

Stevenson University

Policy Manual

Volume II

CAMPUS COMMUNITY POLICIES

The University reserves the right to make changes to the policies and appendices found in this policy manual and/or to rescind them at any time. All policies are updated on the University website as deemed necessary by the university. The master version of the policy manual is located in the Office of Human Resources and supersedes any previous versions. Nothing in this Student Policy Manual constitutes or is intended to constitute an agreement or contract.

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The policies provided in this Volume II pertain to all members of the University community.

protections under this Whistleblower Policy as those who follow the

Whistleblower Protections for Reporting Title IX/Clery Act-Related Prohibited Acts

Title IX of the Education Amendments of 1972 (Title IX) protects the Stevenson Community against all forms of sex-based discrimination, including: sexual harassment, dating and domestic violence, and other forms of sexual misconduct, stalking and retaliation. Members of the Stevenson Community who experience discrimination or harassment based on sex or gender should contact the Stevenson University Title IX Coordinator. The Title IX Coordinator is also responsible for ensuring that sex offenses reportable under the Clery Act are reported in a timely manner to the Campus Police. An optional form for making the report can be found on the SUNow Portal. Data collected for Clery Act reporting is used to increase public safety, not to identify the victim; therefore, victim identifying information is not required. (Members of the Stevenson Community who report their concerns about Title IX/Clery Act-Related Prohibited Acts directly to governmental entities will be afforded the same protections under this Whistleblower Policy as those who follow the recommended reporting procedures outlined below.)

Reporting to Title IX Coordinator

If a Stevenson University administrator, faculty or staff member receives an oral or written complaint of sex-based discrimination or sexual harassment, dating or domestic violence, or other forms of sexual misconduct, stalking or retaliation involving a member of the Stevenson Community, such person has an affirmative responsibility to promptly inform Stevenson University's Title IX Coordinator, David C. Jordan, (443)334-2176, dcjordan@stevenson.edu.

volunteer service; adverse academic or educational consequences; or physical, mental or reputational harm or threats thereof, any of which are reasonably perceived to be causally connected to the protected disclosure. Any employee who retaliates against someone who has made a report in good faith under this policy is subject to disciplinary action, up to and including dismissal from the University.

Whistleblower Protections for Reporting Health and Safety-Related Prohibited Acts

The University complies with all applicable occupational safety and health standards issued under the federal Occupational Safety and Health Act (OSHA); Maryland Occupational Safety and Health Act of 1973 (MOSHA). The University prohibits all violations of occupational safety and health standards, rules, regulations and orders issued under MOSHA (Health and Safety-Related

faith belief is later determined to have been incorrect.

Follow-up on Reports of Health and Safety-Related Prohibited Acts

After receiving a report, the Dean,

in Employment Act; Americans with Disabilities

non-forcible

other benefits on them. Similarly, University employees may exercise power or other influence over fellow employees.

- a. *Students.* Given the fundamentally asymmetrical nature of an employee-student relationship, voluntary consent by the student in a romantic relationship is suspect. In addition to the possible sexual exploitation of the student involved, other students and employees may be

- C. **Preserve physical evidence.** If there has been a sexual assault, removal of clothes or bathing or cleaning up in any way may destroy essential evidence. Therefore, to preserve evidence, the victim should not shower, bathe, go to the bathroom, douche, smoke, eat, drink or brush teeth or hair, or change clothes or bedding before going to the hospital or medical facility. Save all clothing worn at the time of the assault; if the victim has changed clothes, do not wash them and bring them to the hospital or medical facility. Do not disturb anything in the area where the assault occurred.
- D. **Preserve important information.** Write down as much as can be remembered about the circumstances of the assault, including a physical description of the assailant. If the alleged perpetrator was unknown to the victim, try to remember any helpful details that may lead to their identification, such as scars or other marks, jewelry, dress, language, approximate height and weight in comparison to that of the victim, vehicle description, and tag number. Write these down as soon as possible, and include the date and time of writing.
- E. **Obtain medical attention and forensic examinations.** Victims may receive care at a local hospital, urgent care facility, or through their personal physician, and can obtain a free exam to preserve forensic evidence.
1. **Medical Care.** Students may also seek medical care - and make confidential reports - at the Stevenson University Wellness Center (443-352-4200). The Wellness Center is open Monday through Friday, 9:00 a.m. – 5:00 p.m. with extended hours until 7:00 p.m. on Tuesday and Wednesday. A nurse practitioner or physician will conduct an examination for physical injuries, discuss emergency contraception, and test for STIs. No fees will be charged by the Wellness Center. The Wellness Center will not perform a forensic examination or evidence collection. When a complainant makes a report of a sexual misconduct to a doctor, nurse or counselor in the Wellness Center, the report is kept confidential and will not be disclosed unless directed otherwise.
 2. **Sexual Assault Forensic Exam.** If there has been a sexual assault, the victim is strongly encouraged to immediately get a free Sexual Assault Forensic Exam (S.A.F.E.) at the Greater Baltimore Medical Center in Towson (6701 North Charles Street, Towson, Maryland 21204, 443-849-3323 or after business hours 443-849-2226) or another similar facility, no later than five (5) days after the assault. Campus Security will coordinate transportation to the hospital for the S.A.F.E. examination, if requested. For more information about the S.A.F.E. examination, contact a Residence Life Staff Member or call Turnaround's 24-hour hotline at 443-279-

to speak to a professional in the Wellness Center may do so by simply contacting Campus Security and requesting that a counselor from the Wellness Center contact them. Employees may contact ComPsych, the U

- A. **Confidential Report of Sexual Misconduct.** As noted above, if a sexual assault or other form of sexual misconduct occurs, the student victim has the important option to make a confidential report to Stevenson's Mental Health Counselors and Health Care Professionals located in the Wellness Center and the contact hours and information are described above. These reports will not be disclosed without the victim's permission.

