

# Stevenson University

## STUDENT HANDBOOK AND PLANNER

2011 - 2012

*This agenda belongs to:*

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper





GENERAL INFORMATION

AND

REGULATIONS

Stevenson University does not tolerate academic dishonesty, lying, stealing, cheating, or substance abuse.

The University reserves the right to change, at any time and without prior announcement, any matter set forth in this publication.

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### **Notice of Nondiscriminatory Policy**

Stevenson University admits students of any race, color, sex, religion, national or ethnic origin to all of the rights, privileges, programs, benefits, and activities generally accorded or made available to students at the University. It does not discriminate on the basis of race, color, sex, gender identity or expression, religion, disability, and national or ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs, and other University-administered programs. The University is committed to providing all students with an educational environment free of bias, discrimination, intimidation, or harassment. In this regard, Stevenson University complies with all relevant federal, state, and local laws. The University also complies with all applicable laws and federal regulations regarding prohibition of discrimination and accessibility on the basis of age, disability, veteran status, or otherwise. Students needing special accommodation to ensure barrier-free access should contact the Assistant V.P. for Academic Support Services.

This planner has been provided to give general information about the University. This does not contain an exhaustive list of Stevenson University policies. It is the responsibility of the student to review, understand, and comply with all University policies and procedures, which can be found on the web at <[www.stevenson.edu](http://www.stevenson.edu)>.

## FOR READY REFERENCE

### **To call the University**

The telephone number is 410-486-7000. The switchboard is open Monday through Thursday from 7:30 a.m. – 10:00 p.m., Friday from 7:30 a.m. – 4:30 p.m., and Saturday from 8:00 a.m. – 4:00 p.m. On Sunday or after hours call 443-352-4500. Hours vary during summer months and in December and January. Faculty and students will be called from classes for *emergency reasons only*.

### **What to do in case of snow or other inclement weather**

*The University's general policy is:*

- Two inches or more of snow on campus, with more on the way and freezing temperatures: University closed.
- When in doubt regarding the seriousness of conditions: delayed opening.
- Unexpected hazardous conditions: close as early as possible.
- Power or water interruption; depends on severity, either one or both campuses: close.

### *Faculty, Staff and Students*

- Call SU's Information Line at 410-486-SNOW (7669) and check the SU Homepage ([www.stevenson.edu](http://www.stevenson.edu)) for closing/delayed opening information. *This will be the most up-to-date information available and the only official source for the University. Any closing or delay will affect both the Greenspring and Owings Mills campuses unless specified otherwise in the emergency messages. Also, check your SU e-mail, since SU Alert messages are automatically sent to all Stevenson.edu addresses.*
- Listen for radio/television announcements of closings or delayed openings (WBAL 1090 AM radio is the first station notified). Early morning announcements are made between 5 and 6 a.m., if possible, and no later than 6:30 a.m. *The University cannot guarantee the accuracy of the information announced on radio or television, so it is always best to check the SU Homepage and SU Information Line.*
- Classes utilizing *distance learning* will be cancelled when any of the locations for the class are closed. Students should

check with their instructor about makeup plans for these classes.

- Residents should follow instructions from Residence Life concerning snow removal at the Owings Mills campus. *The Rockland Center will still serve food for residents under the Emergency Food Service Plan.*
- In the event of a delayed opening, please continue checking the SU Information Line and listening to announcements in case conditions do not improve and the University closes. *Please do not come to the campus prior to the delayed opening time to allow for the safe removal of snow.*
- *Unless you hear an announcement on the Information Line or see one posted on the SU Homepage or receive a SU Alert text notification, the University will be open and classes will be held.* Faculty should not cancel classes on their own and should contact their direct supervisor and the main reception office if weather prevents them from holding class. If there is serious doubt about road conditions, use your own best judgment.
- In delayed opening situations, when the University opens, regularly scheduled classes begin at that time. For example, if the University opens at 10 a.m. and class is regularly scheduled from 9 to 11 a.m., students and faculty should report to class at 10 a.m. The same policy applies to labs.
- When weather turns bad during the day, the administration will make all possible efforts to make a decision as early as possible about closing early. With the unpredictable nature of sudden weather changes, we cannot guarantee making a decision about evening classes by a certain time. When a decision is made, information will be announced on the SU Information Line, on the SU Homepage, via all-campus emails and the plasma screens, and through direct notification of people on campus. We will also notify television and radio stations, but cannot guarantee the timelines of announcements by external media.

## **Stevenson University's Emergency Text Messaging Service for Students, Faculty and Staff (SUALert)**

Sign up to receive alerts from Stevenson University about potential, developing, or existing emergencies:

<<http://www.stevenson.edu/services/sualert/signup.asp>>.

The SU Alert system will be used to send campus emergency text messages to your SU email account and to your mobile phone/device or personal email account that you designate. Please note, reception of an emergency text message by your mobile phone/device is dependent upon the location of your device and your provider's cell coverage of that area. It is always best to check the SU Homepage and SU Information Line at 410-486-SNOW (7669) for emergency messages if there is inclement weather expected or in process, and you have not received an SU Alert message yet.

### **Prerequisites**

Your mobile phone/device must be able to receive text messages and your service plan must support receiving them. If you are unsure, please check with your service provider.

You must have your mobile phone/device present during signup. The registration process will require you to enter a 4-digit verification code that is sent to your phone. If you don't own a cell phone you can register using your email address.

After you have enrolled to receive SU Alerts, you may log into your account to add an additional cell phone number or an email address to receive text messages.

