



NOTRE DAME
OF MARYLAND
UNIVERSITY

ANNUAL SECURITY & FIRE SAFETY REPORT 2024



Containing information for the 2024-2025 Academic Year.
Includes crime statistics for 2021, 2022, and 2023

Prepared by the Office of Risk Management & Public Safety

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Notre Dame of Maryland University Notice of Non-Discrimination

Notre Dame of Maryland University (“University” or “NDMU”) values safety, diversity, equity, inclusion, and social responsibility. Consistent with these principles, the University does not discriminate and prohibits harassment with respect to access to and participation in its educational and extracurricular programs and activities or with respect to employment terms and conditions on the basis of age, color, creed, disability, genetic information, marital status, national or ethnic origin or ancestry, race, religion, sex (including pregnancy, sexual orientation, or gender identity or expression) or veteran status or any other characteristic protected 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, etc.

Inquiries or concerns regarding the application of this statement and related policies may be referred to:

Greg FitzGerald, Title IX/504/ADA Coordinator
Notre Dame of Maryland University
4701 N. Charles Street
Caroline Hall, Room 106
Baltimore, MD 21210
(410) 532-5109
TitleIX@ndm.edu

Additional information is available at <https://www.ndm.edu/about-us/consumerinformation/nondiscrimination-policy>

Office for Civil Rights – Regional Office
U.S. Department of Education
The Wanamaker Building
100 Penn Square, East-Suite 515
Philadelphia, PA 19107
Telephone: (215) 656-8541
OCR.Philadelphia@ed.gov

Office for Civil Rights – National Office
U.S. Department of Education LBJ
Dept. of Education Bldg. 400
Maryland Ave, SW Washington,
DC 20202
Telephone: (800) 421-3481
OCR@ed.gov
<http://www.ed.gov/ocr>

ANNUAL SECURITY REPORT

Preparation of the Annual Security Report and Disclosure of Crime Statistics

The NDMU Office of Public Safety prepares this report annually to comply with the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act* (the *Clery Act*). The report is compiled using information maintained by the Office of Public Safety and other campus offices such as Student Life, Residence Life, Human Resources, Title IX, and other campus security authorities (CSAs) and information provided by local law enforcement agencies surrounding the main campus. Each of these offices provides updated policy information and crime data.

This report provides statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned, leased, or controlled by NDMU. This report also includes institutional policies concerning campus security, such as policies regarding sexual misconduct, alcohol, and other drugs.

NDMU distributes a notice of the availability of this Annual Fire Safety and Security Report by October 1 of each year to every student and employee member of the campus community. Anyone, including prospective students and employees, may access this report online at <https://www.ndm.edu/public-safety> or obtain a paper copy of this report by contacting the Office of Public Safety at 410-532-5360.

ABOUT THE OFFICE OF PUBLIC SAFETY

Role, Authority, and Training

The NDMU Office of Public Safety protects and serves our campus community 24 hours a day, 365 days a year. The Office is responsible for a number of campus safety and security programs, including Risk Management, Emergency Management, Community Safety and Security Education, physical security, including security technology, behavioral threat assessment, and special event management. The Office of Public Safety works hand-in-hand with all University offices/departments in an effort to provide a safe environment in which to live, learn, and work.

The Office is comprised of:

- 1 Director
- 1 Assistant Director (Captain)
- 2 Shift Supervisors (Sergeants)
- 8 FT Public Safety Officers
- 10 PT/on-call Public Safety Officers
- 1 Administrator/Dispatcher
- Student Public Safety Aids/Dispatchers

The Officers conduct foot and vehicle patrols on campus and are charged with the enforcement of federal, state and local laws, as well as University policies and regulations. Public safety officers do not make arrests, and their jurisdiction to enforce University rules is limited to property owned by NDMU.

All Public Safety Officers are required to complete mandatory training during employee orientation and are required to attend additional annual trainings to stay abreast of University policies, procedures, and practices. Examples of trainings include first aid, emergency response, crisis intervention, sexual assault, heroin and opioid awareness and overdose prevention, etc.

Safety is Our Priority

The University takes great pride in our community and offers students and employees many advantages. The Office of Public Safety has your safety as its first priority and ensures this with constant foot and vehicle patrols 24 hours a day, seven days a week, 365 days a year. This community is a great place to live, learn, and work, however, this does not mean that the campus community is immune from unfortunate circumstances that arise in other communities. With that in mind, NDMU has taken progressive measures to create and maintain a reasonably safe environment on campus.

Though NDMU is progressive with its policies, programs, and education, it is up to each one of us to live with a sense of awareness and use reasonable judgment when living, working, visiting campus. There is a lot you can do yourself to make our campus even safer:

- Report any suspicious behavior, criminal activity, or emergency to Public Safety right away by dialing extension 6666 from a University phone or (410) 532-6666 by cell phone.
- Not an emergency? Call 410-532-5360.
- Take responsibility for your safety; walk in pairs at night or request a Public Safety escort.
- Keep your residence hall room door locked at all times.
- Keep all valuables out of sight in your car.
- Report any unescorted strangers, male or female.
- Do not prop open any exterior doors, and report any found propped open.
- Know the campus location of the Blue Light Emergency Notification System
- Pay attention to Campus Public Safety alerts and updates.

We strongly encourage prompt and accurate reporting of crimes. This is critical for many reasons (e.g. evidence preservation or issuance of timely warnings) to enhance community safety. We also encourage adherence to all Notre Dame rules of conduct, as well as local, state and federal laws—and common sense—keeping our campus safe.

Victims of, or witnesses to, criminal activity in which there is no immediate danger may report an incident by calling the Communications Center at 410-532-5360. An officer will make a report and follow up on your incident.

Escort Services

The Office of Public Safety maintains an escort service that operates 24-hours a day, seven days per week for NDMU students. The service is offered by walking or riding escorts that provide point-to-point service on campus. Please contact (410) 532-5360 to arrange for service or contact Public Safety from a blue light on campus.

Working Relationship with Local, State, and Federal Law Enforcement Agencies

The Office of Public Safety maintains a working relationship with the Baltimore Police Department and other surrounding police agencies. Public Safety receives daily reports from the Baltimore Police Department listing all major crime that were reported near the campus. The University has enacted a Memorandum of Understanding (MOU) with Baltimore Police with regard to the investigation of alleged sexual assault offenses occurring on campus. We also cooperate with State and federal law enforcement agencies as appropriate when called upon.

Crimes Involving Student Organizations at Off-Campus Locations

NDMU non-campus locations are patrolled by, and crimes are reported to, the respective law enforcement agency of that jurisdiction. The Office of Public Safety communicates with, and receives crime reports from these other law enforcement agencies. The University relies on its close working relationships with local law enforcement agencies to receive information about incidents involving NDMU students and recognized student organizations, on and off campus. In coordination with local law enforcement agencies, the Office of Public Safety will actively investigate certain crimes occurring on or near campus. If the Office of Public Safety learns of criminal activity involving students or student organizations, it will coordinate with the appropriate external law enforcement agency to forward information about the situation to the Office of Case Management and Community Standards, as appropriate.

NDMU requires all recognized student organizations to abide by federal, State, and local laws, and the University's regulations. NDMU may become involved in the off-campus conduct of recognized student organizations when such conduct is determined to affect a substantial University interest as defined in the Off-Campus Misconduct Policy in the Student Handbook, located at: <https://www.ndm.edu/student-handbook>

REPORTING CRIMES AND OTHER EMERGENCIES

NDMU has a number of ways for campus community members and visitors to report crimes, serious incidents, and other emergencies to appropriate University officials. Regardless of how and where

you decide to report these incidents, it is critical for the safety of the entire campus community that you immediately report all incidents to the Office of Public Safety at 410-532-5360 to ensure an effective investigation and appropriate follow-up actions, including issuing a timely warning or emergency notification.

Voluntary, Confidential Reporting

If crimes are never reported, little can be done to help other members of the community from also being victims. We encourage campus community members to report crimes promptly and to participate in and support crime prevention efforts. The NDMU community will be much safer when all community members participate in safety and security initiatives.

If you are the victim of a crime or want to report a crime you are aware of, but do not want to pursue criminal or disciplinary action, we ask that you consider filing a voluntary, confidential report with the Office of Public Safety or the University's Sexual Violence Resource Coordinator (quasi-confidential resource). In most cases, it is possible for you to file a report with a campus security authority while maintaining your confidentiality. The purpose of a confidential report is to comply with your wish to keep your personally identifying information confidential, while taking steps to ensure your safety and the safety of others. Confidential reports allow NDMU to compile accurate records on the number and types of incidents occurring on campus and to help determine if there is a serious or continuing threat to the safety of the campus community that would require an alert. Reports filed in this manner are counted and disclosed in the Annual Security and Fire Safety Report. In limited circumstances, the Department may not be able to assure confidentiality and will inform you in those cases. For more information, please contact the Director of Risk Management & Public Safety at 410-532-5360.

Anyone may call the Office of Public Safety at 410-532-5360 to report concerning information. Callers may remain anonymous.

Reporting to the NDMU Office of Public Safety

We encourage all members of the campus community to report all crimes and other emergencies to the NDMU Office of Public Safety in a timely manner. The Office of Public Safety has a dispatch center that is available by phone at 410-532-5360 or in person twenty-four hours a day at Caroline Hall, Room 101. Though there are many resources available, the Office of Public Safety should be notified of any crime, whether or not an investigation continues, to assure NDMU can assess any public safety concerns and inform the community if there is a significant threat to the campus community.

Emergency Phones

As a part of the University's campus-wide security and response efforts, the University maintains a Blue Light Emergency Notification System. With the push of a button, you are in immediate contact with the Office of Public Safety. When the button at the blue light station is depressed, the

strobe light at the top of the station is activated, a security operator will be in immediate voice contact, and a public safety officer will be dispatched.

The telephone keypad on the station may also be used for non-emergency on-campus contacts, including requesting a security escort, asking for directions, or contacting any office or residence hall on campus. The lights are along the library path, in front of Meletia Hall, behind Fourier Hall, and near the soccer field.

There are phones located in public areas of buildings including elevators, residence hall complexes, and administration buildings. These phones provide direct emergency communications to the Office of Public Safety Dispatch Center by dialing 6666. Please visit <http://www.ndm.edu/about-us/findhttp://www.ndm.edu/about-us/find-people-offices/public-safetypeopleoffices/public-safety> to learn more about your Office of Public Safety resources.

Reporting to Other Campus Security Authorities (CSAs)

The Clery Act mandates that institutions must disclose statistics for crimes reported to local police agencies and Campus Security Authorities (CSAs). While NDMU recommends that community members promptly report all crimes and other emergencies directly to the Office of Public Safety at 410-532-5360, on campus emergency number 6666, or to local law enforcement at 911, we also recognize that some may prefer to report to other individuals or University offices. The Clery Act recognizes certain campus officials and offices as CSAs. The Act defines CSAs as:

1. A campus police department or a campus security department of an institution.
2. Any individual or individuals who have responsibility for campus security but do not constitute a campus police department or a campus security department (e.g. an individual who is responsible for monitoring the entrance into institutional property).
3. Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
4. **An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.**

For reporting purposes at NDMU, Campus Security Authorities at NDMU are identified as:

- I. Director of Risk Management & Public Safety
 - a. Public safety captain, sergeants, and officers
- II. Provost & Vice President of Academic Affairs
- III. Associate Vice President of Student Life & Dean of Students
- IV. Director of Housing and Residence Life
 - a. All resident assistants and desk assistants

- b. Graduate residence coordinator(s)
- V. Associate Dean for Case Management and Community Standards
- VI. Director of Student Engagement and Community Programs
- VII. Director of Athletics
 - a. All athletic coaches
- VIII. Title IX/ADA/504 Coordinator
- IX. Senior Director of Human Resources
- X. Sexual Violence Resource Coordinator
- XI. Faculty Advisors to Student Groups/Organizations

Pastoral and Professional Counselors

According to the Clery Act, pastoral and professional counselors who are appropriately credentialed and hired by NDMU to serve in a counseling role are not considered CSAs when they are acting in the counseling role. As a matter of policy, the University encourages pastoral and professional counselors to notify those whom they are counseling of the voluntary, confidential reporting options available to them.

TIMELY WARNING REPORTS – CRIME ALERTS

In an effort to provide timely notice to the campus community in the event of a Clery Act crime that may **pose a serious or ongoing threat to members of the community**, the Office of Public Safety issues “Timely Warnings” (i.e. Crime Alerts). The Office of Public Safety may issue a Timely Warning for the following crimes: arson; aggravated assault; criminal homicide; domestic violence, dating violence, robbery, burglary, motor vehicle theft, sexual assault, hate crimes, and stalking.

Timely warnings will be distributed via a variety of methods reasonably likely to reach the entire campus community. This is typically accomplished via email but may also include notifications via: emergency text message; campus telephone system; notices on the University webpage and social media; and/or bulletins posted on building entrances and exits. Once the decision has been made to issue a timely warning, the Office of Public Safety is responsible for distributing the warning. In accordance with Federal law, the institution will withhold the names of victims as confidential in any Timely Warning.

The purpose of a Timely Warning is to notify the campus community of the incident and to provide information that may enable the community to take steps to protect themselves from similar situations. As soon as pertinent information is available, the Office of Public Safety, in consultation with the Office of University Communications, will evaluate the need to issue a Timely Warning based upon the following conditions:

1. One of the above listed crimes, occurring within the institution’s Clery geography, has been reported to campus security authorities or local law enforcement; and

2. The crime is considered by the institution to represent a serious or continuing threat to students and employees.

An institution is not required to provide a Timely Warning with respect to crimes reported to a pastoral or professional counselor.

In determining whether to issue a timely warning, on a case-by-case basis, the institution will consider all the facts surrounding the crime including factors such as the nature of the crime, the continuing danger to the campus community, and the possible risk of compromising law enforcement efforts.

Campus Community members can register for the e2Campus Text Alert System at:
<http://www.ndm.edu/public-safety/e2campus>

Additionally, the University may, in some circumstances, issue a Crime Alert when there is a pattern of crimes against persons or property. At NDMU, the Director of Risk Management & Public Safety will generally make the determination, in consultation with other University offices, if a Crime Alert is required. However, in emergency situations, any Office of Public Safety supervisor may authorize a Timely Warnings. For incidents involving off-campus crimes, the University may issue a Crime Alert if the crime occurred in a location used and frequented by the NDMU community.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Emergency Management at NDMU

The Office of Public Safety will issue an emergency notification in order to immediately notify the campus community, or segment(s) of the community, when there is confirmation of a significant emergency or dangerous situation that involves an immediate threat to the health or safety of students or employees and is currently occurring on the campus or immediately threatening the campus. Public Safety will utilize all information resources at their disposal to confirm there is an emergency and to determine which segments of the campus community must be warned.

Once Public Safety confirms an emergency or a dangerous situation, an emergency notification will be initiated immediately unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. An emergency notification may apply to both criminal and non-criminal incidents and can include but is not limited to: weather or natural disaster events, public health emergencies, hazardous materials spills or gas leaks, civil unrest or rioting, armed intruders, bomb threats, or terrorist incidents.

The method and content of the emergency notification may vary based upon the circumstances but may include: text message alerts, press releases, e-mail alerts, social media, campus telephone system, posted advisories in residence halls and campus common areas, and notices on the web

page. Depending on the circumstances, it may be appropriate to alert only a specific segment or segments of the campus. The Director of Risk Management & Public Safety, or designee, in consultation with the Senior Director of Communications is responsible for determining the content of the notification and appropriate segment(s) of the campus community to receive the notification. Likewise, the Director of Risk Management & Public Safety, or designee, is responsible for initiating all emergency notifications. Information will be provided to the larger community through website postings and local media. As needed, follow-up information will be provided to the community utilizing the same systems as the initial emergency notification.

Campus Community members can register for the e2Campus Text Alert System at:

<http://www.ndm.edu/public-safety/e2campus>

Evacuation Procedures

Evacuation exercises prepare building occupants for an organized evacuation in case of an emergency. During the exercise, occupants practice emergency procedures and familiarize themselves with the location of exits and the sound of the fire or other alarms. These exercises also provide an opportunity to test the operation of fire alarm system components.

Evacuation exercises are monitored and coordinated by the Office of Public Safety to evaluate egress and behavioral patterns. These exercises may be announced or unannounced. Public Safety documents, for each test, a description of the exercise, the date, time and whether it was announced or unannounced. At least once per year, the institution also publicizes its emergency response and evacuation procedures in conjunction with an exercise.

Campus Emergency Procedures are located on the University web site at:

<http://www.ndm.edu/about-us/find-people-offices/public-safety/emergency-crisis-information-guide>

Emergency Management Plan

The Emergency Management Team is responsible for the Emergency Management Plan. This plan is designed to be an all-hazards disaster response and emergency management plan that complies with FEMA guidelines for Higher Education that includes planning, mitigation, response, and recovery actions.

Our priorities are to:

- Focus on life safety, infrastructure integrity, and environmental protection during an emergency.
- Coordinate with NDMU departments to write, maintain, test, and exercise the Emergency Management Plan.

- Develop cooperation, integration, and mutual aid with local, state and federal planning, response, and public safety agencies and their Emergency Management Plans.

A summary of the University's emergency response procedures is located at: <http://www.ndm.edu/aboutus/find-people-offices/public-safety/emergency-crisis-information-guide>. Included at this web page is detailed information regarding NDMU's emergency notification policy, including how to enroll in the emergency notification system to ensure you receive emergency notices on University and cellular telephones.

Drills, Exercises and Training

To ensure the University's emergency management plans remain current and actionable, NDMU conducts annual exercises of its Emergency Management Plan. These exercises may include a variety of tabletop, drill, and full-scale emergency exercises. The University conducts after-action reviews of all emergency management exercises. The Director of Risk Management & Public Safety and the Emergency Management Team work with campus officials to develop scenarios. Outreach to local, state, and federal agencies and other stakeholders is conducted in order to create and implement the Emergency Management Plan and training exercises.

In conjunction with at least one emergency management exercise each year, NDMU will notify the community of the exercise and remind the community of the information included in its publicly available information regarding emergency response procedures (<http://www.ndm.edu/aboutus/find-people-offices/public-safety/emergency-crisis-information-guide>).

In 2023, NDMU conducted a campus-wide lockdown exercise in which all campus entrances controlled by the University's electronic door control system entered into lockdown mode to prevent access to most University buildings, including a simulation of "Run, Hide, Fight" protocols related to an active shooter incident. NDMU's Office of Public Safety coordinated the exercise with the Office of Facilities. Additionally, the Office of Public Safety organized a physical security assessment with Department of Homeland Security Higher Education sectional and Baltimore Police Department's Homeland Security Team for a three-day inspection of campus resulting in a written report, including areas of success and prioritized areas for improvement.

Emergency Notification

The University is committed to ensuring the campus community receives timely, accurate, and useful information in the event of a significant emergency or dangerous situation on campus or in the local area that poses an immediate threat to the health and safety of campus community members. The University will immediately notify the campus community upon confirmation of an emergency or dangerous situation. NDMU uses the emergency notification system through a text alert message. e2Campus is an emergency notification service available to students, staff, and anyone in the University community who wants to subscribe (<https://www.ndm.edu/public-safety/e2campus>). e2Campus can be used to send emergency messages within minutes of the

occurrence of an incident. Subscribers to e2Campus may also option to have a simultaneous message sent to an email account.

NDMU performs a University-wide annual test of the system. The following procedures outline the process NDMU uses when issuing emergency notifications.

[Confirming the Existence of a Significant Emergency or Dangerous Situation and Initiating the Emergency Notification System](#)

The Office of Public Safety and/or other University officials may become aware of a critical incident or other emergency situation that potentially affects the health and/or safety of the campus community. Generally, University officials become aware of these situations when they are reported to the Office of Public Safety or directly to a University employee.

Once first responders confirm that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the campus community, first responders will notify the Director of Risk Management & Public Safety or a designee to issue an emergency notification.

The Director of Risk Management & Public Safety or designee will immediately initiate all or some portions of the University's emergency notification system. If, in the professional judgment of the Director of Risk Management & Public Safety or University officials, issuing a notification potentially compromises efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency, NDMU may elect to delay issuing an emergency notification. As soon as the condition that may compromise efforts is no longer present, the University, (usually the Director of Risk Management & Public Safety or designee) will issue the emergency notification to the campus community.

[Determining the Appropriate Segment or Segments of the Campus Community to Receive an Emergency Notification](#)

University officials, in conjunction with Public Safety will determine the appropriate segment or segments of campus community that should receive the notification. Generally, campus community members in the immediate area of the dangerous situation (i.e. the building, adjacent buildings, or surrounding area) will receive the emergency notification first. The University may issue subsequent notifications to a wider group of community members. In addition to the emergency notification that may be issued via the campus mass notification system, NDMU will also post applicable messages about the dangerous condition on its homepage and social media to ensure the rest of the campus is aware of the situation and the steps they should take to maintain personal and campus safety. If the emergency affects a significant portion of the entire campus, officials will distribute the notification to the entire campus community.

Determining the Contents of the Emergency Notification

Speed and accuracy of the information are of the utmost importance in issuing emergency notifications. To expedite this process and ensure each message contains essential information, NDMU has developed a wide range of template messages addressing several different emergency situations. The individual authorizing the alert will select the template message most appropriate to the on-going situation and modify it to address the specifics of the present incident. In those cases, where there are no predetermined template messages in the system, the individual authorizing the alert will develop the most succinct message to convey the appropriate information to the community. The goal is to ensure individuals are aware of the situation and that they know the steps to take to safeguard their personal and community safety.

Procedures Used to Notify the Campus Community

In the event of a situation that poses an immediate threat to members of the campus community, the University has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of emergency notification to all or a segment of the campus community. These methods of communication include the mass notification system E2Campus, the University's e-mail system, voice messaging via university telephone system, and verbal announcement within a building and public address system on the Office of Public Safety patrol vehicles. The University will post updates during a critical incident on the homepage and social media. If the situation warrants, NDMU will establish a telephone call-in center to communicate with the campus community during an emergency situation.

Procedures for Disseminating Emergency Information to the Larger Community

The University will notify the larger community through the local media outlets, coordinating with local public safety agencies' public information officers, and by providing information on social media sites (e.g. [Facebook](#), [Instagram](#), and [Twitter](#), etc.) and the University homepage (<http://www.ndm.edu>).

Enrolling in NDMU's Emergency Notification System

We encourage members of the campus community to enroll in the E2Campus mass notification system by visiting <http://www.ndm.edu/public-safety/e2campus>. We encourage NDMU community members to regularly update their information at the same site.