Employees wishing to make a confidential report may contact ComPsych at 800-327-1850.

- B. **Confidentiality in Connection with the Report to the Title IX Coordinator and Others.** If a victim decides to pursue an informal or formal report to Stevenson other than to the Wellness Center as described above, it is their right to determine how to proceed, which may include asking for confidentiality or asking that the complaint not be pursued. Stevenson University will strive to maintain confidentiality.

While Stevenson will make good faith efforts to provide confidentiality to the parties in sexual misconduct matters, the University is not able to ensure total confidentiality. Stevenson will be as discreet as reasonably possible in conducting the investigation, limiting the disclosure of confidential information to individuals who are believed to have a legitimate basis for needing to have that information for that part of the investigation, or when Stevenson is required to respond to legal process, or when the University's need to protect the safety of others outweighs confidentiality concerns. Any decision regarding the release of confidential information, and to whom, will be made by Stevenson University's Title IX Coordinator (or designee) in consultation with the Director of Security (or designee).

Notification by a complainant seeking anonymity or confidentiality or who does not want Stevenson to conduct an investigation greatly restricts the University in addressing the matters alleged, and Stevenson's response will depend on the facts of the matter. In considering whether to honor a request for anonymity or confidentiality, Stevenson will weigh the request against Stevenson's obligation to provide a safe, non-discriminatory environment for all students and employees, including the complainant. Stevenson may determine that it will undertake an investigation when, in Stevenson's judgment, that is necessary to protect the welfare of the University community.

Stevenson will inform complainant prior to starting any investigation. Stevenson is committed to taking ongoing steps to protect the complainant from retaliation or harm and to work with the complainant to make reasonable efforts to ensure their safety. If the University is required to notify the campus community of the assault, including recording the assault in the campus crime log and the Annual Security Report, no identifying information about the complainant will be included, to the extent permissible by law. Parties are not restricted from discussing and sharing information related to the complaint with advisors that may support or assist them in presenting their case.

- C. **Confidentiality in Connection with the Investigation and Resolution.** Stevenson recognizes that confidentiality is important in matters of alleged sexual misconduct. All

individuals involved in an investigation conducted under this policy, including the complainant, the respondent, advisors, and witnesses, are required to keep confidential any information learned in preparation for and during the investigation and appeal process.

Investigations of Complaints of Sexual Misconduct

Stevenson is committed to providing a prompt, fair, equitable, and impartial investigation and resolution to all reports of sexual misconduct. Regardless of how or when a report of sexual misconduct is made, except for confidential, privileged communications between the health practitioner and the complainant, and except when specific circumstances preclude an investigation, Stevenson will investigate to determine whether a violation of this policy occurred.

- A. **Investigation.** The investigation of a report of sexual misconduct will begin promptly after the Title IX Coordinator (or designee) has received the complaint, and normally within five (5) business days after the Notice has been issued to the complainant and the respondent. The complainant and respondent will be promptly informed regarding who will be investigating the complaint and what to expect during the investigation process. Any student who may require accommodation(s) to navigate this process based on the potential impact of a disability should contact the Office of Disability Services. The complainant and respondent will also receive a copy of their respective rights and options from the Title IX Coordinator. These rights and options documents may also be found at www.stevenson.edu/sexualmisconduct. The Title IX Coordinator will appoint two trained investigators to investigate the complaint. The investigation will include interviewing the complainant(s), respondent(s), witness(es), and other relevant individuals. Both the complainant and the respondent may provide the investigators with the names of witnesses, documents, and other information. Relevant information and documentation, if any, will be obtained by the investigators. The interviews, meetings, and other proceedings are not electronically recorded by Stevenson and may not be recorded by others. All parties will be treated with dignity, respect and sensitivity by officials of the University throughout the disciplinary proceedings.
- B. **Assertions and Evidence.** The investigators will request the complainant describe in detail the assertions and provide pertinent witnesses, records, exhibits, and witness statements as evidence for consideration at the discretion of the investigators. The investigators will describe the allegations to the respondent and will request that the respondent respond in detail to the assertions and provide pertinent witnesses, records, exhibits, and witness statements as evidence for consideration at the discretion of the investigators. Each party will be given access to all relevant records, exhibits, and witness statements that will be considered as evidence by investigators in their investigation. However, the personal notes of investigators will not be released, nor will private information disclosed by a/F1 12 T1(rs. sc)3d11BT/F1 12 7

evidence, including paper documents, email and other electronically stored information, text messages, voicemail messages, photos, and postings on social media.