Note: Faculty and staff should use a graduation date of December 2011 when creating an account. Alerts from the campus will be 'From: SUALerts.'

For questions regarding the SU Alert System, please contact Tech Connection at 443-334-3000.

To My Fellow Students:

I believe that Stevenson University gives students the tools to excel, and arms us with the necessary social and academic skills, which in part, will aid our efforts to build a campus community and culture in which all are encouraged to take part.

During the course of this academic year, take advantage of the many experiences offered outside of the classroom that match your interests – whether that means joining a club, performing a service project, playing a sport or taking part in a global learning program. I challenge you to expand your knowledge and push your personal limits. While it may be easy to merely attend class each day, the rewards of being involved are vast. You may be surprised what you find out about yourself, as well as whom you will meet in the process!

In the classroom, dedicate yourself to be open to new concepts, ideas, and methods of thinking. By doing so, you will be more successful as you enhance your academic knowledge. Don't be afraid to ask *why* in a setting that nurtures innovation, curiosity, and captivation.

Lastly, remember that your time here at Stevenson is limited. Do not forget to take the time to figure out where your educational career can help determine where your personal values, morals, and beliefs lie. While we each may have a different path ahead of us, remember that our roots have been seeded in Mustang Country, and that is something to be very proud of.

Students, I encourage you to take an active role in your education and use SU's resources to your full advantage. Additionally, contact SGA at any time with questions, comments, and concerns that you may have. You can contact the SGA by speaking to any SGA Executive Board or Class Representative, stopping by our offices, dropping a note in our suggestion boxes, calling or texting the new SGA hotline at 443-494-9742, e-mailing <SGA@stevenson.edu> or visiting our website at <<http://sga.clubsatsu.org>>.

Have an enjoyable and stress-free year here at SU!

Best wishes,

Nick Farano  
Student Government Association President  
nfarano@stevenson.edu

## THE STEVENSON UNIVERSITY SEAL



The history of our founding College inspired the Stevenson University seal.

The majestic oak tree in the center links symbolically to the University's first structure, the "Seven Oaks" mansion.

The graceful touch of a laurel wreath signifies excellence and achievement.

In ancient times, the person who received the laurel wreath was recognized for honor, justice, and truth. The words, "For Learning, For Living," are an English interpretation of the University's earlier Latin motto. The year, 1947, demonstrates the University's founding date, exemplifying the start of the treasured educational mission of the institution.

## STEVENSON UNIVERSITY TRADITIONS

### **Colors**

Green and white.

### **Mascot**

The Mustang, symbolic of the beautiful horse country where Stevenson University is located.



## STEVENSON UNIVERSITY ALMA MATER

Join together,  
Sing the praise for spirit that endures,  
Pledge our honor, faithfully serving – Stevenson, we are yours.

From a vision, strong and steadfast,  
Glory and pride we bring,  
Grateful for the light that guides us,  
Stevenson's name we sing.

-Music by Dr. Robert Suggs, D.M.A., *Professor of Music*

-Lyrics by Chip Rouse, *Associate Professor of English and Program Coordinator, Business Communications*

ADMINISTRATIVE STAFF

Stevenson University Staff maintains an open-door policy for student inquiries throughout the year.

**President's Office (410-486-7000)**

*Located in the Administrative Building, Greenspring*

Kevin J. Manning, Ph.D..... President

Sue Kenney ..... Chief of Staff

**Exec. Vice President & Dean (443-334-2205)**

*Located in the Administrative Building, Greenspring*

Paul Lack ..... Executive Vice President for  
Academic Affairs and Dean

**Academic Link Tutoring Center (443-334-2285)**

*Located in Knott Hall 201, Greenspring*

Christine Flax.....Director

**John L. Stasiak Academic Link Tutoring Center (443-394-9300)**

*Located in Caves 249, Owings Mills*

Christine Flax.....Director

**Academic Support Services (443-334-2332)**

*Located in the Dawson Academic Center, Greenspring*

Jeff Kelly ..... Associate Dean,  
Academic Support Services

Heather Bray ..... Director of First-Year Experience

Kevin Selby ..... Director, Sophomore &  
Transfer Experience

TBD..... Director of Academic Advising

**Admissions (410-486-7001)**

*Located in Garrison Hall, Second Floor, Owings Mills*

Mark Hergan ..... Vice President for  
Enrollment Management

Robert F. Herr ..... Assistant Vice President for  
Enrollment Management

Jessica Kozera..... Director of Transfer Admissions

**Athletics (443-352-4251)**

*Located in the Caves Sports & Wellness, Owings Mills*

Brett Adams .....Director  
Paul Cantabene ..... Associate Director  
Jason Eichelberger ..... Associate Director  
Kathy Railey..... Associate Director

**Auxiliary Services (443-334-2252)**

*Located in the Administrative Building, Greenspring*

Rob Reed .....Director  
Danna Thomas ..... Conference Services Manager

**Business Office (410-486-7000)**

*Located in the Administrative Building, Greenspring*

Tim Campbell ..... Executive Vice President  
of Financial Affairs & Chief Financial Officer  
  
Leland Beitel ..... Assistant Vice President  
of Facilities and Campus Services

**Career Services (410-486-7003)**

*Located in Wooded Way, Owings Mills*

Christine Noya..... Assistant Vice President  
for Experiential Learning and Career Services  
Art Taguding.....Executive Director, Career Services