SECURITY OF AND ACCESS TO NDMU FACILITIES

The Notre Dame campus is a very safe place to live, study, and work. A truly safe campus, however, can only be achieved only through cooperation of all students, and employees, and the responsible decisions they make every day.

The majority of campus buildings are generally open and accessible from 7:00am to 11:00pm, Monday through Friday. Academic buildings are scheduled to be open on weekends as needed. Access to individual classrooms and laboratories is limited to those enrolled in the courses meeting there. Likewise, access to most programs is limited to those enrolled in the program or otherwise authorized access. Access to student residential areas is generally restricted and are accessible only by swipe card or an authorized escort. All campus buildings are locked and secured overnight.

Many cultural and athletic events held in campus facilities are open to the public. Other facilities such as the NDMU Gift Shop, Loyola-Notre Dame Library, and LeClerc Theater are likewise open to the public. Only those who have demonstrated a need are issued keys/access to a building or area.

The Offices of Public Safety, Facilities, and Information Technology collaborate to provide ongoing maintenance and physical and technological security enhancements on campus. This includes routine inspections of physical locks, door access control system, IP security cameras, and lighting systems.

As a part of NDMU's 2020-2025 Strategic Plan – *Going Beyond: Vision 2025* – NDMU has embarked on an expansion of its campus IP security camera system with a goal of increasing its camera coverage by installing between five and ten new security cameras annually. By the close of 2023, NDMU had approximately 50 security camera locations throughout the campus which are monitored 24/7 by the Office of Public Safety.

Special Considerations for Residence Hall Access

At NDMU, all residence halls entrances operate under a door access control system and are monitored by residence life staff and via IP security cameras. Identification cards are coded so that only students who are residents in a particular hall are authorized electronic access entry to that hall; the system denies entry to all unauthorized persons. When any exterior door is left ajar, an audible alarm is activated. Public Safety Officers are responsible for routinely checking and securing doors. When a door is malfunctioning, facility personnel are summoned for immediate repair. All residence hall and apartment exterior doors are equipped with locks and with crash bars to ensure a quick emergency exit.

Only residents and their invited guests are permitted in the living areas of the residence halls. It is the residents' responsibility to ensure that guests are aware of University and residence hall policies. Guests are not provided with room keys or door access cards. Residents must accompany guests at all times (<https://www.ndm.edu/student-life/housing-residence-life/residence-life>). All exterior doors are locked 24 hours a day. It is the responsibility of residents and staff members to challenge or report individuals who cannot be identified as residents or the guests of residents. When the Office of Public Safety receives a report of an unescorted person in a residence hall, a Public Safety officer is dispatched to identify that person. During the summer, when groups who are not regularly associated with NDMU are using its residence halls, exterior doors remain locked 24 hours a day. Guests are issued identification cards that allow them to gain access to their assigned building via

the electronic access control system. Staff from the Offices of Public Safety and Housing & Residence Life also conduct routine checks of residence hall areas.

Security Considerations for the Maintenance of Campus Facilities

NDMU is committed to campus safety and security. On campus, landscaping and outdoor lighting are designed for safety and security. Sidewalks and building entrances are illuminated to provide well-lit travel, routes between buildings and parking lots. At least annually, the Office of Public Safety, in collaboration with the Offices of Student Life, Facilities, Title IX, and student organizations, survey the campus grounds and buildings for lighting and other safety concerns. Specific items and areas of concern are documented and submitted for prompt action to the Office of Facilities.

We encourage community members to promptly report any security concern, including concerns about doors, windows, locking mechanisms, lighting, or landscaping to the Office of Public Safety.

NDMU’S RESPONSE TO SEXUAL- AND GENDER-BASED VIOLENCE

All members of the University community who learn of instances of sexual misconduct are encouraged to report this behavior immediately to Title IX/ADA/504 Coordinator in order to help the University provide a fair, prompt, and impartial proceeding that includes an investigation and resolution. University officials conducting these proceedings receive annual training regarding investigation and adjudication best practices in alignment with University policy.

Sexual Harassment & Other Sexual Misconduct Policy and Procedures

The University’s Sexual Harassment & Other Sexual Misconduct Policy and Procedures are available in the Appendix to this Report and on the University’s Title IX webpage (<http://www.ndm.edu/titleix>).

Sex Offenses, Dating Violence, Domestic Violence and Stalking Awareness and Prevention Programming

At the beginning of each academic semester, every new student to the University is orientated about the risks of sexual assault, dating violence, domestic violence, and stalking through a series of mandatory in-person and online programs. Each year the University utilizes an online training through Vector Solutions/SafeColleges entitled “Campus Save Act for Students – Sexual Violence Awareness” to provide all new students with an interactive and informative training about the University’s Title IX obligations and the related policies and procedures. The following is an excerpt of the course description:

This course is designed to promote awareness of sexual assault, domestic violence, dating violence and stalking, as well as how to identify and respond to incidents of sexual violence on campus. Topics covered include sexual violence and related laws and mandates; what actions to take if you're a bystander to sexual harassment; what to do if you or someone you know experiences sexual violence; and disciplinary proceedings, victim resources and supportive measures.

All students receive an introduction to the training via email from the Associate Vice President of Student Life and Dean of Students (Deputy Title IX Coordinator for Student Life) with automatic email reminders to encourage timely completion. Additionally, the introductory email also contains a copy of the University's [Policies, Reporting, and Resources](#) guide on sexual misconduct, a copy of the University's [Reporting Workflow](#) and a link to the University Title IX page (<http://www.ndm.edu/titleix>) which contains information on the University's Sexual Harassment and Other Related Sexual Misconduct (Title IX) Policy and Procedures. In addition, members of the University community (faculty, staff, and students) receive an annual reminder/notification via email regarding the University's Title IX obligations including a copy of the University's Title IX Policy and Procedures.

As a part of new student orientation, the University provides students with sexual misconduct awareness and response related programming. While the specific programming may vary year to year, the University has maintained a running partnership with [TurnAround, Inc.](#) and [House of Ruth](#) to provide interactive and inclusive student facilitated discussions to all new traditional undergraduate freshmen and transfer students on topics such as consent, healthy relationships, dating and domestic violence, and bystander intervention.

All new traditional undergraduate freshmen and transfer students also receive specific training in bystander intervention techniques in their NDMU100/200 course. The training curriculum teaches students to recognize a variety of problematic behaviors, including sexual- and gender-based harassment and discrimination, and empowers them to intervene. Such training includes examining case studies and roleplaying behavior intervention techniques, including 1) Notice the Event, 2) Recognize Problematic Behavior, 3) Assume Personal Responsibility, 4) Know How to Help, 5) Step Up!; and Direct, Delay, Delegate Document or Distract (5Ds).

Throughout the year and on an as-needed basis, the University also conducts a series of mandatory population specific sexual misconduct trainings to raise awareness of sexual assault, dating violence, domestic violence, and stalking. Specific populations including Student-Athletes, Athletic Coaches and Staff, Graduate Professionals on Duty, Desk and Residence Advisors, and others receive specialized trainings on the University's sexual misconduct policies and procedures, including the University's Amnesty Policy, from the Sexual Violence Resource Coordinator, Title IX Coordinator, Deputy Title IX Coordinator, or Title IX Investigator.

New faculty and staff are required to complete web-based training through Vector Solutions/SafeColleges entitled "Title IX and Sexual Misconduct" in the first two (2) weeks of their University employment. Related modules, such as "Title IX: Role of Responsible Employees",

“Sexual Violence Awareness for Employees (Campus SaVE Act)”, “Clery Act Overview”, and “Sexual Harassment: Staff to Staff” are available as additional resources and are assigned to certain staff, such as Public Safety Officers.

NDMU, in collaboration with the Baltimore-based BRAVE Consortium (“Bringing Respect and Violence Free Environments”), has also convened a Coordinated Community Response Team (CCRT) (formerly the “Title IX Team”) consisting of relevant departments and personnel on campus in order to “engage broadly with and across the NDMU community in an effort to create a campus environment free from sexual and gender based violence.” The CCRT’s purpose is to “improve the University’s services and programs and create a culture of systematic change, informed by recognized best practices and survivor focused interventions.” Members of the CCRT involved in the adjudication process receive annual training internally and/or via external sources (e.g. BRAVE, ATIXA, MCASA, etc.) related to sexual assault, dating violence, domestic violence, and stalking, and the University’s response protocols and adjudication process.

The University also observes and holds a series of ongoing awareness programs for faculty/ staff, and students throughout the year in alignment with the major awareness months (e.g. Domestic Violence Awareness Month in October and Sexual Assault Awareness Month in April). Student Peer Educators collaborate with TurnAround, Inc., House of Ruth, and other local sexual violence organizations to bring speakers to campus to discuss issues surrounding consent, sexual violence, etc.

In addition to the programmatic efforts, the University sends multiple emails annually to students, faculty and staff and has yard signs that are displayed on campus during key times of the year. See below for a chart the reviews all communication tactics.

Beginning in 2016 and every two years thereafter, the University conducts a Campus Climate Survey to solicit feedback on the University’s initiatives and identify areas of strength and areas in need of address or improvement. The results are shared and discussed at the CCRT. The most recent survey was completed in Spring 2024.

Communication Strategy	Time of Year	Target Population
FALL		
Vector Solutions/SafeColleges training	Two weeks before classes start	All new students (undergraduate and graduate)
In-person consent training	Orientation Weekend	All new undergraduate students and all student-athletes
Email to community	First week of fall classes	All students, faculty, and staff
Title IX lawn signs	First week of classes	All students, faculty, and staff
In-person bystander training	NDMU 100/200	All new undergraduate students

Domestic Violence Awareness Month email	First day of Domestic Violence Awareness Month	All students
Title IX lawn signs	First week Domestic Violence Awareness Month	All students, faculty, and staff
SPRING		
Email to community	First week of spring classes	All students, faculty, and staff
Title IX lawn signs	First week of spring classes	All students, faculty, and staff
In-person bystander training	NDMU 100/200	All new undergraduate students
Sexual Assault Awareness Month email	First day of Sexual Assault Awareness Month	All new undergraduate students
Title IX lawn signs	First week of Sexual Assault Awareness Month	All students, faculty, and staff

Procedures for Victims of Sexual Assault, Dating Violence, Domestic Violence or Stalking.

If you are a victim of sexual assault, dating violence, domestic violence or stalking, the following is a list of recommended actions to take in order to preserve evidence. If you believe that you may at any time choose to pursue a legal remedy related to the assault, please request that the hospital perform a free Sexual Assault Forensic Examination (SAFE). Agencies vary as to the exact length of time, but physical evidence is most effectively obtained within five days (120 hours) hours of a sexual assault. Maryland law allows a hospital to provide the SAFE exam free of charge, and there is no requirement for you to report an attack to the police; you can remain anonymous, and the evidence will be held for a time with no identification. Mercy Hospital (at 301 St. Paul Place in Baltimore; ER 410-332-9477) is the designated hospital in Baltimore City and performs SAFE exams, as well as the Greater Baltimore Medical Center (GBMC) in Baltimore County. The University will ensure the student or employee has transportation to medical care when the Title IX Coordinator or Sexual Violence Resource Coordinator is notified that the student requests medical attention. The Office of Public Safety can also provide the above arrangement for afterhours calls.

If you are planning to have a SAFE examination, please preserve all physical evidence of the assault. Please do not wash or throw away any articles of clothing worn during the assault. If an incident of sexual assault, domestic violence, dating violence, or stalking occurs, it is important to preserve evidence to aid in the possibility of a successful criminal prosecution or obtaining a protection order. The victim of a sexual assault should not brush your teeth, eat or drink, wash, douche, use the toilet, or change clothing prior to a medical exam. Any clothing removed should be placed in a paper bag. Evidence of violence, such as bruising or other visible injuries, following a sexual assault, an incident of domestic or dating violence, should be documented, including through the preservation of photographic evidence. Evidence of stalking or any of the other crimes of interpersonal violence listed above, including any communication, such as written notes, voice mail, text messages, or other electronic communications should be saved and not altered in any way.

The University will assist victims with notifying local law enforcement if they wish to although we support the victim's right not to report the crime to law enforcement and we shall not condition any service on the victim's decision whether or not to file either a campus disciplinary complaint or file a report with law enforcement.

As referenced in the University's Title IX Policy and Procedures located in the Appendix, the University has Supportive Measures available including University issued "no-contact" or "no-trespass" orders, room reassignment, counseling, and/or other academic accommodations. Additionally, the University will work with victims to support their obtaining court issued orders of protection, known in Maryland as peace orders, protective orders, and ex parte orders.

Written Notice of Rights and Options for Victims of Interpersonal Violence

Any student or employee, who reports an incident of sexual or gender violence, including sexual assault, domestic violence, dating violence, or stalking, whether the offense occurred on or off campus, shall receive a written explanation of their rights and options. This written explanation identifies existing counseling, health, mental health, victim advocacy, legal assistance, and other services available for victims, both within the institution and in the community; and describes options for available assistance in; and how to request changes to academic, living, transportation, and working situations or protective measures. A copy of the University's [Policies, Reporting, and Resources](#) guide on sexual misconduct is prominently displayed on the University Title IX page (<http://www.ndm.edu/titleix>).

Prohibition on Retaliation

NDMU prohibits retaliation either directly or indirectly by any member of our campus community and will deal swiftly with such violations of policy and federal laws that prohibit it. As referenced in NDMU's Sexual Harassment and Other Sexual Misconduct Policy, retaliation is defined as:

Adverse action, including intimidation, threats, coercion, or discrimination, against any person, by the University, a student, employee, or a person authorized by the University to provide aid, benefit, or service under the University's education program or activity, for the purpose of interfering with any right or privilege secured by law or [Sexual Harassment and Other Sexual Misconduct Policy], or because the person has engaged in protected activity, including reporting information, making a Complaint, testifying, assisting, or participating or refusing to participate in any manner in an investigation or Resolution Process under the Policy Procedures, including an Informal Resolution process, or in any other appropriate steps taken by the University to promptly and effectively end any sex discrimination in its education program or activity, prevent its recurrence, and remedy its effects.

The University will impose sanctions on any faculty, staff, or student found to be engaging in retaliation, or individuals who encourage third parties to retaliate on their behalf. Parties are encouraged to report any concerns of retaliation to the University's Title IX/ADA/504 Coordinator.

Sex Offender Registration – Campus Sex Crimes Prevention Act

The University directs anyone seeking information on registered sex offenders to the website maintained by the Maryland Department of Public Safety and Correctional Services website at: <http://www.dpscs.state.md.us/onlineservs/socem/default.shtml>

CAMPUS SECURITY POLICIES, CRIME PREVENTION & SAFETY AWARENESS PROGRAMS

In addition to the many programs offered by the Office of Public Safety and other NDMU offices, the University has established a number of policies and procedures related to ensuring a reasonably safe campus community. These policies include:

Behavioral Intervention Team

In order to extend our efforts on emergency preparedness and prevention, NDMU has established a Behavioral Intervention Team (BIT). The BIT is a cross-functional working group responsible for proactively reviewing student cases that pose, or may reasonably pose, a threat to the safety and wellbeing of the University community or its members. Its primary purpose is to assess risk and intervene and/or provide timely resources and support, as appropriate, for students displaying disruptive, problematic, or concerning behavior that may appear threatening to self or others, thus, focusing on the safety and well-being of the individuals involved and the campus community. The BIT team is comprised of qualified members from around the NDMU community, including but not necessarily limited to: the Associate Vice President of Student Life, Associate Dean of Case Management and Community Standards, Director of Risk Management and Public Safety, Director of the Counseling Center, the Provost & Vice President of Academic Affairs, the Vice President of Enrollment Management & Student Services, and the Title IX/504/ADA Coordinator.

Weapons Policy

The possession, carrying and use of weapons, ammunition, or explosives is prohibited on NDMU owned or controlled property. The only exception to this policy is for authorized law enforcement officers or others, specifically authorized by the University. Failure to comply with the weapons policy will result in disciplinary action against violators, in accordance with the Student or Employee Code of Conduct.

Victim Rights

Your Rights as a Crime Victim:

The State Constitutional Amendment for Crime Victims' Rights and implementing laws entitle crime victims to various rights and services including the right to participate in the criminal justice process. You can expect to receive information, practical and emotional support, and be able to participate in the criminal justice process. These standards were created to make sure that you are treated with dignity and respect at all times, regardless of your gender, age, marital status, race, ethnic origin, sexual orientation, disability or religion.

You have the right to be told...

- About basic services available to you in your county
- About certain court events, including information on bail, escape of offender, release of an offender
- About the details of the final disposition of a case

You have the right to receive...

- Notice of the arrest of the offender
- Information about restitution and assistance with compensation
- Accompaniment to all criminal proceedings by a family member, a victim advocate or a support person

You have the right to provide input...

- Into the sentencing decision and to receive help in preparing an oral and/or written victim impact statement
- Into post-sentencing decisions

Please see the resource list for local victim assistance options at <https://www.stattorney.org/resources/victims-witnesses>. Informational brochures of victim's rights is available at: <https://gocpp.maryland.gov/victim-services/rights-resources/brochures-forms/>.

For more additional information about your rights or to file a complaint if you believe your rights have been violated, please contact: The Governor's Office of Crime Control & Prevention at <https://gocpp.maryland.gov/victim-services> or the Office of Maryland Attorney General at <http://www.marylandattorneygeneral.gov/Pages/VictimServ/default.aspx>

Student Conduct

The Office of the Dean of Students

The mission of the Office of the Dean of Students is to promote a safe, orderly, and civil NDMU community and to encourage and inspire students to become good citizens by engaging in personal responsibility, ethical decision making, and demonstrating respect for the rights and safety of others.

The Student Code of Conduct

The Office of the Dean of Students is responsible for administering the Student Code of Conduct, which articulates the behavioral standards and the equitable procedures employed by NDMU to respond to allegations of student misconduct.

The Student Code of Conduct is administered at all NDMU campuses and on NDMU property and may also address off campus student misconduct when a student's behavior affects a substantial University interest.

Students who are found responsible for violations may be subject to sanctions ranging from Censure, Disciplinary Probation, fines and restitution, up to Suspension or Expulsion from the University. Students residing in campus housing may also lose the privilege of living on campus for violating NDMU rules and regulations or conditions of the housing contract.

In most cases the Office of the Dean of Students will also assign developmental and educational interventions designed to promote greater awareness and improved decision-making for students and to further deter future misconduct.

In instances where there is reasonable cause to believe a student is an immediate threat to the safety of himself/herself or other persons or property or is an immediate threat to disrupt essential campus operations, the Office of the Dean of Students, in consultation with the BIT Team, may assign an Interim Suspension and/or other actions, designed to protect the health and safety of the community and members therein.

Any individual or entity may submit reports alleging student misconduct to the Dean of Students, Associate Dean for Case Management and Community Standards, or designee at the campus where the incident occurred.

The Office of the Dean of Students also provides outreach programming designed to inform and educate students and to promote NDMU principles. Please visit the Student Life homepage at <https://www.ndm.edu/student-life> where you may find the Student Code of Conduct, Student Records Policy and links to all policy and procedural guidelines related to the Student Conduct process.

Additional Information Regarding the Student Code of Conduct

The University is obligated to provide all students with regulations, policies, and procedures governing student conduct. NDMU policies and procedures, including the Code of Conduct for Students are published in the Student Handbook at <https://www.ndm.edu/student-handbook>. If you have additional questions or wish to request a hard copy of this information, please contact the Office of the Dean of Students.

Missing Student Notification Policy

In compliance with the Missing Student Notification Policy of the Higher Education Opportunity Act of 2008 as amended, the Offices of Public Safety and Housing and Residence Life actively investigate any report of a missing student who is enrolled at the University as a resident student.

Each resident will be notified of the missing students' policy and procedures.

In addition to registering an emergency contact, students residing in on-campus housing have the option to identify confidentially, an individual to be contacted by NDMU in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, Public Safety will notify that individual no later than 24 hours after the student is determined to be missing. A student who wishes to identify a confidential contact can do so through the Office of Housing and Residence Life website or via the Housing Intent Form (returning students) or New Student housing Application (new students). A student's confidential contact information will be accessible only by authorized campus officials and law enforcement to investigate the missing person report only. For any resident younger than 18, and not an emancipated individual, the University is required to notify a custodial parent or guardian no later than 24 hours after the time that the resident is determined to be missing by Public Safety and Housing and Residence Life staff.

If a member of the campus community has reason to believe that a resident student is missing, he or she should immediately notify NDMU Public Safety at (410) 532-5360. All efforts will be made immediately (no waiting period) to locate the student to determine his or her state of health and well-being. These efforts include, but are not limited to, checking the resident's room, class schedule, friends, ID card access, locating the resident's vehicle, and calling their cell or other known phone number(s).

If upon investigation by public safety and residence life staff, the resident is determined to be missing for at least 24 hours, Residence Life will contact the resident's designated emergency contact or custodial parent or legal guardian, if the student is younger than 18 or the student has failed to designate an emergency contact.

Public safety will continue to investigate, using established investigative procedures and in collaboration with Residence Life staff. Public safety will also report and coordinate its efforts with the appropriate law enforcement agencies within 24 hours in full compliance with federal statutory and regulatory requirements.

Daily Crime and Fire Log

The Office of Public Safety maintains a combined Daily Crime and Fire Log of all crime and fire incidents reported to the Department. The Office of Public Safety publishes and makes available the Daily Crime and Fire Log for the last 60 days, Monday – Friday during normal business hours to members of the public. This log identifies the nature, date, time, general location, and disposition of the complaint of all criminal incidents and alleged criminal incidents that are reported to the

Office of Public Safety for the required geographic locations. An entry, an addition to the entry, or a change in the disposition of a complaint will be recorded within two business days of the reporting of the information to the Office of Public Safety, except if the disclosure is prohibited by law, if the disclosure would jeopardize the confidentiality of the victim, or other limited circumstances.

The most current 60 days of information is available at the Office of Public Safety located at Caroline Hall, Room 002. Upon request a copy of any maintained Daily Crime and Fire Log (up to seven years) will be made available for viewing, within 48 hours (two business days) of notice.

Crime Prevention and Safety Awareness Programs

In an effort to promote safety awareness, NDMU's Office of Public Safety maintains a strong working relationship with the local community. This relationship includes offering a variety of safety and security programs and services and crime prevention programming. Below are some of the programs and services available:

- Orientation Programs in safety awareness and public safety services
- On-and off-campus meetings and discussion with Baltimore City Police Northern District and other law enforcement agencies.
- Campus Security Authority Training
- Sexual Misconduct (Title IX) and Responsible Employees Training
- Safety cooperation with Loyola University and Homeland Association
- Crisis Response and coordination with Baltimore City's Office of Emergency Management and the Maryland Emergency Management Agency
- National Collegiate Alcohol Awareness Week (October)
- Domestic Violence Awareness Month (October)
- National Stalking Awareness Month (January)
- Sexual Assault Awareness Month (April)

NDMU Alcohol and Drug Policy

Alcohol and Illegal Drugs—Students

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 Associate Dean of Case Management and Community Standards.