Resolution and Discipline

- A. **Written Decision.** Upon completion of the investigation, the investigators will prepare a written investigative report. The investigators' decision will be based on whether it is "more likely than not" that the University's policy was violated. The investigators' report will include a summary of the facts, findings, and recommended sanctions. The investigation may result in one of two outcomes set forth in a written decision: (1) a decision that the respondent did not violate this policy; or (2) a decision that the respondent violated this policy.
- B. **When a Student is the Respondent.** When the respondent is a student, the investigators will provide the written decision and recommended sanctions to the Dean of Students (or designee). The Dean of Students (or designee) will make a decision regarding the discipline or remedial action to be imposed in consultation with the Title IX Coordinator. The discipline or remedial action will be based upon the nature and severity of the offense, disciplinary history of the respondent, the impact of the conduct on the complainant and the community, whether the respondent is likely to engage in the conduct in the future, providing a remedy for any effects on a complainant or any other members of the community, and other mitigating or aggravating factors. Drug use or alcohol use are not mitigating factors. Discipline for students may include, but is not limited to, verbal or written warnings; loss of rights or privileges; requirement to attend coaching or training sessions or to receive counseling or other support; changes to the respondent's living (

or discipline that the respondent has received or will receive to the extent that they pertain to the complainant.

Appeals

- A. **Written Appeal.** Written appeals are permitted only as set forth in this section. The appeal may be submitted by the complainant or the respondent or both. Students may appeal the decision and/or sanction to the Vice President, Student Affairs. Faculty members may appeal the decision and/or sanction to the Executive Vice President, Academic Affairs. Staff members may appeal the decision and/or sanction to the Vice President with whom the staff

process to be as serious as an act of sexual misconduct. Retaliation of any kind against any person, who in good faith reports sexual misconduct, assists another in making a complaint, participates in an investigation, or provides information in connection with a complaint or investigation, is prohibited. Good faith initiation of a complaint of sexual misconduct will not adversely affect a complainant's grades, class selection, or any other matter pertaining to student status, or in the case of employees, the individual's employment, compensation, or work assignment. Any person who believes that he/she has been the victim of retaliation, or is aware of someone else who is the victim of retaliation, is encouraged to report this immediately to one of the following: Title IX Coordinator (443-334-2176), Stevenson's Security Office (443-352-4500), or the Vice President, Student Affairs (443-352-4307).

Publication of Policy and Procedures

The Title IX Coordinator is responsible for the publication of the Policy to all students, faculty, staff, and administration and is responsible for its review by all employees and students. The Policy will be maintained on Stevenson's external web site, Stevenson's SUNow Portal, distributed via campus email, and included in the Student Policy Manual. This policy is available in alternative formats by request. It is the responsibility of all students and employees to review, understand, and comply with the Policy.

Education

Stevenson University is committed to educating the campus community on the topics addressed in this policy. The goal of Stevenson's educational programs is to promote awareness and to educate students and employees about preventing dating violence, domestic violence, sexual assault and stalking. Stevenson offers primary prevention and awareness programs for all incoming students and new employees as well as ongoing prevention and awareness programs for students and employees.

All new students (residential and commuter) are required to successfully complete an online educational program through MyStudentBody.com. The program, which is a required component of the Stevenson University health form, focuses on three areas: alcohol, drugs and sexual violence. As of July 1, 2017, all employees are required to complete the following programs created by United Educators: Mosaic: Preventing Harassment Together (Faculty and Staff Version); Mosaic: Prevent Sexual Violence; and Protecting Children: Shine a Light. These trainings are all required as part of Stevenson University's commitment to promoting a safe learning and working environment and one that is free from discrimination on the basis of gender. Stevenson University also offers educational programs throughout the academic year for students, faculty and staff.

Resources pertaining to sexual assault prevention, sexual assault response, and other related topics may be found on the Title IX page of the university's website.

Amendments to Policy and Procedures

This policy is subject to change at any time. Such amendments shall be placed on Stevenson's website, SUNow Portal, and will be inserted in the Student Policy Manual.

(Approved June 2016)

Stevenson University is committed to equal opportunity for its faculty, staff, and students. In

Relationship to Freedom of Expression

The educational process at the University is based on mutual trust, freedom of inquiry, freedom of expression, and the absence of intimidation and exploitation. Such an atmosphere of respect and regard for individual dignity among members of the academic community is essential for the University to function as a center of academic freedom and intellectual advancement. In addition, the University has a compelling interest in assuring the provision of an environment in which learning and work may thrive. Such an environment requires free and unfettered discussion of the widest possible nature, one that encourages expression of all points of view. Discrimination and harassment, however, are not legally protected expression and are not an appropriate exercise of free inquiry or free expression. Discrimination and harassment compromises

discrimination or harassment and takes no action to stop it or report it may be subject to discipline.

Informal Resolution

In many instances, counseling, advice, or informal discussion may be useful in resolving concerns about allegations of discrimination or harassment. Individuals who wish to resolve their concerns informally should bring them to the attention of the Vice President Human Resources/Title IX Coordinator (or designee). Students who wish to resolve their concerns about discrimination and harassment informally should bring them to the attention of the Vice President of Student Affairs (or designee).