**Financial Aid (443-352-4370)**

*Located in Garrison Hall, Second Floor, Owings Mills*

Barbara Miller ..... Assistant Vice President  
for Enrollment Management and Director of Financial Aid

**Human Resources (443-334-2108)**

*Located in Knott Hall, Greenspring*

Brenda Balzer ..... Vice President for Human Resources

**Library (443-334-2233)**

*Located in the Administrative Building, Greenspring and in the  
Brown School of Business & Leadership, Owings Mills*

Maureen Beck .....Director

**Office of Information Technology (410-486-7000)**  
*Located in the Dawson Academic Center, Greenspring*  
Thomas Allen ..... Assistant Vice President for Technology

**Public Relations (443-352-4482)**  
*Located in Garrison Hall, Second Floor, Owings Mills*  
Glenda LeGenre ..... Vice President for Marketing  
and Public Relations

**Registrar (443-334-2206)**  
*Located in the Dawson Academic Center 212, Greenspring*  
Tracy Bolt ..... Registrar

**Residence Life (443-334-2588)**  
*Located in the Ratcliffe Community Center, Owings Mills*  
TBD ..... Associate Dean and  
Director of Residence Life

**Safety and Security (443-352-4500)**  
*Located in the Security Cottage, Greenspring and  
Ratcliffe Community Center and Rockland Center, Owings Mills*

**School of Business and Leadership (443-352-4219)**  
*Located in the Brown School of Business & Leadership,  
Owings Mills*  
TBD ..... Dean of the School of Business and Leadership

**School of Design (443-334-2090)**  
*Located in the Learning Resource Center, Greenspring*  
Keith Kutch ..... Dean of the School of Design

**School of Education (443-334-2689)**  
*Located in the Learning Resource Center, Greenspring*  
Deborah Kraft ..... Dean of the School of Education

**School of Graduate and Professional Studies (443-352-4030)**  
*Located in Garrison Hall, Owings Mills*  
Joyce Becker ..... Dean of Graduate & Professional Studies

**School of Humanities and Social Sciences (443-334-2215)**  
*Located in the Learning Resource Center, Greenspring*  
James Salvucci..... Dean of the School of Humanities  
and Social Sciences

**School of the Sciences (443-334-2279)**  
*Located in Knott Hall, Greenspring*  
Susan T. Gorman ..... Dean of the School of the Sciences

**Student Accounts (443-334-3500)**  
Fees, Charges, Tuition  
*Located in Garrison Hall, Second floor, Owings Mills*  
TBD .....Director

**Student Activities (443-352-4300)**  
*Located in the Rockland Center, Second Floor, Owings Mills*  
Daniel Barnhart ..... Associate Dean and  
Director of Student Activities  
Teri Atkinson ..... Assistant Director  
of Student Activities

**Student Affairs (443-352-4306)**  
*Located in the Rockland Center, Second Floor, Owings Mills*  
Claire Moore ..... Vice President for Student Affairs  
Robert Mikus..... Dean of Students

**Tech Connection (443-334-3000)**  
*Located in the Dawson Academic Center, Greenspring*  
Raymond Cardillo.....Director

**University Advancement (443-334-2229)**  
*Located in the Mueller House, Greenspring*  
Steve Close ..... Vice President for  
University Advancement  
Frances Flannery Gunshol ..... Director of Alumni Relations

**Wellness Center (443-352-4200)**  
*Located in the Caves Sports and Wellness Center, Owings Mills*  
Lindy Reymann..... Associate Dean and  
Director of Wellness Center

## **ACADEMIC CALENDAR      2011-2012**

### **FALL SEMESTER 2011**

August 25	Convocation
August 29	First day of classes
September 3	Last day to add / drop a class
September 5	Labor Day holiday- <i>University closed</i>
October 8	Yom Kippur- <i>University closed</i>
October 31	Spring term Registration Begins
November 4	Last day to drop a class with a "W"
November 23-27	Thanksgiving Holiday- <i>University closed</i>
December 12-18	Final examinations
December 19	Winter Commencement
December 24-25	<i>University closed</i>
December 31 – January 1	<i>University closed</i>

### **SPRING SEMESTER 2012**

January 16	Martin Luther King Holiday- <i>University closed</i>
January 17	First day of classes
January 23	Last day to add / drop a class
March 12-18	Spring Break
March 30	Last day to drop a class with a "W"
April 2	Fall term Registration Begins
April 6-8	Easter Holiday- <i>University closed</i>
April 30 – May 6	Final examinations
May 8	Baccalaureate
May 9	Nurses Pinning
May 10	Graduate and Professional School
Commencement	
May 11	Traditional Students Commencement
May 28	Memorial Day- <i>University closed</i>

### **SUMMER SESSION 2012**

A variety of summer sessions will be available. Please consult the Summer Schedule for specific information. Summer Schedules are available in the Registrar's Office.