Alcohol Beverages (For Events Where Alcohol Will Be Served)

Alcoholic beverages may be sold, served, or consumed if (1) it is in compliance with the law, and (2) it is done at gatherings in locations approved by the Associate Vice President for Student Life; or (3) they are authorized at third-party events on campus. This applies to events sponsored by University offices.

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.

Alcohol permit forms are available in the office of the Associate Vice President for Student Life and must be submitted at least 10 business days prior to the event.

Sanctions for Students Violating this Policy

Sanctions of the NDMU 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 NDMU Substance Abuse Policy may be subject, but are not limited, to the following sanctions:

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.

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.

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.

Controlled or Illegal Drugs

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, may be subject to immediate suspension or expulsion.

In April 2023, the Maryland General Assembly passed and Governor Moore signed [Cannabis Reform](#) legislation which built upon the prior session's [legislation](#) and statewide referendum to include a recreational adult-use framework. Marijuana is referred to as cannabis by Maryland law. Effective July 1, 2023, adults 21 years and older may possess, use, and grow cannabis within certain limitations. However, despite the change in State law, marijuana remains illegal under federal law.

Notre Dame of Maryland University prohibits the possession, use, sale or growing of marijuana in accordance with federal law (the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989). Failure to comply with federal law could result in the University being ineligible for federal funding, including Title IV financial aid for students. Therefore, the possession, use, sale, or growing of marijuana, including for medical use, remains prohibited at the University including in University housing, on University property, at off campus events sponsored by the University, and in University vehicles. Students and employees suspected

of violations of University policy will be subject to investigation and potential sanction/disciplinary action.

Employee Substance Abuse Policy

It is the goal of Notre Dame of Maryland University to protect the health and environment of 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 Control. This policy applies to not only faculty and staff of the University, but also to all student employees and employees of contractors and subcontractors, as well as food service employees.

Standards of Conduct and Disciplinary Action

All faculty and staff 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 college activity, both on and off campus. Alcohol abuse is the singular or repeated use of alcohol that violates local, state, or federal law or University policy.

All NDMU employees are required to comply with the University's Substance Abuse Policy. This policy covers the following substances:

- Alcoholic beverages of any kind. Alcohol means ethyl alcohol or ethanol.
- 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.

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.

The following activities are prohibited while an employee is on the University 's premises or otherwise engaged in college 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 controlled and/or illegal substance 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.

Alleged violations may be reported to the Director of Human Resources. For employees, violations are subject to disciplinary action, up to and including immediate dismissal, or, as a condition of continued employment, may be required to successfully complete drug or alcohol abuse counseling or rehabilitation. Criminal or civil actions do not preclude campus action. Other sanctions may

include verbal counseling, written warning, suspension with or without pay, rehabilitation/counseling, or referral for prosecution.

Employees will not be terminated for voluntarily seeking assistance for a substance or alcohol abuse problem; however, performance, attendance, or behavioral problems may result in disciplinary action up to and including termination. Any employee who wishes to receive information about counseling and rehabilitation may request the information from the human resources department.

Where available evidence warrants, the University will bring matters of illegal drug or alcohol use to the attention of appropriate law enforcement authorities.

Employees convicted for off-the-job drug or alcohol involvement may be considered to be in violation of University policy. Employees who are convicted of controlled substances-related violations under state or federal law or who plead guilty or nolo contendere (i.e., no contest) to such charges must inform the University in writing within five days of the conviction or plea. Failure to do so will result in disciplinary action, up to and including termination from employment.

Within 30 days after receiving such notice, the University will take appropriate personnel action, (up to and including termination), or require satisfactory participation in a drug abuse assistance or rehabilitation program by the convicted employee.

Assistance Program Referrals – Faculty, Staff, and Students

The University recommends that individuals who have a drug or alcohol abuse problem seek professional help.

In addition to coverage provided by the University's health plan, the Employee Assistance Program (EAP) is available to help. The contact information for the EAP is 1-877-757-7587, which can be called 24 hours a day, 7 days a week. Faculty and staff need not be enrolled in the University's health plan to use the EAP.

The Counseling Center (410-532-5384) provides education, assessment, individual counseling, and behavioral methods to address problem areas for students, and can assist individuals in identifying referrals, treatment programs and other community services.

The following organizations may be contacted to identify assistance programs offered in the community:

Alcoholics Anonymous
8635 Loch Raven Blvd
Baltimore, Maryland 21286
410-663-1922

Narcotics Anonymous
217 North Warwick Avenue
Baltimore, Maryland 21223
1-800-317-3222

Education – Faculty, Staff, and Students

The University provides educational programs, including an online alcohol training, 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 including the interaction between abuse and sexual misconduct, the role of individual responsibility and personal liability, and this policy.

These programs are available to any member of the University community and are primarily offered through the Division of Student Life and the Office of Human Resources.

In accordance with federal legislation, there will be an annual distribution in writing, to each employee and student of:

1. the dangers of drug abuse in the workplace;
2. the institution's policy of maintaining a drug-free workplace and drug-free campus;
3. standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on university property or as part of any university activities;
4. a description of applicable legal sanctions under local, state or federal law;
5. a description of health risks associated with the use of illicit drugs and abuse of alcohol;
6. a description of available drug or alcohol counseling, treatment or rehabilitation and/or reentry programs; and
7. a clear statement of the disciplinary sanctions that the University will impose on students and employees.

Heroin and Opioid Addiction and Prevention

In accordance with Sections §11-1201 through §11-1204 of the Education Article of the Annotated Code of Maryland and in alignment with the University's Substance Abuse and Drug Free Workplace Policy, Notre Dame of Maryland University ("NDMU" or "the University") has adopted a *Heroin and Opioid Addiction and Prevention Policy*. NDMU strives to provide a healthy, drug-free, and safe learning environment for students, faculty, and staff. The University recognizes the growing epidemic of heroin and opioid related abuse and deaths in Baltimore City, the State of Maryland, and nationwide. As well as the health and safety issues such an epidemic may pose for the University community, on and off campus.

Incoming full-time students in the College of Undergraduate Studies, College of Adult

Undergraduate Studies, and College of Graduate & Professional Studies (including the School of Pharmacy (“SOP”)) will be required to participate in a face-to-face (or online in some cases) heroin and opioid addiction and prevention awareness training. The trainings will be facilitated by certified faculty and students of NDMU’s SOP. NDMU will also provide part-time students with easily accessible online resources that will alert and educate them regarding heroin and opioid addiction and prevention.

In an effort to protect the health and safety of the campus community, NDMU will maintain an easily accessible supply of overdose-reversing medication to be used in the case of emergencies. Public Safety Officers and other designated personnel will be trained to: recognize the symptoms of opioid overdose; in the procedures for the administration of overdose-reversing medication; and in the proper follow up emergency procedures related to opioid overdose.

The University will report to the Maryland Higher Education Commission, on or before October 1st of each year, regarding each incident at NDMU that required the use of an opioid overdose reversing medication. The Chief of Staff will be responsible for submitting the report, in collaboration with the Substance Abuse Policy Review Committee.

This policy will be reviewed biennially by the Substance Abuse Policy Review Committee to determine its effectiveness and make changes if necessary.

Policy Review

This policy will be reviewed biennially by the Substance Abuse Policy Review Committee comprised of the Associate Vice President for Student Life, Vice President of Finance & Administration, Director of Risk Management & 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.

ANNUAL DISCLOSURE OF CRIME STATISTICS

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, (Clery Act), requires institutions of higher learning to prepare, publish, and distribute a report concerning campus crime statistics and security policies on an annual basis.

This publication contains the annual report concerning specific campus crime and arrest statistics as well as information about campus policies and practices intended to promote crime awareness, campus safety, and security.

The report also contains policies and practices pertaining to campus security, crime reporting, alcohol and drugs, victims’ assistance programs, student discipline, campus resources, community safety alerts, crime prevention, access to campus facilities, and personal safety tips. The report

encourages the reporting of all crime occurrences. The report describes how and to whom to report crimes. Copies of this report may be obtained from the NDMU Office of Public Safety and on the NDMU web site at:

<http://www.ndm.edu/about-us/find-people-offices/public-safety>

The Office of Public Safety collects the crime statistics disclosed in the charts through a number of methods. The Office of Public Safety records all reports of crime incidents made directly to the department through an incident report management system. After an officer enters the report in the system, a department administrator reviews the report to ensure it is appropriately classified in the correct crime category. The Department periodically examines the data to ensure that all reported crimes are recorded in accordance with the crime definitions outlined in the FBI Uniform Crime Reporting Handbook and the FBI National Incident-Based Reporting System Handbook (sex offenses only). In addition to the crime data that NDMU Office of Public Safety maintains, the statistics below also include crimes that are reported to various campus security authorities, as defined in this report. The statistics reported here generally reflect the number of criminal incidents reported to the various authorities. The statistics reported for the subcategories on liquor laws, drug laws and weapons offenses represented the number of people arrested or referred to campus judicial authorities for respective violations, not the number of offenses documented.

Definitions of Reportable Crimes

- Murder/Manslaughter – defined as the willful (non-negligent) killing of one human being by another.
- Negligent Manslaughter – is defined as the killing of another person through gross negligence.
- Sexual Assault – is defined as an offense that meets the definition of rape, fondling, incest, or statutory rape.
 - Rape – is defined as penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
 - Fondling – is defined as touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
 - Incest – is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - Statutory Rape – is defined as sexual intercourse with a person who is under the statutory age of consent.

- Robbery – is defined as taking or attempting to take anything of value from the car, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- Aggravated Assault – is defined as an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
- Burglary – is the unlawful entry of a structure to commit a felony or a theft.
- Motor Vehicle Theft – is the theft or attempted theft of a motor vehicle.
- Arson – any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
- Domestic Violence – A felony or misdemeanor crime of violence committed—
 - By a current or former spouse or intimate partner of the victim;
 - By a person with whom the victim shares a child in common;
 - By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
 - By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or
 - By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- Dating Violence – Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
- Stalking – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
 - Fear for the person’s safety or the safety of others; or
 - Suffer substantial emotional distress.

Hate Crimes – are a criminal offense that manifests evidence that the victim was internationally selected because of the perpetrator’s bias against the victim. See the *Categories of Bias* below. Hate Crimes include all of the crimes listed above in addition to the following crimes:

- Larceny/Theft—the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

- Simple Assault—an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.
- Intimidation—to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to actual physical attack.
- Destruction/Damage/Vandalism or Property (except Arson)—to willfully or maliciously destroy, damage, deface or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Categories of Bias:

- Race – A preformed negative attitude toward a group of persons who possess common physical characteristics genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind.
- Religion – A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.
- Gender – A preformed negative opinion or attitude toward a group of persons because those persons are male or female.
- Gender Identity – A preformed negative opinion or attitude toward a group of persons because of a person’s internal sense of being male, female, transgender, or nonconforming.
- Sexual Orientation – A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex.
- Ethnicity - A preformed negative opinion or attitude toward a group of people whose members identify with each other, through common heritage, often consisting of a common language, common culture, and/or ideology that stresses common ancestry.
- National origin – A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.
- Disability – A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

Clery Act Geography Definitions

On Campus –

- Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and
- Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

On Campus Student Housing Facility –

- Any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.
- Student Housing Facilities are a subset of “On Campus” as defined above.

Public Property –

- All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

Non-Campus Property –

- 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 that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Crime Statistics

NOTRE DAME OF MARYLAND UNIVERSITY

Offense	Year	On Campus	Student Housing (subset of On Campus)	Non-Campus Building or Property	Public Property	Unfounded
<i>CRIMINAL HOMICIDE</i>						
Murder and Non-negligent Manslaughter	2021	0	0	0	0	0
	2022	0	0	0	0	0
	2023	0	0	0	0	0
Negligent Manslaughter	2021	0	0	0	0	0
	2022	0	0	0	0	0
	2023	0	0	0	0	0
<i>SEX OFFENSES</i>						
Rape	2021	0	0	0	0	0
	2022	0	0	0	0	0
	2023	0	0	0	0	0
Fondling	2021	0	0	0	0	0
	2022	0	0	0	0	0
	2023	0	0	0	0	0
Incest	2021	0	0	0	0	0
	2022	0	0	0	0	0
	2023	0	0	0	0	0
Statutory Rape	2021	0	0	0	0	0
	2022	0	0	0	0	0
	2023	0	0	0	0	0
<i>PROPERTY OFFENSES</i>						
Robbery	2021	0	0	0	0	0
	2022	0	0	0	0	0
	2023	0	0	0	0	0
Aggravated Assault	2021	0	0	0	0	0
	2022	0	0	0	0	0
	2023	0	0	0	0	0
Burglary	2021	0	0	0	0	0
	2022	0	0	0	0	0
	2023	0	0	0	0	0
Motor Vehicle Theft	2021	0	0	0	0	0
	2022	0	0	0	0	0
	2023	2	0	0	0	0
Arson	2021	0	0	0	0	0
	2022	0	0	0	0	0
	2023	2	2	0	0	0

NOTRE DAME OF MARYLAND UNIVERSITY

Offense	Year	On Campus	Student Housing (subset of On Campus)	Non-Campus Building or Property	Public Property	Unfounded
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ADDITIONAL OFFENSES

Dating Violence	2021	0	0	0	0	0
	2022	0	0	0	0	0
	2023	1	0	0	0	0
Domestic Violence	2021	0	0	0	0	0
	2022	0	0	0	0	0
	2023	0	0	0	0	0
Stalking	2021	0	0	0	0	0
	2022	0	0	0	0	0
	2023	0	0	0	0	0

REFERRED FOR DISCIPLINARY

ARREST

ACTION

Other Offense	Year	On Campus	Student Housing	Non-Campus Building or Property	Public Property	On Campus	Student Housing	Noncampus Buildings or Property	Public Property
Liquor Law Violations	2021	0	0	0	0	0	0	0	0
	2022	0	0	0	0	0	0	0	0
	2023	0	0	0	0	5	5	0	0
Drug Abuse Violations	2021	0	0	0	0	0	0	0	0
	2022	0	0	0	0	0	0	0	0
	2023	0	0	0	0	3	3	0	0
Illegal Weapons Possession	2021	0	0	0	0	0	0	0	0
	2022	0	0	0	0	0	0	0	0
	2023	0	0	0	0	0	0	0	0

NOTES:

Notre Dame of Maryland University received no reports of hate crimes during the three years of this report

ANNUAL FIRE SAFETY REPORT

The Higher Education Opportunity Act enacted on August 14, 2008, requires institutions that maintain on-campus student housing facilities to publish an annual fire safety report that contains information about campus fire safety practices and standards of the institution. The following report details all information required by this act for NDMU.

Definitions

The following terms are used within this report. Definitions have been obtained from the Higher Education Opportunity Act:

On-Campus Student Housing – A student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within a reasonable contiguous area that makes up the campus.

Fire – Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

In compliance with the Higher Education Opportunity Act of 2008, the Office of Public Safety publishes the following information concerning student housing fire safety systems, fire drills, fire safety policies, and education and training programs.

On-Campus Housing Fire Safety Equipment

Notre Dame's residence halls have networked fire alarm systems and/or sprinkler systems as indicated below. In addition, fire extinguishers are on every floor in each residence hall.

When a networked fire alarm is activated, the alarm sounds on a panel at the office of public safety, which is staffed 24 hours a day, 365 days a year and an officer will then respond to the building to determine the cause of the alarm.

The fire department is automatically notified and responds to all fire alarms in residence halls.

Residence Hall Fire Safety System Description

- Meletia Hall – networked alarm system, smoke detectors, and full sprinkler system.
- Doyle Hall – networked alarm system, smoke detectors, and no sprinklers.
- Doyle Hall Dining – networked alarm system, smoke detectors, full sprinkler and Ansul system.

Supervised Fire Drills

Officers from the Office of Public Safety conduct mandatory supervised fire drills for each residence hall in the fall and spring semesters. Additionally, each time new residents occupy a building during the summer for camp-related activities, a fire drill is conducted to ensure that temporary residents are familiar with evacuation routes and procedures. Every student must participate in these drills. Drills are conducted without notice. If a fire alarm sounds, everyone must exit. No one may re-enter the building until permission is given by a security officer or member of the residence life staff. Failure to evacuate a building during a fire alarm will result in judicial action.

In the calendar year 2023, one unannounced fire drill was conducted in each residence hall buildings each semester and two announced drills, four (4) total. Routine announced fire drills were held every two weeks during the summer months for summer camps and A Child's Place for MBK/LeClerc buildings.

Fire Safety Violations and Prohibitions

The residence life handbook contains a section addressing prohibited fire safety violations. The cooperation of everyone is needed in order to avoid fire hazards. Please follow these rules to prevent fire damage and bodily harm.

The following items are prohibited in residence halls due to possible fire hazards:

- Hot Plates
- Halogen Lamps
- Space Heaters
- Incense
- Firearms
- Explosives
- Dangerous Chemicals
- Rice Cookers
- Electric Blankets
- Toaster Ovens
- Candles (lit or unlit)

Smoking Policy

The University is committed to providing a healthy, comfortable environment for students, faculty, staff, and guests. Smoking, including cigarettes, cigars, pipes, and electronic smoking devices, is prohibited in all buildings on the University campus. Individuals who wish to smoke or use other tobacco products must do so outside of any building, at least **thirty feet away from any building**, or in any designated areas, in a manner that does not in any way block building entrances, and minimizes others' exposure to the secondhand effects of tobacco use. Cigarette ashes and butts

should be placed only in designated receptacles. Tobacco chew should not be expectorated onto the ground. Smoking is not permitted in any University vehicles.

Fire Safety Education and Training Programs

All members of the Residence Life staff receive fire safety training at the beginning of the academic year. This training includes fire safety awareness, procedures for activating the fire alarm system, use of a fire extinguisher, and emergency evacuation procedures.

Reporting

In addition to the information listed above, the Office of Public Safety will maintain a log and publish an annual fire safety report that contains:

- The number and cause of any fire occurring in a residence hall;
- Number of injuries requiring medical care;
- Number of deaths; and
- The value of property damaged

Please note – both residential halls are located on the NDMU main campus / 4701 N. Charles St. / Baltimore, Maryland 21210

Fire Statistics:

- There was one (2) fire in 2023 in Doyle Hall which was set intentionally. There were no injuries, deaths, or significant property damage.
- There was one (1) fire in 2022 in Doyle Hall which was set intentionally. There were no injuries, deaths, or significant property damage.
- There were no (0) fires in 2021 in the residence halls.

A campus fire should be reported directly to 911, or to any member of Public Safety by dialing extension 6666 on campus or (410) 532-6666 by cell.

Evacuation Procedures

In the event of fire or other evacuation emergency on campus, all persons in the affected premises must evacuate. You will be notified of a fire emergency by an audible alarm signal. Other emergency evacuation notifications may be issued by text alert, email, and voice mail if appropriate.

When evacuating during a fire alarm, do not use the elevators. If you are on the first floor, exit the building via the nearest, safest exit door. If you are above the first floor, use the nearest (primary) staircase to exit the building. Use another staircase (secondary) if your first choice is blocked or not safe. Do not open the door if it is hot to the touch (use back of hand to touch). Look for another exit.

If you are unable to exit, contact the switchboard at the emergency extension by dialing extension 6666 on campus or (410) 532-6666 by cell or 911 for Baltimore City Fire Department.

When notified to evacuate, leave the building and assemble in an area where you will not hinder the approaching emergency response personnel and apparatus. Depending on the nature of the emergency, you may be directed to proceed to a particular building or other area of safety.

Students and employees should attempt to account for individuals that are known to be in the building, including all visitors. Any missing individuals should be reported to the Office of Public Safety or emergency personnel. In addition, public safety personnel will conduct a sweep of all floors if sufficient personnel are available and if it is safe to do so.

Wait for campus public safety officers or emergency personnel to tell you when it is safe to return to the affected building. Even though the alarm may stop, the building may not be safe to re-enter.

CRIME PREVENTION TIPS

While the NDMU campus is a reasonably safe environment, crimes do occur. In addition to the Clery Act crimes, other common crimes that occur on campus are outlined below:

Theft

Theft is a common occurrence on college campuses. Oftentimes this is due to the fact that theft is a crime of opportunity. Confined living arrangements, recreation facilities, and many open classrooms and laboratories provide thieves with effortless opportunities. Occupants of the residence halls often feel a sense of security and home atmosphere and become too trusting of their peers, while others leave classrooms and laboratories unlocked when not occupied for short periods of time.

It is important to be very vigilant when it comes to suspicious persons. Never leave items and valuables lying around unsecured. Doors should be locked at all times. The following is a list of suggestions to help you not fall victim of theft:

- Keep doors to residence halls, labs, classrooms locked when not occupied
- Don't provide access to unauthorized persons into buildings or classrooms, including holding doors for individuals unfamiliar to you (also known as "piggybacking" or "tailgating")
- Do not carry large amounts of money with you
- Lock all valuables, money, jewelry, checkbooks in a lock box or locked drawer
- Keep a list of all valuable possessions including the makes, models, and serial numbers
- Don't leave laptop computers or textbooks unattended in labs or libraries, even if it is for a short period of time
- Don't lend credit cards or identification cards to anyone

- Report loitering persons or suspicious persons to the Office of Public Safety immediately; don't take any chances

Identity Theft

Identity theft is a crime in which someone wrongfully obtains and uses another person's personal information in some ways that involve fraud or deception, typically for economic gain. This personal data could be a Social Security number, password, bank account or credit card information.

Persons involved in identity theft often use computers or other forms of technology and media to assist them.

There are measures you can take to prevent this from happening to you:

- Do not give anyone your personal information unless there is a reason to trust them.
- Never give your credit card information, passwords, date of birth, or other information over the telephone, unless you can confirm the person receiving that information.
- Complete a free annual credit check on a regular basis to assure there is no suspicious activity (<https://www.annualcreditreport.com>).
- Examine financial information often to assure all transactions are authorized and accounted for.
- Use of computer security software on computers and installation of firewalls are key means of protection.