In working to resolve the matter, the appropriate University representative will interview the reporting

information. Relevant information and documentation, if any, will be obtained by the investigator(s).

The interviews, meetings, and other proceedings are not recorded by Stevenson and may not be recorded by others. Stevenson will make reasonable efforts to complete the investigation promptly.

Assertions and Evidence. The complainant will describe his or her allegations and provide pertinent witnesses, records, exhibits, and witness statements as evidence for consideration at the discretion of the investigator(s). The respondent will have the allegations described to him or her and the investigators will request that the respondent respond in detail to the assertions and provide pertinent witnesses, records, exhibits, and witness statements as evidence for consideration at the discretion of the investigator(s). The complainant and the respondent are afforded equal procedural rights during the investigation. The investigator(s) will exercise their discretion in deciding which other individuals identified as witnesses during the investigation should be interviewed. No expert witnesses shall be permitted. All investigatory interviews with the complainant, respondent and witnesses shall be conducted in private with the pertinent investigator(s) and/or other Stevenson administrators, if any, as determined by the investigator(s). The respondent will not be present for the complainant's interviews. The complainant will not be present for the respondent's interviews.

Advisors. Complainants and respondents may be accompanied throughout the investigation and appeal process by an advisor of their choice from the University community who agrees to keep the matter confidential. However, the advisor may not be a practicing attorney, parent, guardian, family member, a witness or a possible witness in the case, a person involved in the University's disciplinary process, or a complainant or respondent in the case. The purpose of the advisor is to provide advice to the student or employee in a quiet manner that is not disruptive to the proceedings. The advisor may not provide verbal, written, or other input during the investigation or appeal process other than to the student or employee being advised.

Written Decision. Upon completion of the investigation, and after consultation with the appropriate Vice President, Human Resources/Title IX Coordinator (or designee), the investigator(s) will prepare a document containing the investigative findings and the rationale for the findings. The investigation may result in one of two outcomes set forth in a written decision: (1) a

the community, whether the respondent is likely to engage in the conduct in the future, providing a remedy for any effects on the complainant or any other members of the community, and other mitigating or aggravating factors. Drug use or alcohol use are not mitigating factors. Discipline for students may include, but is not limited to, verbal or written warnings; loss of rights or privileges; requirement to attend coaching or training sessions or to receive counseling or other support; changes to the respondent's living arrangements; academic, social or other probation; and suspension or expulsion from activities, residence halls, academic classes, programs, schools, or the University. The Dean of Students will provide the complainant and respondent with appropriate written notification of the outcome of the University's investigation which will be given at the same time and shall be delivered in the same manner. The notification will include (1) whether or not the respondent violated this policy, and (2) if the finding is that the respondent violated this policy, a summary of the manner in which it was violated, and a description of the sanctions or discipline that the respondent has or will receive to the extent that they pertain to the complainant.

writing and made within seven calendar (7) days of notification of the decision. For the purposes of this section, the date of notification shall be the date of the letter of notification. An appeal may be submitted by the complainant or the respondent or both.

Grounds for Appeal. There is a presumption that the decision and any sanction or discipline were made properly. The sole grounds for appeal that will be considered are: (1) A procedural error that significantly impacted the

(Approved Feb. 2020)

Federal, state, and local laws prevent discrimination in hiring and employment against qualified individuals with a disability.

An “

Entitle all qualified employees with disabilities to equal pay and other forms of compensation (or changes in compensation) as well as job assignments, promotion and demotion, leaves of absence (including sick leave), fringe

The University is not required to make a reasonable accommodation if such accommodation would impose an undue hardship on the operation of the University. However, if a particular accommodation would impose an undue hardship, the University must consider whether there are alternative accommodations that would not impose such hardship.

An undue hardship is an action that requires significant difficulty or expense in relation to the size of the University, the resources available and the nature of the operation. The concept of undue hardship may include any action that meets one of these criteria:

- unduly costly

- extensive

- substantial

- disruptive

- fundamentally alters the nature or operation of the University.

The Vice President of Human Resources or designee shall determine whether an accommodation can be made without causing the University undue hardship.

request an exception to this guideline if the primary purpose of the event is other than a social drinking party and the majority of the guests are of legal drinking age.

Health Risks Associated with Alcohol

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of the alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse.

Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumptions of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as liver and heart.

Stevenson University has a commitment to safety that includes a policy on managing potential or real crises. In essence, a crisis management plan establishes guidelines for the team who gather in response to threats from potential emergencies, including the formation of a crisis command center. The Crisis Management Plan in its entirety is on the Stevenson University Human

Hazardous Waste Management Policy

The University is committed to providing a safe and healthful work environment while protecting employees, students, the general public, and the environment from exposure to hazardous waste. The purpose of this policy is to ensure that all hazardous waste is properly and safely managed with regards to storage, handling and disposal, in accordance with federal, state and local law. Members of the campus community who knowingly violate these laws and statutory requirements are advised that they are not only endangering themselves and the University community, but are subject to personal liability. Questions regarding the storage, handling, or disposal of hazardous materials should be directed to the Environmental Health and Safety (EHS) officer.