WHERE TO GO FOR ANSWERS  
TO SPECIFIC QUESTIONS

<b>FOR</b>	<b>WHO</b>
<b>Academic</b>	
Academic Matters	Academic Support Services
Academic Program	Department Chair
Absence of Instructors	Registrar's Office
Accreditation of University	Executive Vice President for Academic Affairs and Dean Posted on their doors
Faculty Office Hours	Dir. of Developmental Studies
Developmental Studies	Academic Support Services
Incomplete for a class	Academic Support Services
Learning Disabilities	Dir. of Academic Advising
Permission to take a summer school class at another school	
Physically Handicapped Services	Dir. of Academic Advising
Transfer Information	Academic Support Services
Tutoring	Dir. of Transfer Students
Withdrawal from University	Dir. of Academic Link
<b>Academic Support Services</b>	
Academic Advising	Advisor
<b>Admissions</b>	
Admissions	Admissions Receptionist
Financial Aid	Dir. of Financial Aid
<b>Alumni</b>	
Activities/Reunions	Dir. of Alumni Relations
<b>Athletics</b>	
Intercollegiate Athletics	Dir. of Athletics
Physical Education	Coordinator of Physical Education
<b>Career Services</b>	
Full- & Part-time Jobs	Career Development Specialist
Career Planning	Dir. of Career Services
Seminar/Resume	Dir. of Career Services
Critiques/Counseling	

**Office of Information Technology**

Computer Repair	Tech Connection
Dial-in Access	Tech Connection
E-mail	Tech Connection
Internet Access	Tech Connection
Login/ Password	Tech Connection
Phones	Tech Connection
Web Advisor	Tech Connection

**Internships**

Internship Program	Dir. of Internships
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**Library**

Library	Librarians
Reference	Librarians

**News - Public Relations**

News & Story Tips	Vice President of Public Relations and Marketing
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**Personal Needs**

Books and Supplies	University Store
Counseling Services	Wellness Center
Health Services	Wellness Center
ID Cards	Greenspring: Security Owings Mills: Security
Illness or Injury	Security / Wellness Center
Lost and Found	Greenspring: Student Activities Owings Mills: Security

**Policy Questions**

University Policy	President
Grievances	V.P. for Student Affairs
Student Rights and Responsibilities	Dean of Students

**Records**

Address Changes	Registrar
Course Changes	Registrar
Registration Information	Registrar
Transcripts	Registrar
Verifications	Registrar

**R.O.T.C.**

R.O.T.C.

Registrar

**Security/Parking**

Escorts

Security

Parking

Security

**Student Accounts**

Fees, Charges, Tuition

**Student Activities/Sports**

Athletic Equipment

Assistant Athletic Director

Clubs and Activities

Asst. Dir. of Student Activities

Chorus and Music Groups

Dir. of Music

Intramural Sports

Dir. of Intramurals

Off-Campus Housing

Dir. of Housing Operations

Service Learning

Learning Beyond Center

Social Activities

Dir. of Student Activities

Student Government

Dir. of Student Activities

University Store

Manager of University Store

## REGISTRATION INFORMATION

### **How do I register for my courses?**

Students must register by appointment through WebXpress on the days scheduled in the academic calendar. A seventy-five dollar fee is charged for late payment of full-time students and a twenty-five dollar fee for part-time students. Students should regularly check their e-mail for updates on registration information.

Students complete registration when all financial obligations have been met.

Any traditional student who is carrying twelve or more semester hours is classified as a full-time student.

Note that courses may be cancelled for insufficient enrollment.

### **How many credits can I take a semester?**

The normal student load for undergraduate full-time students is from 12 to 18 semester hours of credit depending upon the curriculum in which a student is registered. A student may not register for more than 18 hours in any one semester without the permission of the Assistant V.P. for Academic Support Services. There is an additional tuition charge for credits over 18 hours.

Part-time students may carry up to eleven credit hours.

A semester hour represents credit earned for one hour of class or two hours of laboratory work during each week of one semester of fifteen weeks. Thus, a student who does satisfactory work in a class that meets three lecture hours a week for one semester receives three credits for that class. Courses that carry no credit are counted in the total semester hours.

### **How do I make a schedule change?**

A student's program of studies is made out in consultation with a faculty advisor; *however, it is the responsibility of the student to fulfill all requirements for graduation as stated in the catalog and in Degree Audit.* Changes may be made through WebXpress or in the Registrar's Office. If the student makes a schedule change, the student is

responsible for determining the impact on his progress toward graduation.

**How do I add a course?**

Students attending fall or spring sessions who wish to add a course may do so only during the first week of classes each semester. Students attending summer sessions may add a course only before the second class meeting.

**How do I withdraw from a course?**

Students who find it necessary to withdraw from a course are required to complete a "Withdrawal from Class Form" available in the Registrar's Office. Notice to the instructor of intention to withdraw is not sufficient. A completed form must be filed in the Registrar's Office. Withdrawal from classes is not permitted through WebXpress. Students who withdraw from a course during the first week of class will not have this course recorded on their transcript.

Students attending Fall or Spring semester who have not dropped a course during the first week of class may withdraw from a course during the next nine weeks of the semester. Students withdrawing from class during this period will have the grade of "W" recorded for the course. After the tenth week of classes, any student who withdraws from a course receives a grade of "WF," which is calculated as an "F."

Students attending the Summer session are permitted to withdraw from a course during the published drop period and receive a grade of "W." After that time, a student who withdraws from a course receives a grade of "WF."

The last date for withdrawal from a course without penalty is listed in the Academic Calendar.

**How do I transfer a course to or from another college?**

Students must provide transcripts from all colleges or universities previously attended at the time of admission to Stevenson University. These courses will be reviewed for transferability based on stated University catalog policies.

Grades and grade point averages earned at another institution are not transferable. The credits will apply toward graduation but the grade points are not used in calculating the academic average required for graduation. A student who retakes a class at another institution that he/she failed at Stevenson University should know that the new course will transfer in, and the impact of the "F" on the GPA will be removed; however the new grade will not be calculated in the GPA.