Appendix

NOTRE DAME OF MARYLAND UNIVERSITY

**INTERIM POLICY ON SEXUAL HARASSMENT AND OTHER
SEXUAL MISCONDUCT**

Notre Dame of Maryland University Notice of Non-Discrimination

Notre Dame of Maryland University (“University” or “NDMU”) values safety, diversity, equity, inclusion, and social responsibility. 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, color, creed, disability, genetic information, marital status, national or ethnic origin or ancestry, race, religion, sex (including pregnancy, sexual orientation, or gender identity or expression), veteran status or any other characteristic protected 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, etc..

Inquiries or concerns regarding the application of this statement and related policies may be referred to:

Greg FitzGerald, Title IX/504/ADA Coordinator
Notre Dame of Maryland University
4701 N. Charles Street
Gibbons Hall, Room 106
Baltimore, MD 21210
(410) 532-5109
TitleIX@ndm.edu

Additional information is available at <https://www.ndm.edu/about-us/consumerinformation/nondiscrimination-policy>

Office for Civil Rights – Regional Office
U.S. Department of Education
The Wanamaker Building
100 Penn Square, East-Suite 515
Philadelphia, PA 19107
Telephone: (215) 656-8541
OCR.Philadelphia@ed.gov

Office for Civil Rights – National Office
U.S. Department of Education LBJ
Dept. of Education Bldg. 400
Maryland Ave, SW Washington,
DC 20202
Telephone: (800) 421-3481
OCR@ed.gov
<http://www.ed.gov/ocr>

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**NOTRE DAME OF MARYLAND UNIVERSITY POLICY ON
SEXUAL HARASSMENT & OTHER SEXUAL MISCONDUCT
(Hereinafter referred to as “the Policy”)**

1. Purpose

Notre Dame of Maryland University (“NDMU” or “the University”) is committed to providing an educational and employment environment that is free from sex discrimination, sex-based harassment, and retaliation for engaging in protected activity.

The University values and upholds the equal dignity of all members of its community and strives to balance the rights of the Parties in the resolution process during what is often a difficult time for all involved.

To ensure compliance with federal, state, and local sex discrimination laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the education program or activity, the University has developed policies and procedures that provide for prompt, fair, and impartial resolution of allegations of sex discrimination, sex-based harassment, or retaliation.

2. Title IX Team

Pursuant to Title IX of the Education Amendments of 1972 and the U.S. Department of Education’s implementing regulations at 34 C.F.R. Part 106, the University’s Title IX Coordinator has primary responsibility for coordinating the University’s efforts to comply with and carry out the University’s responsibilities under Title IX and this Policy.

The Title IX Coordinator oversees the University’s response to reports and complaints that relate to Prohibited Conduct, monitors outcomes, identifies and addresses any patterns, and assesses effects on the campus climate, in order that the University can address issues that impact the wider campus community. The Title IX Coordinator is also responsible for coordinating the effective implementation of remedies, including Supportive Measures.

Title IX Coordinator

Gregory FitzGerald
Chief of Staff
Gibbons Hall #106A
(410) 532-5109
TitleIX@ndm.edu

The Title IX Coordinator is assisted in their responsibilities by other members of the Title IX Team including, but not limited to:

Deputy Title IX Coordinator for Student Life

Meaghan Davidson
Associate Vice President of Student Life & Dean of Students

Knott Hall #218
(410) 532-5195
Mdavidson@ndm.edu

Deputy Title IX Coordinator for Human Resources

Melissa Cahill
Senior Director of Human Resources
Theresa Hall #207
(410) 532-5885
mcahill@ndm.edu

Collectively, these individuals are responsible for providing comprehensive sex discrimination education and training; coordinating the University’s timely, thorough, and fair response, investigation, and resolution of all alleged prohibited conduct under this Policy; and monitoring the effectiveness of this Policy and related procedures to ensure an education and employment environment free from sex discrimination, sex-based harassment, and retaliation.

Notre Dame of Maryland University recognizes that allegations under this Policy may include multiple forms of sex discrimination and sex-based harassment, as well as violations of other University policies; may involve various combinations of students, employees, and other members of the University community; and may require the simultaneous attention of multiple University departments. Accordingly, all University departments will share information, combine efforts, and otherwise collaborate, to the maximum extent permitted by law and consistent with other applicable University policies, to provide uniform, consistent, efficient, and effective responses to alleged sex discrimination, sex-based harassment, or retaliation.

Please Note – Since these positions may change from time to time, Complainants are advised to check the University website for the current list.

3. External Contact Information

Concerns about the University’s application of this Policy and compliance with Title IX of the Education Amendments of 1972 may also be addressed to:

Office for Civil Rights (OCR)
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-1100
Telephone: (800) 421-3481
Email: OCR@ed.gov
Web: <http://www.ed.gov/ocr>

Office for Civil Rights – Regional Office
U.S. Department of Education The Wanamaker Building
100 Penn Square, East-Suite 515
Philadelphia, PA 19107

Telephone: (215) 656-8541
Email: OCR.Philadelphia@ed.gov

For Complaints involving employee-on-employee conduct:

Equal Employment Opportunity Commission (EEOC)
City Crescent Building
10 S. Howard Street, Third Floor
Baltimore, Maryland 21201
Phone: 1.800.669.4000
Website: www.eeoc.gov

Maryland Commission on Civil Rights (MCCR)
19 William Donald Schaefer Tower
6 St. Paul Street, Ninth Floor
Baltimore, Maryland 21202
Phone: 410.767.8600
Website: www.mccr.maryland.gov

Office of Equity and Civil Rights (Baltimore City)
8 E. Redwood Street, 9th FL
Baltimore, MD 21201
Phone: 410.396.3141
Email: CivilRights@baltimorecity.gov
Web: <https://civilrights.baltimorecity.gov/contact-us>

4. Mandated Reporting and Confidential Employees

All University faculty and employees (including student-employees), other than those deemed Confidential Employees, are Mandated Reporters and are expected to promptly report all known details of actual or suspected sex discrimination, sex-based harassment, retaliation, and/or Other Prohibited Conduct to appropriate officials immediately, although there are some limited exceptions. Supportive measures may be offered as the result of such disclosures without formal University action.

Complainants may want to carefully consider whether they share personally identifiable details with Mandated Reporters, as those details must be shared with the Title IX Coordinator.

If a Complainant expects formal action in response to their allegations, reporting to any Mandated Reporter can connect them with resources to report alleged crimes and/or Policy violations, and these employees will immediately pass Notice to the Title IX Coordinator (and/or police, if desired by the Complainant or required by law), who will act when an incident is reported to them.

The following sections describe the University's reporting options for a Complainant or third party (including parents/guardians when appropriate):

A. Confidential Employees

There are three categories of Confidential Employees: 1) Those with confidentiality bestowed by law or professional ethics, such as lawyers, medical professionals, clergy, and mental health counselors; 2) Those whom University has specifically designated as Confidential Resources for purposes of providing support and resources to the Complainant; and 3) Those conducting human subjects research as part of a study approved by the University's Institutional Review Board (IRB). For those in category 1), above, to be able to respect confidentiality, they must be in a confidential relationship with the person reporting, such that they are within the scope of their licensure, professional ethics, or confidential role at the time of receiving the Notice. These individuals will maintain confidentiality except in extreme cases of immediacy of threat or danger or abuse of a minor, elder, or individual with a disability, or when required to disclose by law or court order.

To enable Complainants to access support and resources without filing a Complaint, the University has designated specific employees as Confidential Resources. Those designated by the University as Confidential Resources are not required to report actual or suspected sex discrimination, sex-based harassment, or retaliation in a way that identifies the Parties. They will, however, provide the Complainant with the Title IX Coordinator's contact information and offer options and resources without any obligation to inform an outside agency or University official unless a Complainant has requested the information be shared.

If a Complainant would like the details of an incident to be kept confidential, the Complainant may speak with the following Confidential Employees:

Confidential Employees

- **Pastoral Counseling:** Professional, licensed, ordained clergy, who provide pastoral counseling to members of the University community at the University.
- **Professional Licensed Mental Health Providers:** Professional, licensed mental health providers who provide mental-health counseling to members of the University Community, and also those who act in roles under the supervision of a licensed counselor, through the Counseling Center (for students) and the Employee Assistance Program (for employees).

Designated Confidential Resources

- Sexual Violence Resource Coordinator
- Licensed Athletic Trainers
- Non-Licensed Counselors and/or Advocates who work or volunteer at the Counseling Center or Campus Ministry
- University Nurse

Employees who have designated confidentiality as described above, and who receive Notice within the scope of their confidential roles will timely submit anonymous statistical information for Clery Act statistical reporting purposes unless they believe it would be harmful to their client, patient, or parishioner.

Failure of a Mandated Reporter, as described above in this section, to report an incident of sex discrimination, sex-based harassment, or retaliation of which they become aware is a violation of University Policy and can be subject to disciplinary action for failure to comply/failure to report. This also includes situations when a harasser is a Mandated Reporter. Such individuals are obligated to report their own misconduct, and failure to do so is a chargeable offense under this Policy.

A Mandated Reporter who is themselves a target of discrimination, harassment, or other misconduct under this Policy is not required to report their own experience, though they are, of course, encouraged to do so.

In addition, Complainants may speak with individuals unaffiliated with the University without concern that Policy will require them to disclose information to the institution without permission:

- Licensed professional counselors and other medical providers
- Local rape crisis counselors
- Domestic violence resources
- Local or state assistance agencies
- Clergy/Chaplains
- Attorneys

5. Scope

This Policy is only applicable to alleged incidents that occur on or after August 1, 2024. For alleged incidents of sex discrimination or sexual harassment occurring prior to August 1, 2024, the policy and procedures in place at the time of the alleged incident apply. Applicable versions of those policies and procedures are available from the Title IX Coordinator and at www.ndm.edu/titleix.

This Policy applies to all faculty, employees, students, and other individuals participating in or attempting to participate in the University's program or activities, including education and employment.

This Policy prohibits all forms of sex discrimination, and may be applied to incidents, to patterns, and/or to the institutional culture/climate, all of which may be addressed in accordance with this Policy.

Sex Discrimination complaints that are not sex-based harassment, sexual misconduct, or other prohibited conduct shall be adjudicated in accordance with the University's Non-Discrimination Policy and Procedures.

6. Jurisdiction

This Policy applies to the University's education programs and activities (defined as including locations, events, or circumstances in which the University exercises substantial control over both the Respondent and the context in which the conduct occurred), circumstances where the University has disciplinary authority, and to misconduct occurring within any building owned or controlled by a University -recognized student organization.

This Policy may also apply to the effects of off-campus and/or online misconduct that limit or deny a person's access to University's education program or activities.

For disciplinary action to be issued under this Policy, the Respondent must be a University faculty member, student, or employee at the time of the alleged incident. If the Respondent is unknown or is not a member of the University community, the Title IX Coordinator will offer to assist the Complainant in identifying appropriate institutional and local resources and support options and will implement appropriate supportive measures and/or remedial actions (e.g., trespassing a person from campus). The University can also assist in contacting local or institutional law enforcement if the individual would like to file a police report about criminal conduct.

All vendors serving the University through third-party contracts are subject to the policies and procedures of their employers.

When a party is participating in a dual enrollment/early college program, the University will coordinate with the party's home institution to determine jurisdiction and coordinate providing supportive measures and responding to the complaint under the appropriate policy and procedures based on the allegations and identities of the Parties.

When the Respondent is enrolled in or employed by another institution, the Title IX Coordinator can assist the Complainant in contacting the appropriate individual at that institution, as it may be possible to pursue action under that institution's policies.

Similarly, the Title IX Coordinator may be able to assist and support a student or employee Complainant who experiences sex discrimination or sex-based harassment in an externship, study abroad program, or other environment external to the University where sexual harassment or nondiscrimination policies and procedures of the facilitating or host organization may give the Complainant recourse. If there are effects of that external conduct that impact a student or employee's work or educational environment, those effects can often be addressed remedially by the Title IX Coordinator if brought to their attention.

7. Supportive Measures

The University will offer and implement appropriate and reasonable supportive measures to the Parties upon Notice of alleged sex discrimination, sex-based harassment, and/or retaliation. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate and reasonably available. They are offered, without fee or charge to the Parties, to

restore or preserve access to the University's education program or activity, including measures designed to protect the safety of all Parties and/or the University's educational environment and/or to deter sex discrimination, sex-based harassment, and/or retaliation.

The Title IX Coordinator promptly makes supportive measures available to the Parties upon receiving Notice/Knowledge or a Complaint. At the time that supportive measures are offered, if a Complaint has not been filed, the Title IX Coordinator will inform the Complainant, in writing, that they may file a Complaint with the University either at that time or in the future. The Title IX Coordinator will work with a party to ensure that their wishes are considered with respect to any planned and implemented supportive measures.

The University will maintain the confidentiality of the supportive measures, provided that confidentiality does not impair the University's ability to provide those supportive measures. The University will act to ensure as minimal an academic/occupational impact on the Parties as possible. The University will implement measures in a way that does not unreasonably burden any party.

These actions may include, but are not limited to:

- Referral to counseling, medical, and/or other healthcare services
- Referral to the Employee Assistance Program
- Referral to community-based service providers
- Student financial aid counseling
- Altering campus housing assignment(s)
- Altering work arrangements for employees or student-employees
- Safety planning
- Providing campus safety escorts
- Providing transportation assistance
- Implementing contact restrictions (no contact orders) between the Parties
- Academic support, extensions of deadlines, or other course/program-related adjustments
- Trespass, Persona Non Grata (PNG), or Be-On-the-Lookout (BOLO) orders
- Timely warnings
- Class schedule modifications, withdrawals, or leaves of absence
- Increased security and monitoring of certain areas of the campus
- Any other actions deemed appropriate by the Title IX Coordinator

Violations of no contact orders or other restrictions may be referred to appropriate student or employee conduct processes for enforcement or added as collateral misconduct allegations to an ongoing Complaint under this Policy.

The Parties are provided with a timely opportunity to seek modification or reversal of the University's decision to provide, deny, modify, or terminate supportive measures applicable to them. A request to do so should be made in writing to the Title IX Coordinator. The University will also provide the Parties with the opportunity to seek additional modification or termination of supportive measures applicable to them if circumstances materially change.

8. Online Harassment and Misconduct

University policies are written and interpreted broadly to include online manifestations of any of the behaviors prohibited below, when those behaviors occur in or have an effect on the University's education program and activities, or when they involve the use of the University's networks, technology, or equipment.

Although the University may not control websites, social media, and other venues through which harassing communications are made, when such communications are reported to the University, it will engage in a variety of means to address and mitigate the effects.

9. Inclusion Related to Gender Identity/Expression

The University strives to ensure that all individuals are safe, included, and respected in their education and employment environments, regardless of their gender identity or expression. Discrimination and harassment on the basis of gender identity or expression are not tolerated by the University. If a member of the University community believes they have been subjected to discrimination under this Policy, they should follow the appropriate reporting process described herein.

The University uses a number of interventions to address concerns that are raised related to gender-based harassment or discrimination, including problem-solving, intervention, confrontation, investigation, and Policy enforcement. When conflicts arise between the right of members of the community to be free from gender-identity discrimination and those exercising their right to religious freedom, the University will try to balance rights and interests to find mutually agreeable outcomes or compromises. When that is not possible, the University will offer remedial solutions or enforce its Policies while also respecting the rights of all members of its community.

10. Prohibited Conduct

Students and employees are entitled to an educational and employment environment that is free of sex discrimination, sex-based harassment, and retaliation. This Policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include germane, but controversial or sensitive, subject matters protected by academic freedom.

The sections below describe the specific forms of legally prohibited sex discrimination, sex-based harassment, and retaliation that are also prohibited under University Policy. When speech or conduct is protected by academic freedom, it will not be considered a violation of University Policy, though supportive measures will be offered to those impacted.

All offense definitions below encompass actual and/or attempted offenses.

Any of the following offenses can be charged as or combined as pattern offenses, in which case the Notice of Investigation and Allegation (NOIA) will clearly indicate that both individual

incidents and a pattern of conduct are being investigated. A pattern may exist and be charged when there is a potential substantial similarity to incidents where the proof of one could make it more likely that the other(s) occurred, and vice versa. Patterns may exist based on target selection, similarity of offense, or other factors. Where a pattern is found, it can be the basis to enhance sanctions, accordingly.

A. Sex Discrimination

Sex discrimination is different treatment with respect to a person's employment or participation in an education program or activity based, in whole or in part, upon the person's actual or perceived sex.

Discrimination can take two primary forms:

1) Disparate Treatment Discrimination:

- Any intentional differential treatment of a person or persons that is based on a person's actual or perceived sex and that:
 - Excludes a person from participation in;
 - Denies a person benefits of; or
 - Otherwise adversely affects a term or condition of a person's participation in a University program or activity.

2) Disparate Impact Discrimination:

- Disparate impact occurs when policies or practices that appear to be neutral unintentionally result in a disproportionate impact on the basis of sex that:
 - Excludes a person from participation in;
 - Denies a person benefits of; or
 - Otherwise adversely affects a term or condition of a person's participation in a University program or activity.

B. Sex-based Harassment (Applicable under Title IX, Title VII, and the Fair Housing Act)

Sex-based Harassment is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex,¹ including sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity; sexual assault, dating violence, domestic violence, and stalking.

1) Quid Pro Quo:

- an employee agent, or other person authorized by the University,
- to provide an aid, benefit, or service under the University's education program or activity,

¹ Throughout this Policy, "on the basis of sex" means conduct that is sexual in nature, or that is directed to the Complainant because of his/her/their actual or perceived sex or gender identity.

- explicitly or impliedly conditioning the provision of such aid, benefit, or service,
- on a person's participation in unwelcome sexual conduct.

2) **Hostile Environment Harassment:**

- unwelcome sex-based conduct, that
- based on the totality of the circumstances,
- is subjectively and objectively offensive, and
- is so severe or pervasive,
- that it limits or denies a person's ability to participate in or benefit from the University's education program or activity

The University reserves the right to address offensive conduct and/or harassment that (1) does not rise to the level of creating a hostile environment, or (2) that is of a generic nature and not prohibited by law. Addressing such conduct will not result in the imposition of discipline under University Policy, but may be addressed through respectful conversation, remedial actions, education, effective Alternative Resolution, and/or other Informal Resolution mechanisms.

For assistance with Alternative Resolution and other Informal Resolution techniques and approaches, contact the Title IX Coordinator.

3) **Sexual Assault:**²

a. **Rape:**

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

b. **Fondling:**

- The touching of the private body parts of the Complainant (buttocks, groin, breasts),
- for the purpose of sexual gratification,
- without the consent of the Complainant,
- including instances where the Complainant is incapable of giving consent because of their age or because of a temporary or permanent mental incapacity.

c. **Incest:**

- Sexual intercourse,
- between persons who are related to each other,
- within the degrees wherein marriage is prohibited by law.

² This would include having another person touch you sexually, forcibly, and/or without their consent.

- d. **Statutory Rape:**
 - Sexual intercourse,
 - with a person who is under the statutory age of consent of 16³.
- 3) **Dating Violence**, defined as:
- a. violence,
 - b. on the basis of sex,
 - c. committed by a person,
 - d. who is in or has been in a social relationship of a romantic or intimate nature with the Complainant.
 - i. The existence of such a relationship shall be determined based on the Complainant’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition—
 - a) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - b) Dating violence does not include acts covered under the definition of domestic violence.
- 4) **Domestic Violence**,⁴ defined as:
- a. violence,
 - b. on the basis of sex,
 - c. committed by a current or former spouse or intimate partner of the Complainant,
 - d. by a person with whom the Complainant shares a child in common, or
 - e. by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner, or
 - f. by a person similarly situated to a spouse of the Complainant under domestic or family violence law or
 - g. by any other person against an adult or youth Complainant who is protected from that person’s acts under the domestic or family violence law.
- 5) **Stalking**, defined as:
- a. engaging in a course of conduct,
 - b. on the basis of sex,
 - c. directed at the Complainant, that
 - i. would cause a reasonable person to fear for the person’s safety, or
 - ii. the safety of others; or
 - iii. Suffer substantial emotional distress.

³ <https://www.peoples-law.org/age-consent>

⁴ To categorize an incident as Domestic Violence under this Policy, the relationship between the Respondent and the Complainant must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.

For the purposes of this definition—

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

C. Sexual Misconduct

7) Sexual Exploitation:⁵

- a person taking non-consensual or abusive sexual advantage of another, that does not constitute Sex-based Harassment as defined above,
- for their own benefit or for the benefit of anyone other than the person being exploited.

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

- Sexual voyeurism (such as observing or allowing others to observe a person undressing or using the bathroom or engaging in sexual acts, without the consent of the person being observed)
- Invasion of sexual privacy (e.g., doxxing)
- Knowingly making an unwelcome disclosure of (or threatening to disclose) a person’s sexual orientation, gender identity, or gender expression
- Taking pictures, video, or audio recording of another person in a sexual act, or in any other sexually related activity when there is a reasonable expectation of privacy during the activity, without the consent of all involved in the activity; or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person’s consent), including the making or posting of non-consensual pornography
- Prostituting another person
- Engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or a sexually transmitted disease (STD) or infection (STI), without informing the other person of the virus, disease, or infection
- Causing or attempting to cause the incapacitation of another person (through alcohol, drugs, or any other means) for the purpose of compromising that person’s ability to give consent to sexual activity, or

⁵ This offense is not classified under Title IX as “Sex-based Harassment,” but it is included here in this Policy as a tool to address a wider range of behaviors.

for the purpose of making that person vulnerable to non-consensual sexual activity

- Misappropriation of another person’s identity on apps, websites, or other venues designed for dating or sexual connections (e.g., spoofing)
- Forcing a person to take an action against that person’s will by threatening to show, post, or share information, video, audio, or an image that depicts the person’s nudity or sexual activity
- Knowingly soliciting a minor for sexual activity
- Engaging in sex trafficking
- Knowingly creating, possessing, or disseminating child sexual abuse images or recordings
- Creating or disseminating synthetic media, including images, videos, or audio representations of individuals doing or saying sexually related things that never happened, or placing identifiable real people in fictitious pornographic or nude situations without their consent (i.e., Deepfakes)

D. Other Prohibited Conduct

1) Bullying:⁶

- repeated and/or severe aggressive behavior
- that is likely to intimidate or intentionally hurt, control, or physically or mentally diminish the Complainant,

2) Endangerment:

- threatening or causing physical harm;
- extreme verbal, emotional, or psychological abuse; or
- other conduct which threatens or endangers the health or safety of any person or damages their property.

3) Hazing:

- any act or action
- which does or is likely to endanger the mental or physical health or safety of any person
- as it relates to a person’s initiation, admission into, or affiliation with any University group or organization.