The disposal of all hazardous waste must be handled in a responsible manner, which includes hazardous waste removal by a licensed hazardous waste hauler. The University maintains a contract with a licensed disposal firm for the removal and destructions of hazardous waste from university property. Any employee of the University who is involved in the management of hazardous waste must participate in training to ensure familiarity with proper waste handling and emergency procedures.

Any member of the campus community, who violates any such laws, unless such violation occurs despite reasonable reliance upon advice given by the university, shall be deemed to have acted outside the scope of authority.

Refer to the Hazardous Waste Management Plan for further detail. The hazardous waste management plan will be reviewed and revised, as needed, on an annual basis.

Hazard Communication Policy

It is the policy of Stevenson University to reduce employee exposure to hazardous chemicals and the overall incidence of chemical-related injuries and illnesses. All employees who are potentially exposed to hazardous chemicals in their assigned job duties must be fully informed of both the hazardous properties of the chemicals and protective measures that are available to minimize exposure to these chemicals. This type of information will be made available to employees by means of labels on chemical containers, MSDSs, and training. Employees will be informed of any known hazards associated with chemicals to which they may be exposed before their initial assignment, whenever the hazards change, or when new hazardous chemicals are introduced into their respective work areas. All employees will be informed of the location of the written Hazard Communication Plan, chemical listing, and MSDSs.

The Environmental Health and Safety (EHS) officer will have the overall responsibility for coordinating the program for the University. This individual will work in conjunction with the

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(Updated Oct. 2018)

Stevenson University is committed to providing a safe and healthful work environment for all employees. In pursuit of this endeavor, the University has developed a blood borne pathogens exposure control plan (ECP) in accordance with Occupational Safety and Health Administration (OSHA) Standard 29 CFR 1910.1030. "Occupational Exposure to Blood borne Pathogens." The ECP establishes guidelines for employees who have a definite or possible risk of an occupational exposure to bloodborne pathogens or other potentially infectious materials. It is the intent of the ECP to train, educate, and specify procedures and precautions that will minimize the likelihood of an exposure to these infectious materials.

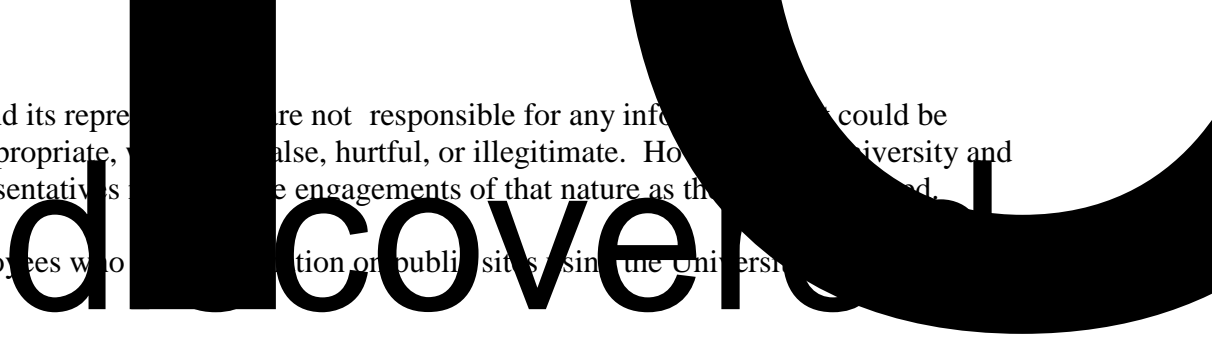
Refer to the ECP for further detail. The ECP will be reviewed and revised, as needed, on an annual basis. The ECP is included, in its entirety, on the Stevenson University Human Resources webpage.

Conduct. Violations may result in sanctions being issued.

In accordance with Maryland law, however, the University will not engage in any prohibited conduct related to seeking access to a personal electronic non-Stevenson University account belonging to a student, an applicant, prospective student, or an applicant for employment. The University, however, reserves all rights to monitor and follow social media communications in compliance with certain other requirements under federal and Maryland law, including the University's investigatory obligations under Title IX. The University and its representatives may also monitor and follow such communications owned or provided by the University, or

The University and its representatives are not responsible for any information that could be perceived as inappropriate, false, hurtful, or illegitimate. However, the University and its Official Representatives do not engage in such engagements of that nature as they are intended.

Students or employees who use the University's information on public sites, including the University's servers should be



The purpose of this policy is to promote the well-being and security of minors entrusted to Stevenson University's care during their participation in programs on campus or off-campus sponsored by the university. This policy is intended to ensure a safe, welcoming, and productive environment in which all members of the University community can meet their needs and achieve their goals within the primary mission of the University.

Definitions

Minors on Campus: all programs and activities offered on campus by student organizations or various academic, athletic, or administrative units of the University for participants under the age of 18, including, but not limited to, the hosting of an individual minor by an individual faculty or staff member.

Adult: an individual 18 years of age or older.