Students enrolled at Stevenson should request authorization from the Director of Academic Advising to take courses elsewhere if these courses are to be applied to the degree. Students may not take courses at other institutions if they are within the last 30 credits required for a bachelor's degree, the course is in the student's major requirements, or the course is currently being offered at Stevenson University.

**Do I need WebXpress?**

WebXpress is the computer system that students use to register for classes, receive grades, view Degree Audit, and many other important tasks. At the beginning of the semester, students can obtain instructions in the Tech Connection (DC 302) on how to obtain a login and password to this system. It is absolutely essential that all students know how to use WebXpress.

## STUDENT SERVICES

*The purpose of Student Services is to enhance the student's life at Stevenson University through a variety of services geared to personal, social, and academic needs. Student Services are available to full and part-time students at Stevenson University.*

### **Academic Advising Services**

Academic advising allows students to plan university experiences and coursework to achieve personal and career goals. Each student is assigned an academic advisor who specializes in the selected major program. Advisors assist in course scheduling and are a source of information about their respective disciplines and areas of interest or experience. Although it is the responsibility of the student to fulfill all requirements for graduation, the advisor is an assisting expert who can provide background knowledge and information to support the student's own decision-making. Advisors can also discuss options for students wishing to continue their education after earning an undergraduate degree. Academic advising from the Office of Academic Support Services is also available to all students by appointment or on a walk-in basis. Students who are considering transferring, changing majors, or who need specialized assistance should contact an academic advisor in the Office of Academic Support Services.

Prior to registration, students with fewer than 30 completed credits, students without a declared major, and students in certain programs (as designated by the department chair) are required to meet with their advisor to review their schedule. It is the advisor's responsibility to check the advised student off in WebXpress so that registration will be enabled for the student. All students regardless of major or year are strongly encouraged to consult with their advisor prior to registration. After registration, students should submit their signed registration form to the Registrar's Office as verification of advisor approval of courses.

### **The Academic Link (Tutoring Center)**

*The Academic Link*, nationally certified by the College Reading and Learning Association, serves as Stevenson University's tutoring and academic assistance center, offering free tutoring in most courses to

all enrolled students. This student-oriented center "links" students to a wide array of support services and innovative programs to help students achieve academic success and attain their goals. *The Link's* mission is to provide services and resources to students and faculty which will enhance student satisfaction, strengthen academic performance, and improve learning.

Students work with dedicated peer and faculty tutors as a team to learn effective study strategies, increase understanding of course content, and become independent learners. Students needing help in a class or interested in raising their grade from a "B" to an "A" are encouraged to stop by to learn about the services, to use the computers, or to study in the learning environment of *The Link*. Test administering services, for which the faculty member and student must make prior arrangements with *The Link*, are available for students with documented reasons and are offered by appointment only.

**The John L. Stasiak Academic Link at Owings Mills:  
Caves 249 (443-394-9300)**

Mon-Thurs: 9:00 am. – 9:00 pm  
Fri: 9:00 am – 3:00 pm  
Sun: 5:00 pm – 9:00 pm

**The Academic Link at Greenspring: Knott Hall 201 (443-334-2285)**

Mon-Thurs: 8:00 am. – 7:00 pm  
Fri: 8:00 am. – 3:00 pm

Visit *The Link's* website at <<http://academiclink.stevensonuniversity.org/>>

**Supplemental Instruction (SI)** is also available in select courses, offering two *free* coach sessions per week. Be sure to visit the SI page of *The Link's* website to see a full list of SI session times and locations for the semester: <<http://academiclink.stevensonuniversity.org/programs/si/>>.

**SMARTHINKING** <[http://academiclink.stevensonuniversity.org](http://academiclink.stevensonuniversity.org/)>

- Connect with an e-structor and interact with a live tutor.
- Submit your writing for any class to our Online Writing Lab.
- Submit a question and receive a reply from a tutor.

Computers and a printer are provided in The Link for student use.

## **Athletics**

### **Intercollegiate Athletics**

Stevenson's athletics program sponsors 22 sports, 11 men's and 11 women's, at the NCAA Division III level. Known as the Mustangs, the University offers the following intercollegiate sports:

<b>Men</b>	<b>Women</b>
Baseball	Basketball
Basketball	Cross Country
Cross Country	Field Hockey
Football	Golf
Golf	Lacrosse
Lacrosse	Soccer
Soccer	Softball
Tennis	Tennis
Indoor Track	Indoor Track
Outdoor Track	Outdoor Track
Volleyball	Volleyball

Stevenson also sponsors a cheer and dance team and plans to add women's ice hockey as an intercollegiate sport in 2012.

The University's teams currently compete in the Capital Athletic Conference with the exception of football and women's golf who are associate members of the Middle Atlantic Conference and men's volleyball who is a member of the Continental Volleyball Conference.

However, on July 1, 2012, Stevenson will become a member to the Middle Atlantic Conference for all sports except men's volleyball. The MAC sponsors 23 conference sports and includes Albright College, Alvernia University, Arcadia University, Delaware Valley College, DeSales University, Eastern University, Elizabethtown College, Fairleigh Dickinson University-The College at Florham, Hood College, King's College, Lebanon Valley College, Lycoming College, Manhattanville College, Messiah College, Misericordia University, Widener University, and Wilkes University.

Stevenson also sponsors junior varsity teams in baseball, men's lacrosse, and men's soccer.

All students are encouraged to try out for any of the athletic teams by contacting the head coach. The athletics department also encourages multi-sport student-athletes. Students are eligible to earn a physical education credit by participating on a team or serving as a manager of a team.