For the purposes of this definition:

- It is not necessary that a person’s initiation or continued membership is contingent upon participation in the activity, or that the activity was sanctioned or approved by the student group or student organization, for an allegation of hazing to be upheld.
- It shall not constitute an excuse or defense to a hazing allegation that the participants took part voluntarily, gave consent to the conduct, voluntarily

⁶ For Bullying, Hazing, and Endangerment, these offenses can be applied when the conduct is on the basis of sex but is not a form of Sex-based Harassment.

assumed the risks or hardship of the activity, or that no injury was suffered or sustained.

- The actions of alumni, active, new, and/or prospective members of a student group or student organization may be considered hazing.
- Hazing is not confined to the student group or student organization with which the person subjected to the hazing is associated.

4) Retaliation⁷:

- Adverse action, including intimidation, threats, coercion, or discrimination,
- against any person,
- by the University, a student, employee, or a person authorized by the University to provide aid, benefit, or service under the University's education program or activity,
- for the purpose of interfering with any right or privilege secured by law or Policy, or
- because the person has engaged in protected activity, including reporting information, making a Complaint, testifying, assisting, or participating or refusing to participate in any manner in an investigation or Resolution Process under the Policy Procedures, including an Informal Resolution process, or in any other appropriate steps taken by the University to promptly and effectively end any sex discrimination in its education program or activity, prevent its recurrence, and remedy its effects.

The exercise of rights protected under the First Amendment does not constitute retaliation. It is also not retaliation for the University to pursue Policy violations against those who make materially false statements in bad faith in the course of a resolution under the Policy. However, the determination of responsibility, by itself, is not sufficient to conclude that any party has made a materially false statement in bad faith.

5) Unauthorized Disclosure:⁸

- Distributing or otherwise publicizing materials created or produced during an investigation or Resolution Process except as required by law or as expressly permitted by the University; or
- publicly disclosing institutional work product that contains personally identifiable information without authorization or consent.

6) Failure to Comply/Process Interference

⁷ Allegations of Retaliation, Unauthorized Disclosure, and Failure to Comply/Process Interference may be referred to appropriate student or employee conduct processes for enforcement or added as collateral misconduct allegations to an ongoing Complaint under this Policy.

⁸ Nothing in this section restricts the ability of the Parties to: obtain and present evidence, including by speaking to witnesses (as long as it does not constitute retaliation under this Policy), consult with their family members, confidential resources, or Advisors; or otherwise prepare for or participate in the Resolution Process.

- Intentional failure to comply with the reasonable directives of Title IX Coordinator in the performance of their official duties, including with the terms of a no contact order
- Intentional failure to comply with emergency removal or interim suspension terms
- Intentional failure to comply with sanctions
- Intentional failure to adhere to the terms of an Informal Resolution agreement
- Intentional failure to comply with mandated reporting duties as defined in this Policy
- Intentional interference with the Resolution Process, including, but not limited to:
 - Destruction of or concealing of evidence
 - Actual or attempted solicitation of knowingly false testimony or providing false testimony or evidence
 - Intimidating or bribing a witness or party

E. Sanction Ranges

The following sanction ranges apply for Prohibited Conduct under this Policy. Sanctions can be assigned outside of the specified ranges based on aggravating or mitigating circumstances, or the Respondent’s cumulative conduct record.

- **Sex Discrimination:** warning through expulsion or termination.
- **Quid Pro Quo Harassment:** warning through expulsion or termination.
- **Hostile Environment Harassment:** warning through expulsion or termination.
- **Rape:** suspension through expulsion or termination.
- **Fondling:** warning through suspension (termination for employees).
- **Incest:** warning through probation.
- **Statutory Rape:** warning through suspension (termination for employees).
- **Stalking:** probation through expulsion or termination.
- **Dating/Domestic Violence:** probation through expulsion or termination.
- **Sexual Exploitation:** warning through expulsion or termination.
- **Bullying:** warning through expulsion or termination.
- **Endangerment:** warning through expulsion or termination.
- **Hazing:** warning through expulsion or termination.
- **Retaliation:** warning through expulsion or termination.
- **Unauthorized Disclosure:** warning through expulsion or termination.
- **Failure to Comply/Process Interference:** warning through expulsion or termination.

F. Consent, Force, and Incapacitation

As used in this Policy, the following definitions and understandings apply:

1) Consent

Consent is defined as:

- knowing,
- voluntary, and
- clear permission
- by word or action
- to engage in sexual activity.

Individuals may perceive and experience the same interaction in different ways. Therefore, it is the responsibility of each party to determine that the other has consented before engaging in the activity.

If consent is not clearly provided prior to engaging in the activity, consent may be ratified by word or action at some point during the interaction or thereafter, but clear communication from the outset is strongly encouraged.

For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Consent is evaluated from the perspective of what a reasonable person would conclude are mutually understandable words or actions. Reasonable reciprocation can establish consent. For example, if someone kisses you, you can kiss them back (if you want to) without the need to explicitly obtain *their* consent to be kissed back.

Consent can also be withdrawn once given, as long as the withdrawal is reasonably and clearly communicated. If consent is withdrawn, sexual activity should cease within a reasonably immediate time.

Silence or the absence of resistance alone should not be interpreted as consent. Consent is not demonstrated by the absence of resistance. While resistance is not required or necessary, it is a clear demonstration of non-consent.

Consent to some sexual contact (such as kissing or fondling) cannot be assumed to be consent for other sexual activity (such as intercourse). A current or previous intimate relationship is not sufficient to constitute consent. If an individual expresses conditions on their willingness to consent (e.g., use of a condom) or limitations on the scope of their consent, those conditions and limitations must be respected. If a sexual partner shares the clear expectation for the use of a condom, or to avoid internal ejaculation, and those expectations are not honored, the failure to use a condom, removing a condom, or internal ejaculation can be considered acts of sexual assault.

Proof of consent or non-consent is not a burden placed on either party involved in a Complaint. Instead, the burden remains on the University to determine whether its Policy has been violated. The existence of consent is based on the totality of the circumstances evaluated from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged

misconduct occurred and any similar and previous patterns that may be evidenced.

Going beyond the boundaries of consent is prohibited. Thus, unless a sexual partner has consented to slapping, hitting, hair pulling, strangulation, or other physical roughness during otherwise consensual sex, those acts may constitute dating violence or sexual assault.⁹

2) Force

Force is the use of physical violence and/or physical imposition to gain sexual access. Sexual activity that is forced is, by definition, non-consensual, but non-consensual sexual activity is not necessarily forced. Force is conduct that, if sufficiently severe, can negate consent.

Force also includes threats, intimidation (implied threats), and coercion that is intended to overcome resistance or produce consent (e.g., “Have sex with me or I’ll hit you,” which elicits the response, “Okay, don’t hit me. I’ll do what you want.”).

Coercion is unreasonable pressure for sexual activity. Coercive conduct, if sufficiently severe, can render a person’s consent ineffective, because it is not voluntary. When someone makes clear that they do not want to engage in sexual activity, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive. Coercion is evaluated based on the frequency, intensity, isolation, and duration of the pressure involved.

3) Incapacitation

Incapacitation is a state where a person is incapable of giving consent. An incapacitated person cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent (e.g., to understand the “who, what, when, where, why, and how” of their sexual interaction). A person cannot consent if they are unable to understand what is happening or are disoriented, helpless, asleep, or unconscious for any reason, including because of alcohol or other drug consumption.

This Policy also covers a person whose incapacity results from a temporary or permanent physical or mental health condition, involuntary physical restraint, and/or the consumption of incapacitating substances.

Incapacitation is determined through consideration of all relevant indicators of a person’s state and is not synonymous with intoxication, impairment, blackout, and/or being inebriated.

⁹ Consent in relationships must also be considered in context. When Parties consent to BDSM (bondage, discipline, sadism, masochism) or other forms of kink, non-consent may be shown by the use of a safe word. Resistance, force, violence, or even saying “no” may be part of the kink and thus consensual.

If the Respondent neither knew nor should have known the Complainant to be physically or mentally incapacitated, the Respondent is not in violation of this Policy. “Should have known” is an objective, reasonable person standard that assumes that a reasonable person is both sober and exercising sound judgment.

11. Standard of Proof

The University uses the preponderance of the evidence standard of proof when determining whether a Policy violation occurred. This means that the University will decide whether it is more likely than not, based upon the available information at the time of the decision, that the Respondent is in violation of the alleged Policy violation(s).

12. Reports/Complaints of Sex Discrimination, Sex-Based Harassment, and/or Retaliation

A Report provides notice to the University of an allegation or concern about sex discrimination, sex-based harassment, or retaliation and provides an opportunity for the Title IX Coordinator to provide information, resources, and supportive measures. A Complaint provides notice to the University that the Complainant would like to initiate an investigation or other appropriate resolution procedures. A Complainant or individual may initially make a report and may decide at a later time to make a Complaint. Reports or Complaints of sex discrimination, sex-based harassment, and/or retaliation may be made using any of the following options:

- 1) File a Complaint with, or give verbal Notice directly to, the Title IX Coordinator or to any member of the Title IX Team. Such a Complaint may be made at any time (including during non-business hours) by using the telephone number, email address, or by mail to the office of the Title IX Coordinator or any other Title IX Team member listed in this Policy.
- 2) Submit online Notice at www.ndm.edu/titleix. Anonymous Notice is accepted, but the Notice may give rise to a need to try to determine the Parties’ identities. Anonymous Notice typically limits the University’s ability to investigate, respond, and provide remedies, depending on what information is shared. Measures intended to protect the community or redress or mitigate harm may be enacted. It also may not be possible to provide supportive measures to Complainants who are the subject of anonymous Notice.

Reporting carries no obligation to initiate a Complaint, and in most situations, the University is able to respect a Complainant’s request to not initiate a resolution process. However, there may be circumstances, such as pattern behavior, allegations of severe misconduct, or a compelling threat to health and/or safety, where the University may need to initiate a resolution process. If a Complainant does not wish to file a Complaint, the University will maintain the privacy of information to the extent possible. The Complainant should not fear a loss of confidentiality by giving Notice that allows the University to discuss and/or provide supportive measures, in most circumstances.

13. Time Limits on Reporting

There is no time limitation on providing Notice/Complaints to the Title IX Coordinator. However, if the Respondent is no longer subject to the University's jurisdiction and/or significant time has passed, the ability to investigate, respond, and/or provide remedies may be more limited or impossible.

Acting on Notice/Complaints significantly impacted by the passage of time (including, but not limited to, the rescission or revision of Policy) is at the Title IX Coordinator's discretion; they may document allegations for future reference, offer supportive measures and/or remedies, and/or engage in informal or formal action, as appropriate.

14. False Allegations and Evidence

Deliberately false and/or malicious accusations under this Policy are a serious offense and will be subject to appropriate disciplinary action. This does not include allegations that are made in good faith but are ultimately shown to be erroneous or do not result in a determination of a Policy violation.

Additionally, witnesses and Parties who knowingly provide false evidence, tamper with or destroy evidence, or deliberately mislead an official conducting an investigation or resolution process can be subject to discipline under appropriate University policies.

15. Confidentiality/Privacy

Notre Dame of Maryland University makes every effort to preserve the Parties' privacy. The University will not share the identity of any individual who has made a Complaint of sex discrimination, sex-based harassment, or retaliation; any Complainant; any individual who has been reported to be the perpetrator of sex discrimination, sex-based harassment, or retaliation; any Respondent; or any witness, except as permitted by, or to fulfill the purposes, of applicable laws and regulations (e.g., Title IX), Family Educational Rights and Privacy Act (FERPA) and its implementing regulations, or as required by law; including any investigation, or resolution proceeding arising under these policies and procedures.^{10,11} Additional information regarding confidentiality and privacy can be found in [Appendix C](#).

Unauthorized Disclosure of Information

Parties and Advisors are prohibited from disclosing information obtained by the University through the Resolution Process, to the extent that information is the work product of the University (meaning it has been produced, compiled, or written by University for purposes of its investigation and resolution of a Complaint), without authorization. It is also a violation of University Policy to publicly disclose institutional work product that contains a party or witness's personally identifiable information without authorization or consent. Violation of this Policy is subject to significant sanctions.

¹⁰ 20 U.S.C. 1232g

¹¹ 34 C.F.R. § 99

16. Emergency Removal/Interim Actions/Leaves

The University can act to remove a student Respondent accused of sex discrimination, sex-based harassment, or retaliation from its education program or activities, partially or entirely, on an emergency basis when an individualized safety and risk analysis has determined that an imminent and serious threat to the health or safety of any student or other individual justifies removal. This risk analysis is performed by the Title IX Coordinator and may be done in conjunction with the University's Behavioral Intervention Team, a cross-functional team of administrators charged with risk analysis, using its standard objective violence risk assessment procedures. Employees are subject to existing procedures for interim actions and leaves.

17. Federal Timely Warning Obligations

Notre Dame of Maryland University must issue timely warnings for reported incidents that pose a serious or continuing threat of bodily harm or danger to members of the University community.

The University will ensure that a Complainant's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the potential danger.

18. Amnesty

The University community encourages the reporting of misconduct and crimes by Complainants and witnesses. Sometimes, Complainants or witnesses are hesitant to give Notice to University officials or participate in resolution processes because they fear that they themselves may be in violation of certain policies, such as underage drinking or use of illicit drugs at the time of the incident. Respondents may hesitate to be forthcoming during the process for the same reasons.

It is in the best interests of the University community that Complainants choose to give Notice of misconduct to University officials, that witnesses come forward to share what they know, and that all Parties be forthcoming during the process.

To encourage reporting and participation in the process, University offers Parties and witnesses amnesty from minor policy violations, such as underage alcohol consumption or the use of illicit drugs, related to the incident. Granting amnesty is a discretionary decision made by the University, and amnesty does not apply to more serious allegations, such as physical abuse of another or illicit drug distribution.

A. Students

The University also maintains an amnesty policy for students in addition to witnesses who offer help to others in need.

B. Employees

Sometimes, employees are hesitant to report sex discrimination, sex-based harassment, or retaliation they have experienced for fear of getting in trouble themselves. The University may, at its discretion, offer employee Complainants amnesty from such policy violations (typically more minor policy violations) related to the incident.

19. Preservation of Evidence

The preservation of evidence is critical to potential criminal prosecution and to obtaining restraining/protective orders, and it is particularly time sensitive. The University will inform the Complainant of the importance of preserving evidence by taking actions such as the following:

Sexual Assault

- Seek a Sexual Assault Forensic Exam (“SAFE”) at the nearest hospital, ideally within 120 hours of the incident (sooner is better). SAFE procedures are offered free of charge at certain local hospitals (e.g., Mercy Hospital and Greater Baltimore Medical Center) and may be pursued anonymously. SAFE allows for the collection of evidence, documentation of injuries, and can ensure physical evidence is preserved in the event of a report to law enforcement. You can decline any portion of the exam you so choose. Completing a SAFE does not require that you contact the police and does not require that you report the assault to the University. If needed, the University will arrange for free transportation to obtain a SAFE via the Title IX Coordinator or Sexual Violence Resource Coordinator. For after-hours requests, the Office of Public Safety can also provide free transportation.
- Avoid urinating, showering, bathing, washing hands or face, or douching, if possible, but evidence may still be collected even if you do.
- If oral sexual contact took place, refrain from smoking, eating, drinking, or brushing teeth.
- If clothes are changed, place soiled clothes in a paper bag (plastic destroys evidence) or a secure evidence container (if provided one by law enforcement)
- Seeking medical treatment can be essential, even if it is not for the purpose of collecting forensic evidence.

Stalking/Dating Violence/Domestic Violence/Sex-Based Harassment

- Evidence in the form of text and voice messages will be lost in most cases if the Complainant changes their phone number.
 - Make a secondary recording of any voice messages and/or save the audio files to a cloud server.
 - Take screenshots and/or a video recording of any text messages or other electronic messages (e.g., Instagram, Snapchat, Facebook).
- Save copies of email and social media correspondence, including notifications related to account access alerts.
- Take time-stamped photographs of any physical evidence, including notes, gifts, etc., in place when possible.
- Save copies of any messages, including those showing any request for no further contact.
- Obtain copies of call logs showing the specific phone number being used rather than a saved contact name if possible.

During the initial meeting between the Complainant and Title IX Coordinator, the importance of taking these actions will be discussed, if timely.

20. Federal Statistical Reporting Obligations

Certain institutional officials (those deemed Campus Security Authorities) have a duty to report the following for federal statistical reporting purposes (Clery Act):

- 1) All “primary crimes,” which include criminal homicide, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, and arson
- 2) Hate crimes, which include any bias-motivated primary crime as well as any bias-motivated larceny or theft, simple assault, intimidation, or destruction/damage/vandalism of property
- 3) Violence Against Women Act (VAWA-based crimes), which include sexual assault, domestic violence, dating violence, and stalking¹²
- 4) Arrests and referrals for disciplinary action for weapons law violations, liquor law violations, and drug law violations

All personally identifiable information is kept private, but statistical information regarding the type of incident and its general location (on- or off-campus or in the surrounding area, but no addresses are given) must be shared with Director of Risk Management & Public Safety for publication in the Annual Security Report and daily campus crime log. Campus Security Authorities include student affairs/student conduct staff, campus law enforcement/public safety/security, local police, coaches, athletic directors, residence life staff, student activities staff, human resources staff, advisors to student organizations, and any other official with significant responsibility for student and campus activities.

21. Independence and Conflicts of Interest

The Title IX Coordinator manages the Title IX Team and acts with independence and authority, free from bias and conflicts of interest. The Title IX Coordinator oversees all resolutions under this Policy and these procedures. The members of the Resolution Pool are vetted and trained to ensure they are not biased for or against any party in a specific Complaint, or for or against Complainants and/or Respondents, generally.

A Complainant or Respondent who feels that there is actual or perceived conflict of interest that would materially impact the outcome must submit a written request, detailing with specificity the alleged conflict of interest, to the University’s Title IX Coordinator (or to the University President in the event that the potential conflict or bias involves the Title IX Coordinator) within five (5) business days after being notified of the individual(s) participation in the resolution process. The Title IX Coordinator (or President, as the case may be) will determine whether a conflict exists and what action should be taken to ensure a fair and impartial process including making any substitutions that may be necessary to avoid a conflict of interest.

¹² 42 U.S.C. Sections 13701 through 14040.

22. Revision of this Policy

This Policy succeeds previous policies addressing sex discrimination, sex-based harassment, sexual misconduct, and/or retaliation, though previous policies and procedures remain in force for sexual harassment incidents occurring before August 1, 2024. The Title IX Coordinator reviews and updates these policies and procedures regularly. The University reserves the right to make changes to this document as necessary, and once those changes are posted online, they are in effect.

If government laws or regulations change or court decisions alter the requirements in a way that impacts this document, this document will be construed to comply with the most recent government laws, regulations, or court holdings.

This document does not create legally enforceable protections beyond the protections of the background state and federal laws that frame such policies and codes, generally.

This Policy is effective August 1, 2024.

Responsible Official: Title IX/ADA/504 Coordinator

Approved By: President's Cabinet (Interim)

Approval/Revision Date(s): August 1, 2024

Related Policies/Procedures: Non-Discrimination Policy & Procedures; Pregnancy and Related Conditions Policy

RESOLUTION PROCESS FOR ALLEGED VIOLATIONS OF THE SEXUAL HARASSMENT AND OTHER SEXUAL MISCONDUCT POLICY (Hereinafter the “Resolution Process”)

1. Overview

Notre Dame of Maryland University will act on any Notice, Complaint, or Knowledge of a potential violation of the Sexual Harassment and Discrimination Policy (“the Policy”) that the Title IX Coordinator or any other Mandated Reporter receives by applying the Resolution Process below.

The procedures below apply to all sex-based harassment, sexual misconduct, and other prohibited conduct involving students, employees, or third parties. **Sex Discrimination complaints that are not sex-based harassment, sexual misconduct, or other prohibited conduct shall be adjudicated in accordance with the University’s Non-Discrimination Policy and Procedures.**

2. Notice/Complaint

Upon receipt of Notice, a Complaint, or Knowledge of an alleged Policy violation, the Title IX Coordinator will initiate a prompt initial evaluation to determine the University’s next steps. The Title IX Coordinator will contact the Complainant/source of the Notice to offer supportive measures, provide information regarding resolution options, and determine how they wish to proceed.

3. Collateral Misconduct

Collateral misconduct is defined to include potential violations of other University policies not incorporated into the Policy that occur in conjunction with alleged violations of the Policy, or that arise through the course of the investigation, for which it makes sense to provide one resolution for all allegations. Thus, the collateral allegations may be charged along with potential violations of the Policy, to be resolved jointly under these Procedures. In such circumstances, the Title IX Coordinator may consult with University officials who typically oversee such conduct (e.g., human resources, student conduct, academic affairs) to solicit their input as needed on what charges should be filed, but the exercise of collateral charges under these procedures is within the discretion of Title IX Coordinator. All other allegations of misconduct unrelated to incidents covered by the Policy will typically be addressed separately through procedures described in the student and employee handbooks.

4. Initial Evaluation

The Title IX Coordinator conducts an initial evaluation, typically within seven (7) business days of receiving Notice/Complaint/Knowledge of alleged misconduct.¹³ The initial evaluation

¹³ If circumstances require, the President or Title IX Coordinator will designate another person to oversee the Resolution Process should an allegation be made about the Title IX Coordinator or the Title IX Coordinator be otherwise unavailable, unable to fulfill their duties, or have a conflict of interest.

typically includes:

- Assessing whether the reported conduct may reasonably constitute a violation of the Policy.
 - If the conduct does not reasonably constitute a violation of the Policy, the matter is typically dismissed from this process, consistent with the dismissal provision in these procedures. It may then be referred to another process, if applicable.
- Determining whether University has jurisdiction over the reported conduct, as defined in the Policy.
 - If the conduct is not within the University's jurisdiction, the matter is typically dismissed from this process, consistent with the dismissal provision in these procedures. If applicable, the conduct will be referred to the appropriate University office for resolution.
- Offering and coordinating supportive measures for the Complainant.
- Offering and coordinating supportive measures for the Respondent, as applicable.
- Notifying the Complainant, or the person who reported the allegation(s), of the available resolution options, including a supportive and remedial response, an Informal Resolution option, or the Resolution Process described below.
- Determining whether the Complainant wishes to initiate a Complaint.
- Notifying the Respondent of the available resolution options, including a supportive and remedial response, an Informal Resolution option, or the Resolution Process described below, if a Complaint is made.