Authorized adult: an individual age 18 or older, paid or unpaid, who interacts with, supervises, chaperones, or otherwise oversees minors in program activities or in recreational and/or residential facilities on behalf of the University. This includes, but is not limited to, parents, guardians, faculty, staff, volunteers, graduate and undergraduate students, interns, employees of temporary employment agencies, and independent contractors/consultants. The authorized adults' roles may include positions such as counselors, chaperones, coaches, and instructors.

Direct contact: interacting with, supervising, chaperoning, or otherwise overseeing minors in program activities or in recreational and/or residential facilities on behalf of the University.

Minor: an individual under 18 years of age.

Research laboratory: a University facility that provides controlled conditions in which scientific or technological research, experiments, and/or measurement may be performed.

Visitor: an individual, regardless of age, in a University facility who is not an employee, student or volunteer.

Volunteer: an individual, regardless of age, who provides support to, or on behalf of, the University and has no legal duty to do so, has no personal interest or gain from the activity, and receives no compensation or consideration for the support provided.

Exclusions

This policy applies to all minors on campus programs with the exceptions of the following minors:

Minors who are visitors in the workplace.

Minors enrolled or admitted for enrollment at the University.

Minors attending events on campus or events sponsored by the University that are open to the general public.

Minors on school/organization trips accompanied throughout the trip by an adult chaperone from their school/organization.

Minors attending official admission events hosted by the Admissions Office.

Minors participating in pre-enrollment visitation or recruiting activities governed by NCAA or US Department of Health and Human Services regulations.

Background Screening

The following criminal background screening requirements apply to students, faculty, staff, and

volunteers who are anticipated to have direct contact with minors in the course of their University activities.

1. Criteria and process for determining who must be screened.

Anyone, including but not limited to graduate/undergraduate student assistants, faculty, staff, volunteers, and consultants or contractors, who in the course of their program duties or assigned responsibilities will or may have direct contact with minors is subject to criminal background screenings regardless of the supervision structure in place.

Colleges/departments/ or programs are responsible for determining who meets the criminal background check criteria. Each individual who meets the defined criteria should be evaluated for eligibility by the respective vice president, dean, director, etc.

2. Scope.

Human Resources will use the designated University vendor to verify social security number and conduct a criminal background check for all University students, faculty, staff, and volunteers in compliance with the procedures set forth in this policy.

In the case of consultants or contractors, the criminal background check requirements shall be included in the contractual agreement between the University and the consultant or contractor.

3. Timing/frequency. Screening must be done as follows:

Initial screening:

New employees at the point of hire

Volunteers

Returning/seasonal employees upon rehire

Consultants/contractors prior to commencing any project or providing any services

Current employees:

All current employees determined to be subject to background screening will undergo a criminal background check and be required to complete a self-disclosure form reporting any arrest or conviction unless an equivalent screening has taken place within the past three years.

All current employees who have an internal job transfer or any change of duties that add activities with direct contact with minors, will be subject to a background screening prior to commencing those duties.

Rechecks:

All current employees determined to be subject to background screening will undergo a criminal background check at least every three years utilizing the designated University vendor.

A criminal background check will be conducted upon self-disclosure of criminal activity.

The University reserves the right to conduct background checks of current employees when it has reasonable grounds to do so (e.g., no recent check was performed, a workplace incident has occurred, upon self-disclosure of criminal activity, or upon the University being informed of such activity, etc.).

4. Notice and authorization.

Job candidates are informed during the on-campus interview stage that employment at the University is contingent upon the successful completion of a background check and a check of their credentials. University students, faculty, staff, and volunteers are notified at the time they become subject to this policy's background check requirements according to the criteria stated herein.

In accordance with federal law, the University must secure a signed authorization which permits the University to obtain background check results from a third-party reporting

agency. Such authorization shall remain in effect for the duration of an individual's employment or volunteer status with the University, unless or until their employment duties or volunteer support status no longer includes contact with minors.

connection with goods or services offered by any outside organization without the prior permission of the Vice President, Marketing and Digital Communications.

While many of Stevenson

The Office of University Advancement seeks gifts from individuals, corporations, foundations, and other organizations to fulfill the mission of Stevenson University. The University can only accept gifts that will advance the mission of the institution.

The University highly values and is responsible for maintaining its integrity and commitment to academic excellence and freedom. Accordingly, the University will not accept gifts which involve discrimination based upon race, religion, gender, sexual orientation, age, national origin, color, disability, or any other basis prohibited by federal, state, and local laws. Additionally, the University reserves the right to refuse any gift that it believes is not in the best interest of the university.

Soliciting Charitable Contributions

In soliciting charitable contributions, no staff member or representative of the University is authorized to commit the University to an agreement that is in conflict with established policies and procedures, or that compromises, in any manner, the position of any office or department in the performance of its assigned responsibilities.

Any member of the campus community who wishes to seek a grant or other contribution from a nongovernmental agency for the purpose of establishing, continuing, enlarging, or replicating an approved program, project or activity, will coordinate such solicitation efforts from its inception with the Vice President for University Advancement. The Vice President for University Advancement will ensure that, in the solicitation of support from such sources, the University priorities are observed and plans for such programs, projects or activities have been reviewed and approved in advance of solicitation by academic, financial, and other appropriate administrative officers. Approval for such activities is at the sole discretion of the University.