### **Athletic Facilities**

Stevenson's athletic facilities are among the best in Division III. The former headquarters, and practice facility of the NFL's Super Bowl champion Baltimore Ravens is now home to Stevenson University athletics.

Opened in the fall of 2006, the Caves Athletics Complex on the Owings Mills campus is a modern facility serving the needs of the University's 600-plus student-athletes, and the general student body. Facilities include a Bermuda rye grass game field as well as the Caves Sports and Wellness Center, Owings Mills Gymnasium, and Stevenson Stadium.

The Caves Sports and Wellness Center is a 60,000-square foot facility which features a fully-equipped, modern fitness center, athletic offices, athletic training rooms, team rooms, and racquetball court. The building also boasts a student lounge, computer lab, classrooms, and a Wellness Center for medical and counseling services.

Opened in the fall of 2010, Owings Mills Gymnasium is connected to the Caves Sports and Wellness Center. The 38,000-square foot facility is a two-story, state-of-the-art gymnasium that features a customized, shock absorbing, wooden gym floor with team rooms, ticket office, concessions, and athletic offices.

The arena features 1,250 seats and serves as the home for men's and women's volleyball and men's and women's basketball.

Construction on the new Stevenson Stadium is expected to be complete in September 2011 and will serve as the home for football,

men's and women's soccer, field hockey, and men's and women's lacrosse.

The stadium includes general admission seating for 3,000 fans and two-story press box that features a club level with 440 club seats, patio, President's Suite, 6,400-square foot fitness center overlooking Owings Mills Boulevard, and press level. The new stadium will also feature a synthetic, environmentally responsible, eco-friendly turf surface, team rooms, and athletic offices.

In addition, the Owings Mills campus features an outdoor sand volleyball court and an outdoor, lighted basketball court next to the Ratcliffe Community Center. In the fall of 2010, the University opened a new fitness center in the Rockland Center.

The Greenspring campus also boasts a Bermuda rye grass field as well as four tennis courts and fitness center on bottom floor of the Manuszak Student Union.

All of the athletic facilities are open to students, faculty, staff, and alumni with their SUOne card. Hours and availability are available at [stevenson.edu](http://stevenson.edu).

Information on all of Stevenson's 22 intercollegiate teams, including schedules, ticket, and tailgating information can be found on the University's athletics website at <[GoMustangSports.com](http://GoMustangSports.com)>.

### **Dining Services – Greenspring Campus**

#### **SubConnection**

SubConnection offers enticing meats, cheeses, and produce on freshly baked breads – all made to order right in front of you! This retail venue is located next to the University Store in the Manuszak Center, right across from the Gym.

Hours of operation are Monday through Thursday from 11 a.m. – 8 p.m. and Friday from 11 a.m. – 2 p.m. Hours are subject to change.

### **Mustang Corral**

On-campus dining needs can also be fulfilled at the Mustang Corral on the second level of the Manuszak Center. This retail food service has continuous dining Monday through Thursday from 7:30 a.m. – 7:30 p.m., and Friday from 7:30 a.m. – 2 p.m. Hours are subject to change. Meal plans are available to students. Contact the manager of Dining Services for more information.

### **Dining Services – Owings Mills Campus**

#### **Jazzman's Café and The Zone**

Jazzman's Café is a retail coffee shop plus a whole lot more! Choose from a large selection of fresh baked goods, salads, sandwiches, and desserts. Featuring freshly brewed coffee and espresso drinks, Republic of Tea, and Island of Oasis Smoothies, Jazzman's is located in the Ratcliffe Community Center and is open Monday through Thursday from 9 a.m. – 10:00 p.m., Friday from 9 a.m. – 2:00 p.m., Saturday from 9 a.m. – 4 p.m. and Sunday from 6:00 p.m. – 10 p.m. Hours are subject to change. Operating in the same location as Jazzman's is The Zone, a convenience store designed to provide basic food necessities to all resident students.

#### **Jazzman's Café - Brown School of Business & Leadership**

Jazzman's Café is also open in the Brown School of Business & Leadership! Choose from a large selection of fresh baked goods, salads, sandwiches, and desserts. Featuring freshly brewed coffee and espresso drinks, Republic of Tea, and Island of Oasis Smoothies, Jazzman's is located on the bottom floor of the Brown School of Business & Leadership and is open Monday through Thursday from 7 a.m. – 1 p.m. and 4 p.m. – 9 p.m., and Friday from 7 a.m. – 1:00 p.m. (Hours are subject to change.)

#### **Pandini's**

Pandini's is an exciting food venue that will entice all members of the community to visit its location in Rockland Center. It offers a wonderful selection of Italian foods from hand-stretched gourmet personal pizzas to signature Labretti sandwiches. Fresh salads, strombolis, and calzones round out the extensive menu.

Hours of operation are Monday through Friday from 11:00 a.m. – 11 p.m., Saturday from 1:30 p.m. – 9 p.m., and Sunday from 1:30 p.m. – 11 p.m. Hours are subject to change.

### **Marketplace**

The Marketplace is an all-you-can-eat dining facility located on the first floor of Rockland Center. Breakfast, lunch, and dinner are available. Menu selections often include rotisserie chicken, mashed potatoes, pasta primavera, stir-fried veggies, waffles with blueberry topping, and omelets made to order. Hours for the venue are as follows:

#### *Monday – Friday*

Breakfast	7:00 a.m. – 9:30 a.m.
Continental Breakfast	9:30 a.m. – 11:00 a.m.
Lunch	11:00 a.m. – 2:00 p.m.
Continuous Dine	2:00 p.m. – 5:00 p.m.
Dinner	5:00 p.m. – 7:30 p.m.