Helping a Complainant to Understand Resolution Options

If the Complainant indicates they wish to initiate a Complaint (in a manner that can reasonably be construed as reflecting intent to make a Complaint), the Title IX Coordinator will help to facilitate the Complaint, which will include working with the Complainant to determine whether the Complainant wishes to pursue one of three resolution options:

- a supportive and remedial response, and/or
- Informal Resolution, or
- the Resolution Process described below.

The Title IX Coordinator will seek to abide by the wishes of the Complainant but may have to take an alternative approach depending on their analysis of the situation.

If the Complainant elects for the Resolution Process below, and the Title IX Coordinator has determined the Policy applies and that the University has jurisdiction, they will route the matter to the appropriate Investigator, will provide the Parties with a Notice of Investigation and Allegation(s), and will initiate an investigation consistent with these Procedures.

If any Party indicates (either verbally or in writing) that they want to pursue an Informal Resolution option, the Title IX Coordinator will assess whether the matter is suitable for Informal Resolution and refer the matter accordingly.

If the Complainant indicates (either verbally or in writing) that they do not want any action taken, no Resolution Process will be initiated (unless deemed necessary by the Title IX Coordinator), though the Complainant can elect to initiate one later, if desired.

Title IX Coordinator *Authority to Initiate a Complaint*

If the Complainant does not wish to file a Complaint, the Title IX Coordinator, who has ultimate discretion as to whether a Complaint is initiated, will offer supportive measures and determine whether to initiate a Complaint themselves. To make this determination, the Title IX Coordinator will evaluate that request to determine if there is a serious and imminent threat to someone's safety or if the University cannot ensure equal access without initiating a Complaint. The Title IX Coordinator will consider the following non-exhaustive factors to determine whether to file a Complaint:

- The Complainant's request not to initiate a Complaint.
- The Complainant's reasonable safety concerns regarding initiating a Complaint.
- The risk that additional acts of sex discrimination would occur if a Complaint is not initiated.
- The severity of the alleged sex discrimination, including whether the discrimination, if established, would require the removal of a Respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence.
- The age and relationship of the Parties, including whether the Respondent is a University employee.
- The scope of the alleged sex discrimination, including information suggesting a pattern, ongoing discrimination, or discrimination alleged to have impacted multiple individuals.
- The availability of evidence to assist an Investigator in determining whether sex discrimination occurred.
- Whether the University could end the alleged sex discrimination and prevent its recurrence without initiating its resolution process.

If deemed necessary, the Title IX Coordinator may consult with appropriate University employees, and/or conduct a violence risk assessment to aid their determination whether to initiate a Complaint.

When the Title IX Coordinator initiates a Complaint, they do not become the Complainant. The Complainant is the person who experienced the alleged conduct that could constitute a violation of this Policy.

5. Dismissal

The University **may** dismiss a Complaint if, at any time during the investigation or Resolution Process, one or more of the following grounds are met:

- 1) The University is unable to identify the Respondent after taking reasonable steps to do so
- 2) The University no longer enrolls or employs the Respondent

- 3) A Complainant voluntarily withdraws any or all of the allegations in the Complaint, and the Title IX Coordinator declines to initiate a Complaint
- 4) The University determines the conduct alleged in the Complaint would not constitute a Policy violation, if proven

An Investigator can recommend dismissal to the Title IX Coordinator if they believe the grounds are met. A Complainant who decides to withdraw a Complaint may later request to reinstate or refile it.

Upon any dismissal, the University will promptly send the Complainant written notification of the dismissal and the rationale for doing so. If the dismissal occurs after the Respondent has been made aware of the allegations, the University will also notify the Respondent of the dismissal.

This dismissal decision is appealable by any party.

6. Appeal of Dismissal

The Complainant may file an appeal regarding a dismissal of their Complaint in writing to the Title IX Coordinator. The Respondent may also appeal the dismissal of the Complaint if dismissal occurs after the Respondent has been made aware of the allegations. All dismissal appeal requests must be filed within three (3) business days of the notification of the dismissal.

The Title IX Coordinator will notify the Parties of any appeal of the dismissal. If, however, the Complainant appeals, but the Respondent was not notified of the Complaint, the Title IX Coordinator must then provide the Respondent with a NOIA and will notify the Respondent of the Complainant's appeal with an opportunity to respond.

Throughout the dismissal appeal process, the University will:

- Implement dismissal appeal procedures equally for the Parties.
- Assign a trained Dismissal Appeal Officer who did not take part in an investigation of the allegations or dismissal of the Complaint.
- Provide the Parties a reasonable and equal opportunity to make a statement in support of, or challenging, the dismissal.
- Notify the Parties of the result of the appeal and the rationale for the result.

The grounds for dismissal appeals are limited to:

- 1) Procedural irregularity that would change the outcome.
- 2) New evidence that would change the outcome and that was not reasonably available when the dismissal was decided.
- 3) The Title IX Coordinator or Investigator had a conflict of interest or bias for or against complainants or respondents generally or the individual Complainant or Respondent that would change the outcome.

The appeal request should specify at least one of the grounds above and provide any reasons or supporting evidence for why the ground is met. Upon receipt of a written dismissal appeal request from one or more Parties, the Title IX Coordinator will share the request with all other Parties and provide three (3) business days for other Parties and the Title IX Coordinator to respond to the request. At the conclusion of the response period, the Title IX Coordinator will forward the appeal, as well as any response provided by the other Parties and/or the Title IX Coordinator to the Dismissal Appeal Officer for consideration.

If the Request for Appeal does not provide information that meets the grounds in this Policy, the Dismissal Appeal Officer will deny the request, and the Parties, their Advisors, and the Title IX Coordinator will be notified in writing of the denial and the rationale.

If any of the asserted grounds in the appeal satisfy the grounds described in this Policy, then the Dismissal Appeal Officer will notify all Parties and their Advisors, and the Title IX Coordinator, of their decision and rationale in writing. The effect will be to reinstate the Complaint.

In most circumstances, appeals are confined to a review of the written documentation or record of the original determination and pertinent documentation regarding the specific appeal grounds. The Dismissal Appeal Officer has seven (7) business days to review and decide on the appeal, though extensions can be granted at the Title IX Coordinator's discretion, and the Parties will be notified of any extension.

Appeal decisions are deferential to the original determination, making changes only if there is a compelling justification to do so.

The Dismissal Appeal Officer may consult with the Title IX Coordinator and/or legal counsel on questions of procedure or rationale for clarification, if needed. The Title IX Coordinator will maintain documentation of all such consultation.

7. Emergency Removal of a Student

The University may emergency remove a student accused of Sex Discrimination or Sex-based Harassment upon receipt of Notice/Knowledge, a Complaint, or at any time during the Resolution Process. Prior to an emergency removal, University will conduct an individualized risk assessment and may remove the student if that assessment determines that an imminent and serious threat to the health or safety of a Complainant or any students, employees, or other persons arising from the allegations of sex discrimination justifies such action.

When an emergency removal is imposed, wholly or partially, the affected student will be notified of the action, which will include a written rationale, and the option to challenge the emergency removal within two (2) business days of the notification. Upon receipt of a challenge, the Title IX Coordinator will meet with the student (and their Advisor, if desired) as soon as reasonably possible thereafter to allow them to show cause why the removal/action should not be implemented or should be modified.

This meeting is not a hearing on the merits of the allegation(s), but rather is an administrative process intended to determine solely whether the emergency removal is appropriate, should be modified, or lifted. When this meeting is not requested within two (2) business days, objections to the emergency removal will be deemed waived. A student can later request a meeting to show why they are no longer an imminent and serious threat because conditions related to imminence or seriousness have changed. A Complainant and their Advisor may be permitted to participate in this meeting if the Title IX Coordinator determines it is equitable for them to do so.

The Respondent may provide information, including expert reports, witness statements, communications, or other documentation for consideration prior to or during the meeting. When applicable, a Complainant may provide information to the Title IX Coordinator for review.

An emergency removal may be affirmed, modified, or lifted as a result of a requested review or as new information becomes available. The Title IX Coordinator will communicate the final decision in writing, typically within three (3) business days of the review meeting.

8. Placing an Employee on Leave

When the Respondent is an employee, or a student employee accused of misconduct in the course of their employment, existing provisions in the Employee Handbook for interim action are typically applicable instead of the above emergency removal process.

9. Counter-Complaints

The University is obligated to ensure that the Resolution Process is not abused for retaliatory purposes. Although the University permits the filing of counter-complaints, the Title IX Coordinator will use an initial evaluation, described above, to assess whether the allegations in the counter-complaint are made in good faith. When counter-complaints are not made in good faith, they will not be permitted. They will be considered potentially retaliatory and may constitute a violation of the Policy.

Counter-complaints determined to have been reported in good faith will be processed using the Resolution Process below. At the Title IX Coordinator's discretion, investigation of such claims may take place concurrently or after resolution of the underlying initial Complaint.

10. Advisors in the Resolution Process

A. Who Can Serve as an Advisor?

The Parties may each have an Advisor (friend, mentor, family member, attorney, or any other individual a party chooses) present with them for all meetings and interviews within the Resolution Process, including intake. The Parties may select whomever they wish to serve as their Advisor as long as the Advisor is eligible and available.¹⁴

¹⁴ "Available" means the party cannot insist on an Advisor who simply doesn't have inclination, time, or availability. The Advisor cannot have institutionally conflicting roles, such as being an administrator who has an active role in

The Title IX Coordinator will offer to assign a trained Advisor to any party if the party chooses. If the Parties choose an Advisor from the pool available from the University, the University will have trained the Advisor and familiarized them with the University's Resolution Process.

The University cannot guarantee equal Advisory rights, meaning that if one party selects an Advisor who is an attorney, but the other party does not, or cannot afford an attorney, the University is not obligated to provide an attorney to advise that party.

A party may elect to change Advisors during the process and is not obligated to use the same Advisor throughout. Parties are expected to provide the Title IX Coordinator with timely notification if they change Advisors. If a party changes Advisors, consent to share information with the previous Advisor is assumed to be terminated, and a release for the new Advisor must be submitted.

The University may permit Parties to have more than one Advisor, or an Advisor and a support person, upon special request to the Title IX Coordinator. The decision to grant this request is at the Title IX Coordinator's sole discretion and will be granted equitably to all Parties.

Advisors appointed by the institution cannot be Confidential Employees, and although they will not be asked to disclose details of their interactions with their advisees to institutional officials or Investigators absent an emergency, they are still reminded of their Mandated Reporter responsibilities.

B. Advisor's Role in the Resolution Process

Advisors should help the Parties to prepare for each meeting and are expected to advise ethically, with integrity, and in good faith. Advisors may not provide testimony or speak on behalf of their advisee unless given specific permission to do so.

The Parties are expected to ask and respond to questions on their own behalf throughout the Resolution Process. Although the Advisor generally may not speak on behalf of their advisee, the Advisor may consult with their advisee, either privately as needed, or by conferring or passing notes during any Resolution Process meeting or interview. For longer or more involved discussions, the Parties and their Advisors should ask for breaks to allow for private consultation.

C. Records Shared with Advisors

Advisors are entitled to the same opportunity as their advisee to access relevant evidence, and/or the same written investigation report that accurately summarizes this evidence.

the matter, or a supervisor who must monitor and implement sanctions. Additionally, choosing an Advisor who is also a witness in the process creates potential for bias and conflicts of interest. A party who chooses an Advisor who is also a witness can anticipate that issues of potential bias will be explored by the Decision-maker(s).

Advisors are expected to maintain the confidentiality of the records the University shares with them, per [Section 15](#) of the Policy addressing Confidentiality. Advisors may not disclose any University work product or evidence the University obtained solely through the Resolution Process for any purpose not explicitly authorized by University.

University may restrict the role of any Advisor who does not respect the sensitive nature of the process or who fails to abide by the University's confidentiality expectations.

D. Advisor Expectations

The University generally expects an Advisor to adjust their schedule to allow them to attend University meetings/interviews when planned, but the University may change scheduled meetings/interviews to accommodate an Advisor's inability to attend, if doing so does not cause an unreasonable delay.

The University may also make reasonable provisions to allow an Advisor who cannot be present in person to attend a meeting/interview by telephone, video conferencing, or other similar technologies.

All Advisors are subject to the same University policies and procedures, whether they are attorneys or not, and whether they are selected by a party or appointed by the University. Advisors are expected to advise without disrupting proceedings.

E. Advisor Policy Violations

Any Advisor who oversteps their role as defined by the Policy, who shares information or evidence in a manner inconsistent with the Policy, or who refuses to comply with the University's established rules of decorum will be warned. If the Advisor continues to disrupt or otherwise fails to respect the limits of the Advisor role, the meeting/interview may be ended, or other appropriate measures implemented, including the University requiring the party to use a different Advisor or providing a different University-appointed Advisor. Subsequently, the Title IX Coordinator will determine how to address the Advisor's non-compliance and future role.

11. Resolution Options Overview

This Resolution Process, consisting of Informal Resolution or Administrative Resolution, is the University's chosen approach to addressing sex-based harassment, sexual misconduct, and Other Prohibited Conduct under the Policy. The process considers the Parties' preferences but is ultimately determined at the Title IX Coordinator's discretion.

Resolution proceedings are confidential. All individuals present at any time during the Resolution Process are expected to maintain the confidentiality of the proceedings in accordance with University Policy.

A. Informal Resolution

To initiate Informal Resolution, a Complainant or Respondent may make such a request to the Title IX Coordinator at any time prior to a final determination, or the Title IX Coordinator may offer the option to the Parties, in writing. The University will obtain voluntary, written confirmation that all Parties wish to resolve the matter through Informal Resolution before proceeding and will not pressure the Parties to participate in Informal Resolution.

Before initiation of an Informal Resolution process, the University will provide the Parties with a NOIA that explains:

- The allegations.
- The requirements of the Informal Resolution process.
- That, prior to agreeing to a resolution, any party has the right to withdraw from the Informal Resolution process and to initiate or resume the University's Resolution Process.
- That the Parties' agreement to a resolution at the conclusion of the Informal Resolution process will preclude the Parties from initiating or resuming the Resolution Process arising from the same allegations.
- The potential terms that may be requested or offered in an Informal Resolution agreement, including notification that an Informal Resolution agreement is binding only on the Parties.
- What information the University will maintain, and whether and how it could disclose such information for use in its Resolution Process.

The University offers four categories of Informal Resolution:

- 1) **Supportive Resolution.** When the Title IX Coordinator can resolve the matter informally by providing supportive measures (only) designed to remedy the situation.
- 2) **Educational Conversation.** When the Title IX Coordinator can resolve the matter informally by having a conversation with the Respondent to discuss the Complainant's concerns and institutional expectations or can accompany the Complainant in their desire to confront the conduct.
- 3) **Accepted Responsibility.** When the Respondent is willing to accept responsibility for violating Policy and is willing to agree to actions that will be enforced similarly to sanctions, and the Complainant(s) and University are agreeable to the resolution terms.
- 4) **Alternative Resolution.** When the Parties agree to resolve the matter through an alternative resolution mechanism (which could include, but is not limited to, mediation, shuttle negotiation, restorative practices, facilitated dialogue, etc.), as described below.

The individual facilitating an Informal Resolution must be trained and cannot be the Investigator or Appeal Decision-maker.

It is not necessary to pursue Informal Resolution first in order to pursue an Administrative Resolution Process. Any party participating in Informal Resolution can withdraw from the Informal Resolution Process at any time and initiate or resume the Administrative Resolution Process.

The Parties may agree, as a condition of engaging in Informal Resolution, on what statements made or evidence shared during the Informal Resolution process will not be considered in the Administrative Resolution, should Informal Resolution not be successful, unless agreed to by all Parties.

If an investigation is already underway, the Title IX Coordinator has discretion to determine if an investigation will be paused, if it will be limited, or if it will continue during the Informal Resolution process.

Categories of Informal Resolution

(1) Supportive Resolution

The Title IX Coordinator will meet with the Complainant to determine reasonable supportive measures that are designed to restore or preserve the Complainant's access to the University's education program and activity. Such measures can be modified as the Complainant's needs evolve over time or circumstances change. If the Respondent has received the NOIA, the Title IX Coordinator may also provide reasonable supportive measures for the Respondent as deemed appropriate. This option is available when the Complainant does not want to engage the other resolution options, and the Title IX Coordinator does not initiate a Complaint.

(2) Educational Conversation

The Complainant(s) may request that the Title IX Coordinator address their allegations by meeting (with or without the Complainant) with the Respondent(s) to discuss concerning behavior and institutional policies and expectations. Such a conversation is non-disciplinary and non-punitive. Respondent(s) are not required to attend such meetings, nor are they compelled to provide any information if they attend. The conversation will be documented as the Informal Resolution for the matter, if it takes place. In light of this conversation, or the Respondent's decision not to attend, the Title IX Coordinator may also implement remedial actions to ensure that policies and expectations are clear and to minimize the risk of the recurrence of any behaviors that may not align with Policy.

(3) Accepted Responsibility¹⁵

The Respondent may accept responsibility for any or all of the alleged Policy violations at any point during the Resolution Process. If the Respondent indicates an intent to accept responsibility for **all** alleged Policy violations, the ongoing process will be paused, and the Title IX Coordinator will determine whether Informal Resolution is an option.

If Informal Resolution is available, the Title IX Coordinator will determine whether all Parties and the University are able to agree on responsibility, restrictions, sanctions, restorative measures, and/or remedies. If so, the Title IX Coordinator implements the accepted finding that the Respondent is in violation of University Policy, implements agreed-upon restrictions and remedies, and determines the appropriate responses in coordination with other appropriate administrator(s), as necessary.

This resolution is not subject to appeal once all Parties indicate their written agreement to all resolution terms. When the Parties cannot agree on all terms of resolution, the Resolution Process will either continue or resume.

When a resolution is reached, the appropriate sanction(s) or responsive actions are promptly implemented to effectively stop the discrimination or harassment, prevent its recurrence, and remedy the effects of the discriminatory conduct, both on the Complainant and the community.

(4) Alternative Resolution

The institution offers a variety of alternative resolution mechanisms to best meet the specific needs of the Parties and the nature of the allegations. Alternative resolution may involve agreement to pursue individual or community remedies, including targeted or broad-based educational programming or training; supported direct conversation or interaction with the Respondent(s); indirect action by the Title IX Coordinator or other appropriate University officials; and other forms of resolution that can be tailored to the needs of the Parties. Some alternative resolution mechanisms will result in an agreed-upon outcome, while others are resolved through dialogue. All Parties must consent to the use of an alternative resolution approach, and the Parties may, but are not required to, have direct or indirect contact during an alternative resolution process.

¹⁵ In [Section 20](#) below, there is a description of a process to waive the decision-making step of the Resolution Process if a Respondent decides to admit to violating the charged Policies. That section and this one are similar, but there are meaningful differences. In this section, the Parties must agree to the resolution, and the Respondent in essence self-sanctions as part of the Informal Resolution by agreeing to voluntarily comply with whatever the terms are to which the Parties agree. Section 20, in contrast, is unilateral. Neither the Complainant nor the Title IX Coordinator determine eligibility. It is simply a waiver of steps in the process by the Respondent, who can admit violations and accept sanctions assigned by the Decision-maker, if they choose to. No Complainant approval is sought or needed. Under Section 20, the outcome involves sanctioning imposed by the University, rather than an agreement to self-sanction, as outlined in this section.

The Title IX Coordinator may consider the following factors to assess whether alternative resolution is appropriate, or which form of alternative resolution may be most successful for the Parties:

- The Parties' amenability to alternative resolution
- Likelihood of potential resolution, considering any power dynamics between the Parties
- The nature and severity of the alleged misconduct
- The Parties' motivation to participate
- Civility of the Parties
- Results of a violence risk assessment/ongoing risk analysis
- Respondent's disciplinary history
- Whether an emergency removal or other interim action is needed
- Skill of the facilitator with this type of Complaint
- Complaint complexity
- Emotional investment/capability of the Parties
- Rationality of the Parties
- Goals of the Parties
- Adequate resources to invest in alternative resolution (e.g., time, staff)

The Title IX Coordinator has the authority to determine whether alternative resolution is available or successful, to facilitate a resolution that is acceptable to all Parties, and/or to accept the Parties' proposed resolution, usually through their Advisors, often including terms of confidentiality, release, and non-disparagement.

Parties do not have the authority to stipulate restrictions or obligations for individuals or groups that are not involved in the alternative resolution process. The Title IX Coordinator will determine whether additional individual or community remedies are necessary to meet the institution's compliance obligations in addition to the alternative resolution.

The Title IX Coordinator maintains records of any resolution that is reached and will provide notification to the Parties of what information is maintained. Failure to abide by the resolution agreement may result in appropriate responsive/disciplinary actions (e.g., dissolution of the agreement and resumption of the Resolution Process, referral to the conduct process for failure to comply, application of the enforcement terms of the agreement). The results of Complaints resolved by alternative resolution are not appealable.

If an Informal Resolution option is not available or selected, the University will initiate or continue an investigation and subsequent Resolution Process to determine whether the Policy has been violated.

In accordance with § 11-601 of the Education Article of Annotated Code of Maryland, the University may not offer or facilitate an alternative resolution to resolve allegations of Sexual Assault or Sexual Coercion.

B. Administrative Resolution Process (see [Section 22](#) below)

12. Resolution Process Pool

The Resolution Process relies on a pool of administrators (“the Pool”) to carry out the process.¹⁶

A. Pool Member Roles

Members of the Pool are trained annually, and can serve in the following roles, at the discretion of the Title IX Coordinator:

- Appropriate intake of and initial guidance pertaining to Complaints
- Advisor to Parties
- Informal Resolution Facilitator
- Investigator
- Decision-maker for challenges to emergency removal and supportive measures
- Appeal of Dismissal Decision-maker
- Appeal Decision-maker

B. Pool Member Appointment

The Title IX Coordinator appoints the Pool, which acts with independence and impartiality. Although members of the Pool are typically trained in a variety of skill sets and can rotate amongst the different roles listed above in different Complaints, the Title IX Coordinator can also designate permanent roles for individuals in the Pool.

13. Notice of Investigation and Allegations (NOIA)

Prior to an investigation, the Title IX Coordinator will provide the Parties with a detailed written NOIA. Amendments and updates to the NOIA may be made as the investigation progresses and more information becomes available regarding the addition or dismissal of various allegations. For climate/culture investigations that do not have an identifiable Respondent, the NOIA will be sent to the department/office/program head for the area/program being investigated.

The NOIA typically includes:

- A meaningful summary of all allegations
- The identity of the involved Parties (if known)
- The precise misconduct being alleged
- The date and location of the alleged incident(s) (if known)

¹⁶ External, trained third-party neutral professionals may also be used to serve in Pool roles.