All fundraising events and campaigns conducted by students, parents, faculty or staff on campus or on behalf of any of the University's clubs, organizations, departments or members must be authorized in writing by the Office of University Advancement prior to the solicitation or collection of any funds greater than \$500.

Externally Funded Grants and Contracts

Any member of the Stevenson University community interested in seeking funding from corporate, foundation or other organization sources in support of their department shall first meet with the Director of Institutional and Individual Giving in the Office of University Advancement to review the guidelines for requesting support, and determine timeline and desired level of support needed from the Advancement Office. .

Gift Acceptance

Stevenson University has a comprehensive Gift Acceptance Policy that is designed to provide guidance to the University community and its constituents to facilitate the gift giving process. The intent of this policy is to provide prospective donors with the greatest flexibility possible in formulating their gifts within governing policy and legal parameters while assuring that gifts obtained will support programs consistent with the mission of Stevenson University.

Proposed gifts that may expose the University to adverse publicity, require undue expenditures, or involve the University in unexpected responsibilities because of their source, conditions, or purposes will be referred to the Gift Acceptance Committee, whose members are the incumbents in the following positions: 1) the University President; 2) the Vice

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." The rights afforded the students include:

1. The right to inspect and review the student's education records within 45 days after the college receives a request for access.

Students who wish to inspect their records must make a written request to the Registrar using the *Request to Inspect Education Records* form located in WebXpress – Student Menu – Registrar's Office Forms – both traditional and SU Online. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained in the Registrar's Office, the Registrar shall contact the appropriate office and arrange for inspection. Please note FERPA accords the right to a student to inspect the records; FERPA does not require an institution to make copies of the contents of a record unless it is a hardship for the student to come to campus.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask the Registrar to amend a record that they believe is inaccurate or misleading. Such requests must be made in writing to the Registrar using the *Request to Amend Education Record* form located in WebXpress – Student Menu – Registrar's Office Forms – both traditional and SU Online. The request must clearly identify the part of the record to be changed and specify why that part is inaccurate or misleading. Upon consultation with the Executive Vice President for Academic Affairs and Provost or his/her designee, if the Registrar decides not to amend the record as requested by the student, he/she will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosure of personally identifiable information contained in the student's education records except to the extent FERPA authorizes disclosure without consent.

An exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests which

Another exception which permits disclosure without consent is the release of “Directory Information.” “Directory Information” includes the student’s name, birth date, address (including e-mail address), telephone number (if listed), photograph, dates of attendance, class schedule, program pursued, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Students may withhold “Directory Information” by notifying the Registrar in writing by using the *Directory Information Exclusion Form* located in WebXpress – Student Menu – Registrar’s Office Forms – both traditional and SU Online. Requests for nondisclosure will remain in effect for the duration of the academic year. Requests for nondisclosure must be filed annually.

4. The right to disclose academic information to authorized persons.

In accordance with FERPA, Stevenson University will disclose to authorized persons information from the academic records of a student, provided the college has on file written consent of the student. The *FERPA Release Form* is available in WebXpress – Student Menu – Registrar’s Office Forms – both traditional and SU Online. The *FERPA Release Form* will remain in effect as long as the student attends Stevenson University. Any changes to the release must be made in writing in the Registrar’s Office.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Stevenson University to comply with the requirements of FERPA.

Students are urged to meet with the Registrar to discuss their concerns before filing a complaint. Students who decide to pursue a complaint against Stevenson University for a potential violation of their FERPA rights should contact the following office:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520
Phone: 1-800-USA-LEARN (1-800-872-5327)

Stevenson University

The Office of International & Off-Campus Study routinely monitors the safety and security conditions in locations where Stevenson University students travel for the purpose of taking part in University sanctioned credit-bearing courses. The International & Off-Campus Study Emergency Response Plan designates the process in the event of an emergency or crisis involving the well-being of Stevenson University students, faculty, and/or staff in a University sponsored program or role off-

Vice President, St

(Approved March 2017)

As part of Stevenson University's mission to prepare graduates to achieve excellence in a dynamic global community, it is dedicated to offering international opportunities to meet the needs of its diverse population. Accordingly, Stevenson is committed to maintaining the safety and well-being of its community members on Stevenson-related travel.

Stevenson recognizes U.S. Department of State (DOS) Travel Warnings. Travel Warnings indicate the need to consider carefully whether travel by U.S. citizens to a particular country, or location(s) within a country, are advisable given conditions that may include an unstable government, civil war, ongoing intense crime or violence, or frequent terrorist attacks.¹ The Office of International & Off-Campus Study maintains a list of current Travel Warnings on its online application homepage, <https://studyabroad.stevenson.edu>. Furthermore, Stevenson sets guidelines relating to where members of its community (defined as students, faculty and staff) may travel for Stevenson-associated pursuits as they pertain to countries with an active Travel Warning.

Stevenson observes the following Travel Warning policies: [https://studyabroad.stevenson.edu](#)

already engaged in planning or has departed on Stevenson-sponsored travel in the subject country, the respective authority will assess the situation and make appropriate recommendations

Stevenson University uses Closed Circuit Television (CCTV) security cameras on its property to enhance the safety of all individuals on our campuses. The primary purpose for positioning security cameras in public areas is to deter crime and to record video images for use by Stevenson University Security and law enforcement agencies to investigate alleged violations of University policies or law.