#### *Saturday – Sunday*

Brunch	10:30 a.m. – 1:30 p.m.
Dinner	5:00 p.m. – 7:00 p.m.

Sodexo and Stevenson University have collaborated to add an exciting feature to our Dining Services...off campus use of meal plan flex dollars. This allows flex dollars to be used at participating businesses in the Owings Mills and Stevenson locales. To view a listing of the participants, please visit <[www.stevensonflex.com](http://www.stevensonflex.com)>.

The Marketplace offers continuous dining options from 7 a.m. – 7:30 p.m. Monday through Friday. During the 2 p.m. – 5 p.m. timeframe, Rockland offers food at the Community Grill, salad bar, dessert station, waffle station, cereal, and beverage stations.

If you have any questions about this or anything related to Dining Services, please contact the Auxiliary Services Office at 443-334-2240.

### **Experiential Learning and Career Services**

The Office of Career Services provides all students with a variety of career-focused programs, services, and resources. Beginning with the Freshman First-Year Seminar, the Career staff introduces Stevenson's unique *Career Architecture* process to help students realize their values, skills, interests, and uniqueness. This powerful process

continues throughout the students' university years resulting in competent, skilled, and prepared graduates ready for the competitive world of work.

The Career Services staff works with students to develop the skills, experiences, and confidence needed for success. Expert career advice and individualized attention help students grow in their career development. Career Services staff can also help students with résumé critiques, job search assistance, mock interviews, career assessment tools, career counseling, and/or graduate/professional school preparation. The Perfect Interview is an online tool that allows students to practice and review as many interviews as they desire. Students can participate in on-campus recruiting by visiting employers, career seminars, and workshops presented by business and community leaders, career exploration fairs, networking etiquette meals, and many other events. Career Services maintains a comprehensive 24/7 career website, Mustang Central, which provides information on job and internship opportunities, on-campus recruiting, career planning, job success tips, résumé and interviewing resources, and much more.

***Experiential learning*** is an important part of the career process and includes internships, study abroad, one-credit options, service learning, and research. Through experiential learning, students have the opportunity to use the skills and knowledge they have acquired in the classroom and apply them on the job. Experiential learning also enables students to become civically engaged and aware of the real life issues that they will encounter in the world when they graduate. The Office of Career Services, in collaboration with faculty, support the career development, and real life experiences that develop Stevenson University students into prepared and skilled emerging professionals for the working world.

#### **Financial Aid**

Stevenson University is committed to making a quality private education affordable for students. With this mission in mind, the University developed an extensive program of need- and merit-based awards for both full and part-time students. In addition, Stevenson University participates in all state and federal aid programs.

Awards may take the form of grants and scholarships, part-time employment on campus, or student loans to be repaid after graduation. Often, students receive an award letter containing each of these types of assistance.

Many aid programs are based on financial need. "Need" is defined as the difference between the cost of attendance (tuition, fees, books, and living expenses) and a family's contribution as determined by the Free Application for Federal Student Aid (FAFSA). Families complete the FAFSA each year. The Stevenson priority deadline for FAFSA is February 15.

For all programs (federal, state, and institutional), financial aid awards are applied to the student's account only after enrollment is verified. This verification is done upon completion of the University's published refund period, which ends on the 28th calendar day of each semester. Awards will be revised, if necessary, based upon enrollment status at that time. Refund checks are issued to students approximately 10 days after enrollment verification is complete.

Please consult the University catalog and the Financial Aid Handbook for more detailed information about programs, policies, and procedures. Please visit the Financial Aid website at <http://www.stevenson.edu/admissions/finaid/> for more information.

The Financial Aid Office is located in room 241 of Garrison Hall – Owings Mills Campus.

### **First-Year Experience**

The First-Year Experience program at Stevenson University is designed to help incoming students achieve academic, personal, and social success during their first year on campus. At Stevenson, you get personalized attention and the goal of this office is to provide that one-on-one connection. The Director of First-Year Experience is readily available to assist students who may be struggling to fit in with their new surroundings, having trouble with classes, or who need extra guidance down their chosen academic path.

An important component of the First-Year Experience is the First-Year Seminar, a course that continues the orientation process in the form of a one hour a week class during the fall semester. The course

provides you with the information essential for success at Stevenson and is a requirement for graduation. For more information, please contact the Director of First -Year Experience at 443-334-2208 or <hbray@stevenson.edu>.

### **Library**

The Library at Stevenson University has two great locations for students to study, work on papers, hang out, meet friends, read, and watch media. The main print collection is located at the Greenspring Campus near the Art Wing, and there is a satellite library at Owings Mills in the Brown School of Business building on the parking lot level. The policies that pertain to borrowing materials are the same at both library locations.

Open in the evenings and Saturdays during the regular semester, the Greenspring Campus library offers a variety of study environments including wireless network access, individual study carrels, listening/viewing rooms for multimedia, group study areas, a computer laboratory/ library instruction classroom, a manga collection, DVDs and videos to borrow, and quiet study areas. Library hours at the Greenspring Campus during the semester are Monday through Thursday, 8:00 a.m. to 10:00 p.m.; Friday, 8:00 a.m. to 5:30 p.m.; and Saturday, 10:00 a.m. to 4:00 p.m. The Brown School of Business Library features extended 24- hour service during the regular semester, group study rooms, and a computer lab. Students need a current Stevenson ID card to borrow circulating material from either location. Visit the Stevenson University Library website for details and hours of operation.