- The specific policies/offenses implicated
- A description of, link to, or copy of the applicable procedures
- A statement that the Parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence
- The name(s) of the Investigator(s), along with a process to notify the Title IX Coordinator of any conflict of interest the Investigator(s) may have in advance of the interview process
- A statement that the Title IX Coordinator presumes the Respondent is not responsible for the reported misconduct unless and until the evidence supports a different determination
- A statement that determinations of responsibility are made at the conclusion of the process and that the Parties will be given an opportunity during the review and comment period to inspect and review all relevant evidence
- A statement that retaliation is prohibited
- Information about the confidentiality of the process, including that the Parties and their Advisors (if applicable) may not share University work product obtained through the Resolution Process
- A statement that the Parties may have an Advisor of their choice who may accompany them through all steps of the Resolution Process
- A statement informing the Parties that the University's Policy prohibits knowingly making false statements, including knowingly submitting false information during the Resolution Process
- Detail on how a party may request disability accommodations or other support assistance during the Resolution Process
- A link to the University's VAWA Brochure
- An instruction to preserve any evidence that is directly related to the allegations

Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the Parties' local or permanent address(es) as indicated in official University records, or emailed to the Parties' University-issued email or designated accounts. Once mailed, emailed, and/or received in person, the notification will be presumptively delivered.

14. Resolution Timeline

The University will make a good faith effort to complete the Resolution Process within sixty to ninety (60-90) business days, including any appeals, which the Title IX Coordinator can extend as necessary for appropriate cause. The Parties will receive regular updates on the progress of the Resolution Process, as well as notification and a rationale for any extensions or delays, and an estimate of how much additional time will be needed to complete the process.

Investigations are completed expeditiously, normally within sixty (60) business days, though some investigations may take longer, depending on issues such as the nature, extent, and complexity of the allegations, witness availability, law enforcement involvement, and other factors.

If a party or witness chooses not to participate in the Resolution Process or becomes unresponsive, the University reserves the right to continue it without their participation to ensure a prompt resolution. Non-participatory or unresponsive Parties retain the rights outlined in this Policy and the opportunity to participate in the Resolution Process.

The University may undertake a short delay in its investigation (several days to a few weeks) if circumstances require. Such circumstances include but are not limited to a request from law enforcement to temporarily delay the investigation, the need for language assistance, the absence of Parties and/or witnesses, and/or health conditions. The University will promptly resume its Resolution Process as soon as feasible. During such a delay, University will implement and maintain supportive measures for the Parties as deemed appropriate.

University action(s) or processes are not typically altered or precluded on the grounds that civil or criminal charges involving the underlying incident(s) have been filed or that criminal charges have been dismissed or reduced.

The University will make a good faith effort to complete the Resolution Process as promptly as circumstances permit and will regularly communicate with the Parties to update them on the progress and timing of the process.

15. Ensuring Impartiality

Any individual materially involved in the administration of the Resolution Process, including the Title IX Coordinator, Investigator(s), and Appeal Decision-maker(s), may neither have nor demonstrate a conflict of interest or bias for a party generally, or for a specific Complainant or Respondent.

The Title IX Coordinator will vet the assigned Investigator(s) and Appeal Decision-makers for impartiality by ensuring there are no actual or apparent conflicts of interest or disqualifying biases. At any time during the Resolution Process, the Parties may raise a concern regarding bias or conflict of interest, and the Title IX Coordinator will determine whether the concern is reasonable and supportable. If so, another Pool member will be assigned, and the impact of the bias or conflict, if any, will be remedied. If the source of the conflict of interest or bias is the Title IX Coordinator, concerns should be raised with the University President.

The Resolution Process involves an objective evaluation of all available relevant and not otherwise impermissible evidence, including evidence that supports that the Respondent engaged in a Policy violation and evidence that supports that the Respondent did not engage in a Policy violation. Credibility determinations may not be based solely on an individual's status or participation as a Complainant, Respondent, or witness. All Parties have a full and fair opportunity, through the investigation process, to suggest witnesses and questions, to provide evidence, and to receive a written investigation report that accurately summarizes this evidence.

16. Investigator Appointment

Once an investigation is initiated, the Title IX Coordinator appoints an Investigator(s) to conduct it. These Investigators may be members of the Resolution Process Pool, or any other properly trained Investigator, whether internal or external to the University community.

17. Witness Role and Participation in the Investigation

Employees (not including Complainant and Respondent) are required to cooperate with and participate in the University's investigation and Resolution Process. Student witnesses and witnesses from outside the University community cannot be required to participate but are encouraged to cooperate with University investigations and to share what they know about a Complaint.

Interviews may be conducted in person, via online video platforms (e.g., Zoom, Microsoft Teams, FaceTime, WebEx), or, in limited circumstances, by telephone. The University will take appropriate steps to ensure the security/privacy of remote interviews.

Parties and witnesses may also provide written statements in lieu of interviews or choose to respond to written questions, if deemed appropriate by the Investigator(s), though not preferred.

18. Interview Recording

It is standard practice for Investigators to create record of all interviews pertaining to the Resolution Process. The Parties may review copies of their own interviews upon request. No unauthorized audio or video recording of any kind is permitted during investigation meetings.

All interviews are recorded, and all involved persons should be made aware of the audio and/or video recording. The recording and/or transcript of those meetings will be provided to the Parties for their review, after which the Parties may pose additional questions to each other. Those subsequent meetings or interviews are also recorded and/or transcribed and shared with the Parties.

19. Evidentiary Considerations

The Investigator(s) will only consider evidence that is deemed relevant and not otherwise impermissible as described herein.

Relevant Evidence is that which may aid in determining whether the allegation occurred, or whether the behavior constitutes a violation of Policy.

Impermissible evidence is defined as evidence that relates to the Complainant's sexual interests or prior sexual conduct, unless 1) evidence about the Complainant's prior sexual conduct is offered to prove that someone other than the Respondent committed the alleged conduct, or 2) is evidence about specific incidents of the Complainant's prior sexual conduct with the Respondent that is offered to prove consent.

The fact of prior consensual sexual conduct occurred between the Complainant and Respondent does not by itself demonstrate or imply the Complainant's consent or preclude a determination that sex-based harassment occurred.

Previous disciplinary action of any kind involving the Respondent may not be considered unless there is an allegation of a pattern of misconduct. Such information may also be considered in determining an appropriate sanction upon a determination of responsibility. Barring a pattern allegation, this information is only considered at the sanction stage of the process and is not shared until then.

Within the limitations stated above, the investigation and determination can consider character evidence, if offered, but that evidence is unlikely to be relevant unless it is fact evidence or relates to a pattern of conduct.

20. Respondent Admits Responsibility

At any point in the proceedings, if a Respondent elects to admit to the charged violations and waive further process, the Investigator is authorized to accept that admission, adopt it as their finding/final determination, and administer sanctions. This would waive the Respondent's right to appeal. If the Respondent rejects the finding/final determination/sanctions, or does not admit to all conduct charged, the Resolution Process continues to its conclusion. The Complainant retains their right to appeal a determination when a Respondent admits responsibility.

21. Investigation

All investigations are thorough, reliable, impartial, prompt, and fair. They involve interviewing all relevant Parties and witnesses, obtaining relevant evidence, and identifying sources of expert information, as necessary.

After an interview, Parties and witnesses will be asked to verify the accuracy of the recording, transcript, or summary of their interview. They may submit changes, edits, or clarifications. If the Parties or witnesses do not respond within the time period designated for verification, objections to the accuracy of the recording, transcript, or summary will be deemed to have been waived, and no changes will be permitted.

The University may consolidate Complaints against more than one Respondent, or by more than one Complainant against one or more Respondents, when the allegations arise from the same facts or circumstances or implicate a pattern, collusion, and/or other shared or similar actions.

The Investigator(s) typically take(s) the following steps, if not already completed and not necessarily in this order:

- Determine the identity and contact information of the Complainant.
- Identify all offenses implicated by the alleged misconduct and notify the Complainant and Respondent of all specific policies implicated.

- Assist the Title IX Coordinator, if needed, with conducting a prompt initial evaluation to determine if the allegations indicate a potential Policy violation.
- Work with the Title IX Coordinator, as necessary, to prepare the initial NOIA. The NOIA may be amended with any additional or dismissed allegations.
- Commence a thorough, reliable, and impartial investigation by identifying issues and developing a strategic investigation plan, including a witness list, evidence list, intended investigation timeframe, and order of interviews for the Parties and witnesses.
- When participation of a party is expected, provide that party with written notification of the date, time, and location of the meeting, as well as the expected participants and purpose.
- Make good faith efforts to notify each party of any meeting or interview involving another party, in advance when possible.
- Interview the Complainant and the Respondent and conduct any necessary follow-up interviews with each.
- Interview all available, relevant witnesses and conduct follow-up interviews as necessary.
- Provide each interviewed party and witness an opportunity to review and verify the Investigator's summary notes (or transcript or recording) of the relevant evidence/testimony from their respective interviews and meetings.
- Allow each party the opportunity to suggest witnesses and questions they wish the Investigator(s) to ask of another party and/or witnesses. Document which questions were asked with a rationale for any changes or omissions in the investigation report.
- Where possible, complete the investigation promptly and without unreasonable deviation from the intended timeline.
- Provide the Parties with regular status updates throughout the investigation.
- Prior to the conclusion of the investigation, provide the Parties and their respective Advisors with a list of witnesses whose information will be used to render a finding.
- Ask the Parties to provide a list of questions they would like asked of the other party or any witnesses. The Investigator will ask those questions deemed relevant, and for any question deemed not relevant, will provide a rationale for not asking the question.
- Write a draft investigation report that gathers, assesses, and synthesizes the evidence, accurately summarizes the investigation and party and witness interviews, and provides all relevant evidence.
- Provide the Parties and their respective Advisors an electronic copy of the draft investigation report as well as an opportunity to inspect and review all relevant evidence obtained as part of the investigation for a review and comment period of five (5) business days so that each party may meaningfully respond to the evidence. The Parties may elect to waive all or part of the review period.
- The Investigator may share the investigation report with the Title IX Coordinator and/or legal counsel for their review and feedback.

22. Administrative Resolution Process

The Administrative Resolution Process is used for all Complaints of sex-based harassment, sexual misconduct, and Other Prohibited Conduct (as defined in Policy) or when Informal Resolution is either not elected or is unsuccessful.

Investigator-led Questioning Meetings

- The Investigator provides the Draft Investigation Report to the Parties simultaneously for review.
- The Investigator will also ask each of the Parties to provide a proposed list of questions to ask the other Parties and any witnesses.
 - To the extent credibility is in dispute and relevant to one or more of the allegations, questions proposed by the Parties may also explore credibility.
 - All party questions must be posed during this phase of the process and cannot be posed later unless authorized by the Title IX Coordinator.
 - The Investigator will share all party-proposed questions with the Title IX Coordinator, who will finalize the list with the Investigator to ensure all questions are both relevant and permissible.
- The Investigator will then hold individual meetings with the Parties and witnesses to ask the questions proposed by the Parties that have been deemed relevant and not duplicative, including questions intended to assess credibility. These meetings will be recorded and transcribed.
 - For any question deemed not relevant or duplicative, the Investigator will provide a rationale for not asking the question, either during the recorded meeting, or in writing (typically as an appendix to the Final Investigation Report).
- Typically, within three (3) business days of the last of these meetings, the recordings or transcripts of them will be provided to the Parties for their review. The Parties will then have five (5) business days to review these recordings or transcripts and propose any follow-up questions for the Investigator to ask.
- The Investigator will review the proposed questions with the Title IX Coordinator to determine relevance and permissibility. If deemed necessary, the Investigator will then meet individually with the Parties or witnesses for whom there are relevant, and not duplicative, follow-up questions. These follow-up meetings will also be recorded, and the Parties will receive the recordings or transcripts of these meetings. This final round of questioning is the last round permitted, unless permission is granted to extend by the Title IX Coordinator.
- The Investigator will then incorporate any new, relevant evidence and information obtained through the Parties' review of the Draft Investigation Report, the questioning, and follow-up meetings into a Final Investigation Report.
- The Investigator will also respond in writing (typically within the Final Investigation Report) to the relevant elements of the Parties' responses to the Draft Investigation Report and incorporate relevant elements of the Parties' written responses, additional relevant evidence, and any necessary revisions into the Final Investigation Report.
- The Investigator will then share the Final Investigation Report with the Title IX Coordinator and/or legal counsel for their review and feedback.
- The Investigator will then provide the Title IX Coordinator with the Final Investigation Report and investigation file.

Investigator's Determination

- The Investigator will provide the Parties and their Advisors with the Final Investigation Report (FIR) that summarizes all relevant evidence, including the evidence and

information obtained through the Investigator-led Questioning meetings. The Parties may inspect and review all relevant evidence obtained as part of the investigation upon request.

- The Investigator will apply the preponderance of the evidence standard to make a determination on each of the allegations and, if applicable, any associated sanctions.
- If it is later determined that a party or witness intentionally provided false or misleading information, that action could be grounds for re-opening a Resolution Process at any time, and/or referring that information to another process for resolution.

23. Sanctions

Factors the Investigator may consider when determining sanctions and responsive actions include, but are not limited to:

- The nature, severity of, and circumstances surrounding the violation(s)
- The Respondent's disciplinary history
- The need for sanctions/responsive actions to bring an end to the sex discrimination, sex-based harassment, and/or retaliation
- The need for sanctions/responsive actions to prevent the future recurrence of sex discrimination, sex-based harassment, and/or retaliation
- The need to remedy the effects of the sex discrimination, sex-based harassment, and/or retaliation on the Complainant and the community
- The impact on the Parties
- The Respondent's acceptance of responsibility
- Any other information deemed relevant by the Investigator

The sanctions will be implemented as soon as it is feasible once a determination is final, either upon the outcome of any appeal or the expiration of the window to appeal, without an appeal being requested.

The sanctions described in this Policy are not exclusive of, and may be in addition to, other actions taken, or sanctions imposed, by external authorities.

A. Student Sanctions

The following are the common sanctions that may be imposed upon students singly or in combination:

- *Reprimand*: A formal statement that the conduct was unacceptable and a warning that further violation of any University policy, procedure, or directive will result in more severe sanctions/responsive actions.
- *Required Counseling*: A mandate to meet with and engage in either University-sponsored or external counseling to better comprehend the misconduct and its effects.
- *Restrictions*: A student may be restricted in their activities, including, but not limited to, being restricted from locations, programs, participation in certain

activities or extracurriculars, study abroad, or holding leadership roles in student organizations.

- *Probation*: An official sanction for violation of institutional policy, providing for more severe disciplinary sanctions in the event that the student is found in violation of any institutional policy, procedure, or directive within a specified period of time. Terms of the probation will be articulated and may include denial of specified social privileges, exclusion from extra-curricular activities, exclusion from designated areas of campus, no-contact orders, and/or other measures deemed appropriate.
- *Suspension*: Separation from the institution, or one or more of its facilities, for a defined period of time, typically not to exceed two (2) years, after which the student is eligible to return. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension, on successfully applying for readmission, or upon a general condition that the student is eligible to return if the institution determines it is appropriate to re-enroll/readmit the student. The student is typically required to vacate institutional property within 24 hours of notification of the action, though this deadline may be extended at the discretion of the Title IX Coordinator or other appropriate official. During an institution-wide suspension, the student is banned from institutional property, functions, events, and activities unless they receive prior written approval from an appropriate institutional official. This sanction may be enforced with a trespass action, as necessary.
- *Expulsion*: Permanent separation from the institution. The student is banned from institutional property, and the student's presence at any institution-sponsored activity or event is prohibited. This action may be enforced with a trespass action, as necessary.
- *Withholding Diploma*: The University may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities as a sanction if the student is found responsible for violating Policy.
- *Revocation of Degree*: While very rarely exercised, the University reserves the right to revoke a degree previously awarded from the University for fraud, misrepresentation, and/or other violation of University policies, procedures, or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- *Other Actions*: In addition to, or in place of, the above sanctions, the University may assign any other sanctions as deemed appropriate.

B. Student Group and Organization Sanctions

The following are the common sanctions that may be imposed upon student groups or organizations singly or in combination:

- *Warning*: A formal statement that the conduct was unacceptable and a warning that further violation of any University policy, procedure, or directive will result in more severe sanctions/responsive actions.

- *Probation*: An official sanction for violation of institutional policy, providing for more severe disciplinary sanctions in the event that the group or organization is found in violation of any institutional policy, procedure, or directive within a specified period of time. Terms of the probation will be articulated and may include denial of specified social and event privileges, denial of University funds, ineligibility for honors and awards, restrictions on new member recruitment, no-contact orders, and/or other measures deemed appropriate.
- *Suspension*: Termination of student group or organization recognition and/or institutional support for a defined period of time not to exceed two (2) years and/or until specific criteria are met. During the suspension period, a student group or organization may not conduct any formal or informal business or participate in University -related activities, whether they occur on- or off-campus. Re-recognition is possible but not guaranteed and will only be considered after the end of the suspension period and based on meeting all re-recognition criteria and obtaining clearance from the University.
- *Expulsion*: Permanent termination of student group organization recognition and revocation of the privilege to congregate and conduct business on campus as an organization for any reason.
- *Loss of Privileges*: Restricted from accessing specific University privileges for a specified period of time.
- *Other Actions*: In addition to or in place of the above sanctions, the University may assign any other sanctions as deemed appropriate.

C. Employee Sanctions/Responsive/Corrective Actions

Responsive actions for an employee who has engaged in sex discrimination, sex-based harassment, and/or retaliation include:

- *Verbal or Written Warning*
- *Performance Improvement Plan/Management Process*
- *Enhanced Supervision, Observation, or Review*
- *Required Counseling*
- *Required Training or Education*
- *Probation*
- *Denial of Pay Increase/Pay Grade*
- *Loss of Oversight or Supervisory Responsibility*
- *Demotion*
- *Transfer*
- *Shift or schedule adjustments*
- *Reassignment*
- *Delay of (or referral for delay of) Tenure Track Progress*
- *Assignment to a New Supervisor*
- *Restriction of Stipends, Research, and/or Professional Development Resources*
- *Suspension/Administrative Leave with Pay*
- *Suspension/Administrative Leave without Pay*

- *Termination*
- *Other Actions*: In addition to or in place of the above sanctions/responsive actions, the University may assign any other responsive actions as deemed appropriate.

24. Notice of Outcome

Within ten (10) business days of the conclusion of the Resolution Process, the Title IX Coordinator provides the Parties with a written outcome notification. The outcome notification will specify the finding for each alleged Policy violation, all applicable sanctions that the University is permitted to share pursuant to state or federal law, and a detailed rationale, written by the Investigator, supporting the findings to the extent the University is permitted to share under federal or state law.

The notification will also detail the Parties' equal rights to appeal, the grounds for appeal, the steps to request an appeal, and when the determination is considered final if no party appeals.

The Title IX Coordinator will provide the Parties with the outcome notification simultaneously, or without significant time delay between notifications. The written outcome notification may be delivered by one or more of the following methods: in person, mailed to the Parties' local or permanent address as indicated in official University records, or emailed to the Parties' University-issued or designated email account. Once mailed, emailed, and/or received in person, the outcome notification is presumptively delivered.

25. Withdrawal or Resignation Before Complaint Resolution

A. Students

Should a student Respondent decide not to participate in the Resolution Process, the process proceeds absent their participation to a reasonable resolution. If a student Respondent withdraws from the University, the Resolution Process may continue, or the Title IX Coordinator may exercise their discretion to dismiss the Complaint. If the Complaint is dismissed, University will still provide reasonable supportive or remedial measures as deemed necessary to address safety and/or remedy any ongoing effects of the alleged sex discrimination, sex-based harassment, and/or retaliation.

Regardless of whether the Complaint is dismissed or pursued to completion of the Resolution Process, the University will continue to address and remedy any systemic issues or concerns that may have contributed to the alleged violation(s), and any ongoing effects of the alleged sex discrimination, sex-based harassment, and/or retaliation.

When a student withdraws or leaves while the process is pending, the student may not return to the University in any capacity until the Complaint is resolved and any sanctions imposed are satisfied. If the student indicates they will not return, the Title IX Coordinator has discretion to dismiss the Complaint. The Offices of the Registrar, and Admissions may be notified, accordingly.

If the student Respondent takes a leave for a specified period of time (e.g., one semester or term), the Resolution Process may continue remotely. If found in violation, that student is not permitted to return to University unless and until all sanctions, if any, have been satisfied.

B. Employees

Should an employee Respondent decide not to participate in the Resolution Process, the process proceeds absent their participation to a reasonable resolution. If an employee Respondent leaves their employment with the University with unresolved allegations pending, the Resolution Process may continue, or the Title IX Coordinator may exercise their discretion to dismiss the Complaint. If the Complaint is dismissed, the University may still provide reasonable supportive or remedial measures as deemed necessary to address safety and/or remedy any ongoing effects of the alleged sex discrimination, sex-based harassment, and/or retaliation.

When an employee resigns and the Complaint is dismissed, the employee may not return to the University in any capacity. The Office of Human Resources will be notified, accordingly, and a note will be placed in the employee's file that they resigned with allegations pending and are not eligible for academic admission or rehire with the University. The records retained by the Title IX Coordinator will reflect that status.

26. Appeal of the Determination

The Title IX Coordinator will designate an Appeal Decision-maker from the Pool, or other trained internal or external individuals, to hear the appeal (in either case, hereafter referred to as the Appeal Decision-maker). No Appeal Decision-maker(s) will have been previously involved in the Resolution Process for the Complaint, including in any supportive measure challenge or dismissal appeal that may have been decided earlier in the process. If a panel is used, a voting chair will be designated by the Title IX Coordinator.

A. Appeal Grounds

Appeals are limited to the following grounds:

- 1) A procedural irregularity that would change the outcome.
- 2) New evidence that would change the outcome and that was not reasonably available at the time the determination regarding responsibility was made.
- 3) The Title IX Coordinator or Investigator(s), had a conflict of interest or bias for or against complainants or respondents generally or the specific Complainant or Respondent that would change the outcome.
- 4) The Final Determination is substantially contrary to the weight of the evidence in the record (applicable to sanctions of suspension, expulsion, or termination, only).

- 5) The sanctions fall outside the range of sanctions designated for this offense, considering the cumulative conduct/disciplinary record of the Respondent (applicable to sanctions of suspension, expulsion, or termination, only).

B. Request for Appeal

Any party may submit a written request for appeal (“Request for Appeal”) to the Title IX Coordinator within five (5) business days of the delivery of the Notice of Outcome.

