SLEDDING, BIKING, AND EXERCISING – DO SO AT THEIR OWN RISK.**