CCTV cameras may be used in public areas on Stevenson's property, which includes but is not limited to campus grounds, parking areas, building exteriors, loading docks, areas of ingress and egress to buildings, classrooms, lecture halls, study rooms, lobbies, theaters, libraries, dining halls, gymnasiums, recreation areas, residence hall corridors, and retail establishments. These are areas of the University in which persons would not have a reasonable expectation of privacy. Other areas which have access restricted to a limited number University employees but for which there is no expectation of privacy, such as storage areas, shall be considered public areas for the purpose of this policy.

CCTV cameras are not placed or u0.i(F1 12 Tf1 0 0)4(re)7(a)4(s)-10(for)6(the)JTJETQq0.0006a2ET4i7t;bp n-

Stevenson University is committed to free and open discussion of ideas and opinions and promotes participation in political activities (defined below) by members of the University community as a means of furthering educational goals or in their individual capacities and as private citizens. At the same time, as a non-profit, private institution of higher education whose activities are regulated in part by Section 501(c)(3) of the Internal Revenue Code, the University itself is prohibited, by law, from directly or indirectly participating in any political campaign on behalf of or against any candidate for elected public office. Accordingly, no University school, department or unit, and no member of the University community speaking for the University may advocate for or against a candidate for elected office (defined below) or use University resources to do so. Violation of this prohibition can result in penalties for the Uni

activities during work hours or any time they are acting as a representative of the university.

If a proposed activity is not discussed in these guidelines, or if there is uncertainty about the permissibility of a proposed activity, contact the President's Office, Chief of Staff, before engaging in that activity in order to obtain appropriate guidance.

A. Candidate Appearances

Appearance of a candidate on campus must be for an educational or information discussion, forum or talk to the University community or for political debate. Such appearances must be approved by a Vice President. If one candidate is invited to speak at an event, the University must provide all legally-qualified candidates for the position an opportunity to appear either at the same event or at a comparable event within a reasonable time period. The event may not be conducted as a campaign rally or intended to assist a particular candidate, and the moderator must make it clear that the university does not support or oppose any candidate.

B. Candidate Campaigning, Endorsement and Fundraising

Except where otherwise noted, the following prohibitions apply to all University entities supported in whole or in part by University funds, including registered student organizations.

Candidate campaigning (solicitation) on University property is prohibited. This includes, but is

email, telephones, office supplies, mailing services) for political activities, unless expressly permitted in this Policy.

D. Student Organizations

It is desirable to have student organizations remain engaged and active in the political process and it is understandable that organizations, such as the College Democrats and College Republicans, are interested in supporting candidates represented by the respective political parties. However, no student organization represents the views of Stevenson University. No student organization exists simply to support one candidate over another and the Office of Student Activities will not register a student organization that has a goal of supporting of a particular candidate.

Student political clubs and organizations recognized by the university may invite candidates of their choosing to speak on campus provided that they obtain approval in advance from the University and adhere to all other campus event policies, including but not limited to the Candidate Appearances requirements noted above. Fundraising at such events is prohibited. The SU logo may not be used in any promotional materials, electronic advertising, or in social media advertising the event. Any such promotional materials should include the following disclaimer:

OPTION A - “The opinions expressed will be neither the opinion of Stevenson University nor its Trustees and will not be sanctioned by Stevenson University”

OR

OPTION B - This event, publication/solicitation is sponsored solely by the “*insert name of group/organization*” without the support or endorsement of Stevenson University. Stevenson University does not participate in political campaigns on behalf of or in opposition to any candidate for public office.

E. Use of Facilities, Funds and Resources

Use of University facilities and resources in support of a political candidate, party, referendum, or political action committee (PAC) that could give the appearance that the University is supporting one candidate or position over another is not permitted.

The use of facilities by student organizations does not imply acceptance of or endorsement by the University.

Stevenson University is a private institution and is therefore private property. External individuals or groups who are not part of the Stevenson community have no right to use University space for engaging in political activities, including but not limited to demonstrating, protesting or handing out literature, or posting notices on Stevenson property. Those who violate this policy can be considered to be trespassing and therefore subject to arrest.

Any policies on use of University facilities shall apply.

F. Use of University Name, Seal and Insignia

The University’s name, seal and insignia or those of a university school, department or unit may not be used on any documents to endorse or oppose any candidate for elective public office. This

prohibition applies to any University entities supported in whole or in part by University funds, such as registered student organizations.

G. Voter Registration and Registration Activities

Voter education and registration activities are permitted as long as such activities are focused on increasing public understanding of the political process or encouraging participation in that process. Such activities must be conducted in a non-partisan manner and may not focus on or target voters of a particular candidate or party.

H. No Political Fundraising

No political fundraising may occur at a campus event.

I. Other Resources

A useful and comprehensive summary concerning political campaign-related activities at colleges and universities is the American Education publication “Political Campaign-Related Activities of and at Colleges and Universities.”