The Request for Appeal will be forwarded to the Appeal Decision-maker for consideration to determine if the request meets the grounds for appeal (a Review for Standing). This is not a review of the merits of the appeal, but solely a determination as to whether the request could reasonably be construed to meet the grounds and is timely filed.

If the Request for Appeal does not provide information that meets the grounds in this Policy, the request will be denied by the Appeal Decision-maker, and the Parties and their Advisors will be simultaneously notified in writing of the denial and the rationale.

If any of the information in the Request for Appeal meets the grounds in this Policy, then the Appeal Decision-maker will notify all Parties and their Advisors, the Title IX Coordinator, and, when appropriate, the Investigator(s).

All other Parties and their Advisors, the Title IX Coordinator, and, when appropriate, the Investigator(s) will be provided a copy of the Request for Appeal with the approved grounds and then be given five (5) business days to submit a response to the portion of the appeal that was approved and involves them. The Appeal Decision-maker will forward all responses, if any, to all Parties for review and comment.

The non-appealing party (if any) may also choose to appeal at this time. If so, that Request for Appeal will be reviewed by the Appeal Decision-maker to determine if it meets the grounds in this Policy and will either be approved or denied. If approved, it will be forwarded to the party who initially requested an appeal, the Title IX Coordinator, and the Investigator(s), as necessary, who will submit their responses, if any, within five (5) business days. Any such responses will be circulated for review and comment by all Parties. If denied, the Parties and their Advisors will be notified accordingly, in writing.

No party may submit any new Requests for Appeal after this time period. The Appeal Decision-maker will collect any additional information needed and all documentation regarding the approved appeal grounds, and the subsequent responses will be shared with the Appeal Decision-maker, who will promptly render a decision.

C. Appeal Determination Process

In most cases, appeals are confined to a review of the written documentation or record of the original determination and pertinent documentation regarding the specific appeal

grounds. The Appeal Decision-maker will deliberate as soon as is practicable and discuss the merits of the appeal.

Appeal decisions are to be deferential to the original determination, making changes to the finding only when there is clear error and to the sanction(s)/responsive action(s) only if there is a compelling justification to do so. All decisions are made by majority vote and apply the preponderance of the evidence standard of proof.

An appeal is not an opportunity for the Appeal Decision-maker to substitute their judgment for that of the original Investigator merely because they disagree with the finding and/or sanction(s).

The Appeal Decision-maker may consult with the Title IX Coordinator and/or legal counsel on questions of procedure or rationale, for clarification, if needed. The Title IX Coordinator will maintain documentation of all such consultation.

D. Appeal Outcome

An appeal may be granted or denied. Appeals that are granted should normally be remanded (or partially remanded) to the original Investigator(s) with corrective instructions for reconsideration. In rare circumstances where an error cannot be cured by the original Investigator(s) or the Title IX Coordinator (as in cases of bias), the Appeal Decision-maker may order a new investigation and/or a new determination with new Pool members serving in the Investigator role.

A Notice of Appeal Outcome letter (“Appeal Outcome”) will be sent to all Parties simultaneously, or without significant time delay between notifications. The Appeal Outcome will specify the finding on each appeal ground, any specific instructions for remand or reconsideration, all sanction(s) that may result which the University is permitted to share according to federal or state law, and the rationale supporting the essential findings to the extent the University is permitted to share under federal or state law.

Written notification may be delivered by one or more of the following methods: in person, mailed to the Parties’ local or permanent address as indicated in official institutional records, or emailed to the Parties’ University-issued email or otherwise approved account. Once mailed, emailed, and/or received in person, the Appeal Outcome will be presumptively delivered.

Once an appeal is decided, the outcome is final and constitutes the Final Determination; further appeals are not permitted, even if a decision or sanction is changed on remand (except in the case of a new determination). When appeals result in no change to the finding or sanction, that decision is final. When an appeal results in a new finding or sanction, that finding or sanction can be appealed one final time on the grounds listed above and in accordance with these procedures.

If a remand results in a new determination that is different from the appealed determination, that new determination can be appealed, once, on any of the five (5) available appeal grounds.

E. Sanction Status During the Appeal

Any sanctions imposed as a result of the determination are stayed (i.e., not implemented) during the appeal process, and supportive measures may be maintained or reinstated until the appeal determination is made.

If any of the sanctions are to be implemented immediately post-determination, but pre-appeal, then the emergency removal procedures (detailed above) for a “show cause” meeting on the justification for doing so must be permitted within two (2) business days of implementation.

27. Long-Term Remedies/Other Actions

Following the conclusion of the Resolution Process, and in addition to any sanctions implemented or Informal Resolution terms, the Title IX Coordinator may implement additional long-term remedies or actions with respect to the Parties and/or the University community that are intended to stop the sex discrimination, sex-based harassment, and/or retaliation, remedy the effects, and prevent recurrence.

These remedies/actions may include, but are not limited to:

- Referral to counseling and health services
- Referral to the Employee Assistance Program
- Course and registration adjustments, such as retroactive withdrawals
- Education to the individual and/or the community
- Permanent alteration of housing assignments
- Permanent alteration of work arrangements for employees
- Provision of campus safety escorts
- Climate surveys
- Policy modification and/or training
- Provision of transportation assistance
- Implementation of long-term contact limitations between the Parties
- Implementation of adjustments to academic deadlines, course schedules, etc.

At the discretion of the Title IX Coordinator, certain long-term supportive measures may also be provided to the Parties even if no Policy violation is found.

When no Policy violation is found, the Title IX Coordinator will address any remedies the University owes the Respondent to ensure no effective denial of educational access.

The University will maintain the confidentiality of any long-term remedies/actions/measures, provided confidentiality does not impair the University’s ability to provide these services.

28. Failure to Comply with Sanctions, Responsive Actions, and/or Informal Resolution Terms

All Respondents are expected to comply with the assigned sanctions, responsive actions, corrective actions, and/or Informal Resolution terms within the timeframe specified by the final Decision-maker(s), including the Appeal Panel or Decision-maker or the Informal Resolution agreement.

Failure to abide by the sanction(s)/action(s) imposed by the date specified, whether by refusal, neglect, or for any other reason, may result in additional sanction(s)/action(s), including suspension, expulsion, and/or termination from the University.

Supervisors are expected to enforce the completion of sanctions/responsive actions for their employees.

A suspension imposed for non-compliance with sanctions will only be lifted when compliance is achieved to the Title IX Coordinator's satisfaction.

29. Recordkeeping

For a period of at least seven (7) years following the conclusion of the Resolution Process, the University will maintain records of:

- 1) Each sex discrimination, sex-based harassment, and retaliation resolution process, including any Final Determination regarding responsibility or appeal, and any audio or audiovisual recording or transcript required under federal regulation.
- 2) Any disciplinary sanctions imposed on the Respondent.
- 3) Any supportive measures provided to the Parties and any remedies provided to the Complainant or the community designed to restore or preserve equal access to the University's education program or activity.
- 4) Any appeal and the result therefrom.
- 5) Any Informal Resolution and the result therefrom.
- 6) All materials used to provide training to the Title IX Coordinator and designees, Investigators, Appeal Decision-makers, Informal Resolution Facilitators, and any person who is responsible for implementing the University's Resolution Process, or who has the authority to modify or terminate supportive measures. The University will make these training materials available for review upon request.
- 7) All materials used to train all employees consistent with the requirements in the Title IX Regulations.

The University will also maintain any and all records in accordance with federal and state laws.

30. Accommodations and Support During the Resolution Process

Disability Accommodations

The University is committed to providing reasonable accommodations and support to qualified students, employees, or others with disabilities to ensure equal access to the University's Resolution Process.

Anyone needing such accommodations or support should contact the Title IX Coordinator, who will work with the Office of Accessibility and Inclusion and/or the Office of Human Resources as appropriate to review the request and, in consultation with the person requesting the accommodation, determine which accommodations are appropriate and necessary for full process participation.

Other Support

The University will also address reasonable requests for support for the Parties and witnesses, including:

- Language services/Interpreters
- Access and training regarding use of technology throughout the Resolution Process
- Other support as deemed reasonable and necessary to facilitate participation in the Resolution Process

31. Revision of these Procedures

These procedures succeed any previous procedures addressing sex discrimination, sex-based or sexual harassment, and retaliation for incidents occurring on or after August 1, 2024. The Title IX Coordinator will regularly review and update these procedures. The University reserves the right to make changes to this document as necessary, and once those changes are posted online, they are in effect.

If governing laws or regulations change, or court decisions alter, the requirements in a way that impacts this document, this document will be construed to comply with the most recent governing laws, regulations, or court holdings.

This document does not create legally enforceable protections beyond the protections of the background federal and state laws that frame such policies and codes, generally.

These procedures are effective August 1, 2024¹⁷

¹⁷ The Policy and Procedures are BASED in part ON THE 2024 ATIXA TITLE IX MODEL POLICY AND PROCEDURES (AMPP) as modified. ©2024 ATIXA. USED WITH PERMISSION.

APPENDIX A: DEFINITIONS

The following definitions apply to the Policy and Resolution Process:

- **Advisor.** Any person chosen by a party, or appointed by the institution, who may accompany the party to all meetings related to the Resolution Process and advise the party on that process.
- **Title IX Coordinator.** The person with primary responsibility for overseeing and enforcing the Policy and Resolution Process. As used in these policies and procedures, the “Title IX Coordinator” also includes their designee(s).
- **Appeal Decision-maker.** The person or panel who accepts or rejects a submitted appeal request, determines whether any of the appeal grounds are met, and directs responsive action(s) accordingly.
- **Complainant.** A student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination, sex-based harassment, or retaliation under the Policy; or a person other than a student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination, sex-based harassment, retaliation, or Other Prohibited Conduct under the Policy and who was participating or attempting to participate in the University’s education program or activity at the time of the alleged sex discrimination, sex-based harassment, retaliation, or Other Prohibited Conduct.
- **Complaint.** An oral or written request to the University that can objectively be understood as a request for the University to investigate and make a determination about the alleged Policy violation(s).
- **Confidential Employee.**
 - An employee whose communications are privileged or confidential under federal or state law. The employee’s confidential status, for purposes of this definition, is only with respect to information received while the employee is functioning within the scope of their duties to which privilege or confidentiality applies; or
 - An employee whom the University has designated as confidential under this Policy for the purpose of providing services to persons related to sex discrimination, sex-based harassment, retaliation, or Other Prohibited Conduct. If the employee also has a duty not associated with providing those services, the employee’s confidential status only applies with respect to information received about sex discrimination, sex-based harassment, retaliation, or Other Prohibited Conduct in connection with providing those services; or
 - An employee who is conducting an Institutional Review Board-approved human-subjects research study designed to gather information about sex discrimination, sex-based harassment, retaliation, or Other Prohibited Conduct. The employee’s confidential status only applies with respect to information received while conducting the study.

- **Day.** A business day when the University is in normal operation. All references in the Policy to days refer to business days unless specifically noted as calendar days.
- **Decision-maker.** The person or panel who reviews evidence, determines relevance, and makes the Final Determination of whether Policy has been violated and/or assigns sanctions.
- **Education Program or Activity.** Locations, events, or circumstances where the University exercises substantial control over the context in which the sex discrimination, sex-based harassment, retaliation, or Other Prohibited Conduct occurs and also includes any building owned or controlled by a student organization that the University officially recognizes.
- **Employee.** A person employed by the University either full- or part-time, including student employees when acting within the scope of their employment.
- **Final Determination.** A conclusion by the standard of proof that the alleged conduct did or did not violate Policy.
- **Finding.** A conclusion by the standard of proof that the conduct did or did not occur as alleged (as in a “finding of fact”).
- **Informal Resolution.** A resolution agreed to by the Parties and approved by the Title IX Coordinator that occurs prior to a Final Determination in the Resolution Process.
- **Investigation Report.** The Investigator’s summary of all relevant evidence gathered during the investigation. Variations include the Draft Investigation Report and the Final Investigation Report.
- **Investigator.** The person(s) authorized by University to gather facts about an alleged violation of this Policy, assess relevance and credibility, synthesize the evidence, and compile this information into an Investigation Report.
- **Knowledge.** When University receives Notice of conduct that reasonably may constitute sex discrimination, sex-based harassment, retaliation, or Other Prohibited Conduct in its Education Program or Activity.
- **Mandated Reporter.** A University employee who is obligated by Policy to share Knowledge, Notice, and/or reports of sex discrimination, sex-based harassment, retaliation, or Other Prohibited Conduct with the Title IX Coordinator.¹⁸
- **Notice.** When an employee, student, or third party informs the Title IX Coordinator of the alleged occurrence of sex discrimination, sex-based harassment, retaliation, or Other Prohibited Conduct.
- **Parties.** The Complainant(s) and Respondent(s), collectively.

¹⁸ Not to be confused with those mandated by state law to report child abuse, elder abuse, and/or abuse of persons with disabilities to appropriate officials, though these responsibilities may overlap with those who have mandated reporting responsibility under this Policy.

- ***Pregnancy or Related Conditions.*** Pregnancy, childbirth, termination of pregnancy, or lactation, medical conditions related thereto, or recovery therefrom.
- ***Relevant Evidence.*** Evidence that may aid a Decision-maker in determining whether the alleged sex discrimination, sex-based harassment, retaliation, or Other Prohibited Conduct occurred, or in determining the credibility of the Parties or witnesses.
- ***Remedies.*** Typically, post-resolution actions directed to the Complainant and/or the community as mechanisms to address safety, prevent recurrence, and restore or preserve equal access to the University's Education Program and Activity.
- ***Resolution Process.*** The investigation and resolution of allegations of prohibited conduct under this Policy, including Informal Resolution and Administrative Resolution.
- ***Respondent.*** A person who is alleged to have engaged in conduct that could constitute sex discrimination, sex-based harassment, retaliation for engaging in a protected activity under this Policy, or Other Prohibited Conduct.
- ***Sanction.*** A consequence imposed on a Respondent who is found to have violated this Policy.
- ***Sex.*** Sex assigned at birth, sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity.
- ***Student.*** Any person who has gained admission.
- ***Title IX Team.*** The Title IX Coordinator, any deputy coordinators, and any member of the [Resolution Process Pool](#).

APPENDIX B: STATEMENT OF THE PARTIES' RIGHTS

Under this Policy and procedures, the Parties have the right to:

- An equitable investigation and resolution of all credible allegations of prohibited sex discrimination, sex-based harassment, retaliation, and Other Prohibited Conduct, when reported in good faith to University officials.
- Timely written notice of all alleged violations, including the identity of the Parties involved (if known), the specific misconduct being alleged, the date and location of the alleged misconduct (if known), the implicated Policies and procedures, and possible sanctions.
- Timely written notice of any material adjustments to the allegations (e.g., additional incidents or allegations, additional Complainants) by updating the Notice of Investigation and Allegation(s) (NOIA) as needed to clarify potentially implicated Policy violations.
- Be informed in advance of any University public release of information regarding the allegation(s) or underlying incident(s), whenever possible.
- Have all personally identifiable information protected from the University's release to the public without consent, except to the extent permitted by law.
- Be treated with respect by University officials.
- Have University Policy and these procedures followed without material deviation.
- Voluntarily agree to resolve allegations under this Policy through Informal Resolution without University pressure, if Informal Resolution is approved by the Title IX Coordinator.
- Not be discouraged by University officials from reporting sex discrimination, sex-based harassment, retaliation, and Other Prohibited Conduct to both on-campus and off-campus authorities.
- Be informed of options to notify proper law enforcement authorities, and the option(s) to be assisted by the University in notifying such authorities, if the party chooses. This also includes the right to not be pressured to report.
- Have allegations of violations of this Policy responded to promptly and with sensitivity by University public safety and/or other University officials.
- Be informed of available supportive measures, such as counseling, advocacy, health care, student financial aid, and/or other services, both on-campus and in the community.
- A University -implemented no-contact order or a no-trespass order against a non-affiliated third party when a person has engaged in or threatens to engage in stalking, threatening, harassing, or other improper conduct.
- Be informed of available assistance in changing academic, living, and/or employment situations after an alleged incident of sex discrimination, sex-based harassment, retaliation, and/or Other Prohibited Conduct if such changes are reasonably available. No formal report, or investigation, either institutional or criminal, needs to occur for this option to be available. Such actions may include, but are not limited to:
 - Relocating a residential student's housing to a different on-campus location
 - Assistance from University staff in completing the relocation
 - Changing an employee's work environment (e.g., reporting structure, office/workspace relocation)

- Transportation assistance
 - Arranging to dissolve a housing contract and provide a pro-rated refund
 - Rescheduling or adjusting an exam, paper, and/or assignment
 - Receiving an incomplete in, or a withdrawal from, a class (may be retroactive)
 - Transferring class sections
 - Temporary withdrawal/leave of absence (may be retroactive)
 - Campus safety escorts
 - Alternative course completion options
- Have the University maintain supportive measures for as long as necessary, ensuring they remain confidential, provided confidentiality does not impair the University's ability to provide the supportive measures.
 - Receive sufficiently advanced written notice of any University meetings or interviews involving another party, when possible.
 - Identify and have the Investigator(s) question relevant available witnesses, including expert witnesses.
 - Provide the Investigator(s) with a list of questions that, if deemed relevant and permissible by the Investigator(s), may be asked of any party or witness.
 - Have Complainant's inadmissible sexual interests/prior sexual history or any Party's irrelevant character evidence excluded by the Decision-maker.
 - Access the relevant evidence obtained and respond to that evidence.
 - A fair opportunity to provide the Investigator(s) with their account of the alleged misconduct and have that account be on the record.
 - Receive a copy of all relevant and permissible evidence obtained during the investigation, subject to privacy limitations imposed by federal and state law, and be given five (5) business days to review and comment on the evidence.
 - The right to receive a copy of the Final Investigation Report, including all factual, Policy, and/or credibility analyses performed.
 - Be informed of the names of all witnesses whose information will be used to make a finding, in advance of that finding, when relevant.
 - Regular status updates on the investigation and/or Resolution Process.
 - Have reports of alleged Policy violations addressed by Resolution Process Pool members who have received relevant annual training as required by law.
 - A Decision-making panel that is not single sex in its composition, if a panel is used.
 - Preservation of confidentiality/privacy, to the extent possible and permitted by law.
 - Meetings, interviews, and/or hearings that are closed to the public.
 - Petition that any University representative in the process be recused on the basis of disqualifying bias and/or conflict of interest.
 - Be able to select an Advisor of their choice to accompany and assist the party in all meetings and/or interviews associated with the Resolution Process.
 - Apply the appropriate standard of proof, preponderance of the evidence, to make a Finding and Final Determination after an objective evaluation of all relevant and permissible evidence.
 - Be promptly informed of the Resolution Process finding(s) and sanction(s) (if any) and be given a detailed rationale of the decision (including an explanation of how credibility

was assessed) in a written outcome letter delivered to the Parties simultaneously (without undue delay).

- Be informed in writing of when a University decision is considered final and any changes to the Final Determination or sanction(s) that occur post outcome letter delivery.
- Be informed of the opportunity to appeal the Resolution Process finding(s) and sanction(s), and the procedures for doing so in accordance with the University's grounds for appeal.
- A fundamentally fair resolution as defined in these procedures.

Legal Representation Fund for Title IX Proceedings (Students Only)

Under Maryland State Law, a current or former student who makes a Complaint or responds to a Formal Complaint where a Title IX investigation is initiated, and who was enrolled as a student at the institution at the time of the incident that is the basis of the complaint, may have access to counsel paid for by the Maryland Higher Education Commission (MHEC), unless the student knowingly and voluntarily chooses not to have counsel. Code of Maryland Regulations (COMAR) 13B.09.01.

A student may obtain from MHEC, through MHEC's [website](#), a list of licensed attorneys and/or legal services programs who have indicated that they will represent such students in Title IX proceedings on a pro bono basis or for reduced legal fees.

A student may contact, select and seek to retain an attorney from the MHEC list, at any time before the conclusion of Resolution Process. A student's attorney may seek reimbursement of certain legal costs and fees from MHEC's Legal Representation Fund for Title IX Proceedings, subject to the availability of funding.

APPENDIX C: PRIVACY, PRIVILEGE, AND CONFIDENTIALITY

For the purpose of this Policy, the terms *privacy*, *confidentiality*, and *privilege* have distinct meanings.

- **Privacy.** Means that information related to a complaint will be shared with a limited number of University employees who “need to know” in order to assist in providing supportive measures or evaluating, investigating, or resolving the Complaint. All employees who are involved in the University’s response to Notice under this Policy receive specific training and guidance about sharing and safeguarding private information in accordance with federal and state law.
- **Confidentiality.** Exists in the context of laws or professional ethics (including Title IX) that protect certain relationships, including clinical care, mental health providers, and counselors. Confidentiality also applies to those designated by the University as Confidential Employees for purposes of reports under this Policy, regardless of legal or ethical protections. When a Complainant shares information with a Confidential Employee, the Confidential Employee does not need to disclose that information to the Title IX Coordinator. The Confidential Resource will, however, provide the Complainant with the Title IX Coordinator’s contact information, assist the Complainant in reporting, if desired, and provide them with information on how the Title IX Office can assist them. With respect to Confidential Employees, information may be disclosed when: (1) the reporting person gives written consent for its disclosure; (2) there is a concern that the person will likely cause serious physical harm to self or others; or (3) the information concerns conduct involving suspected abuse or neglect of a minor under the age of 18, elders, or persons with disabilities. Non-identifiable information may be shared by Confidential Employees for statistical tracking purposes as required by the Clery Act/Violence Against Women Act (VAWA). Other information may be shared as required by law.
- **Privilege.** Exists in the context of laws that protect certain relationships, including attorneys, spouses, and clergy. Privilege is maintained by a provider unless a court orders release or the holder of the privilege (e.g., a client, spouse, parishioner) waives the protections of the privilege. The University treats employees who have the ability to have privileged communications as Confidential Employees.

The University reserves the right to determine which University officials have a legitimate educational interest in being informed about student-related incidents that fall under this Policy, pursuant to the Family Educational Rights and Privacy Act (FERPA).

Only a small group of officials who need to know will typically be told about the Complaint. Information will be shared as necessary with Investigators, Decision-makers, Appeal Decision-makers, witnesses, the Parties, and the Parties’ Advisors. The circle of people with this knowledge will be kept as tight as possible to preserve the Parties’ rights and privacy, and release is governed by the institution’s unauthorized disclosure policy.

The University may contact students' parents/guardians to inform them of situations in which there is a significant and articulable health and/or safety risk but will usually consult with the student prior to doing so.