Now the SU Library is on Facebook and Twitter! Just search for the library using the search terms *Stevenson University Library* and become a fan! It's a great way to keep up with what is going on and hours changes. For instance, last year the library had a student do a dramatic reading of *The Raven* at Halloween.

Through our membership in the Maryland Interlibrary Consortium (MIC), comprised of collections from 6 area colleges, students are able to borrow books from shared collections totaling almost a million volumes. Students can request materials for delivery to the Greenspring and Owings Mills campuses within 24- 48 hours of the request through the online SHARC catalog. Check the library web page

for user-friendly tutorials and links to SHARC and other helpful guides to library resources, including leisure reading recommendations.

Knowledgeable and friendly staff members are also available to help students to effectively and efficiently use the collections. Among the full text electronic resources are the *Oxford English Dictionary*, *Lexis-Nexis Academic*, *ABI Inform*, *The Baltimore Sun*, *Westlaw Campus*, *AP Image Database*, and *Science Direct*. New as of last year is the Ebrary collection, offering students access to over 52,000 academic digital books. A complete listing of SU library's databases can be found at the library website under the *databases* link. Most of these are also searchable from home or office.

The library also offers reference service in person and electronically through email and text options. *Maryland AskUsNow* virtual reference service provides all Maryland residents access to a librarian via live chat and is available 24 hours a day, seven days a week: look for details on all of these services on the library's website: <http://library.stevensonuniversity.org>.

The library wants to hear your ideas about how it can improve service and make both library locations comfortable and inviting for you. The cool new furniture you'll see at the Greenspring campus location was a result of extensive conversations with students. Feel free to email us (see the Library web page for a link) or talk to a library staff member at either location if you have a suggestion. The library staff wish you success in this coming academic year!

#### **Office of Information Technology**

Stevenson University is committed to providing its students, faculty and staff with secure and reliable computer technology and network infrastructure.

The Office of Information Technology (OIT) is responsible for much of technology used throughout both campuses. This includes the computer labs, classrooms, residence halls, faculty and staff offices, administrative processes and network operations.

OIT operates two data centers, one on each campus, to achieve a high level of availability and performance. Both campuses have both hard wire and wireless networks, with many classrooms and residence halls

connected at gigabit speeds. Each Campus has a dedicated digital high speed connection to the Internet rated at 100 Mbps to allow students to web surf and download at ultra-high transfer rates

Among the twelve dedicated computer labs on campus are several labs that are open for general student use at almost any time. These labs provide Mac and PC platforms with the latest software needed for academic work.

### **Usage Policy**

Stevenson University's computer labs are for the use of currently enrolled students, faculty, staff and administrators only. These labs are for class-related and University assignments and are not for personal use. All computer users are expected to observe and comply with The University Policy on the Use of Computers or face access or disciplinary sanctions. Food and drink is prohibited in labs. Furthermore, because these facilities are specifically for academic purposes, no computer gaming is allowed. Students not actively working on class assignments when the lab is full (e.g. browsing the Web or instant messaging) will be asked to leave to make space for others who need to complete class assignments. We request the use of headphones while listening to computer audio in the lab environment. Please set cell phones on vibrate and take calls outside of the classroom/lab environment.

In addition to the computer labs, students are permitted to connect their personally owned computer to the campus network for the purpose of conducting classroom assignments or school related business. Students are limited to two personal devices which will be authorized for connection to the Stevenson network, typically a PC, laptop or a gaming system in a residence hall. Students are not allowed to connect wireless access points, wireless printers, network switches, gateways or any other devices to the network. Unauthorized devices detected on the network will be black-listed and denied access. Students are prohibited from hacking/cracking, sniffing and other improper network activities, all of which are defined in the computer usage policy. Violations of this policy may result in access restrictions and/or severe disciplinary actions. All users are strongly encouraged to read the full policy found at <http://oit.stevensonuniversity.org>.

**Technology Help Desk**

Our “Tech Connection” help desk is located both on the Greenspring Campus, on the third floor of the Academic Center (AC302), and on the Owings Mills Campus in the Brown School of Business & Leadership, Room 107. Any technology-related assistance can be acquired at these facilities by students, faculty, staff and administrators or by calling 443-334-3000 or x3000 from on campus. You may also contact Tech Connection by sending an e-mail to <[TechConnection@stevenson.edu](mailto:TechConnection@stevenson.edu)> or by visiting the Stevenson University homepage and follow the Quick Link to our Tech Connection web site.

Technology assistance is available by phone during the days, evenings, and weekends when the University is open (check our web site for current hours of operation). Support is available to all students, faculty and staff needing help with any University-owned technology concerning proper use as well as troubleshooting hardware or software as needed. For troubleshooting or repairs to PC’s not owned by Stevenson University, it is highly recommended that all students and faculty maintain service plans through the manufacturer. The Tech Connection staff cannot provide support for these types of issues.

Additional guidance information is available at the OIT website <<http://oit.stevensonuniversity.org>>.

**Computer Logins**

Each student, faculty, and staff member must have an individual computer login ID to use the computer equipment and network resources. Computer logins are issued at no charge by OIT as long as you present your validated SUOne Card. Students must have read and signed the University Policy on the Use of Computers before receiving their login ID. You should never share your id or password with anyone on campus, not even the members of Tech Connection or OIT. You will be held responsible for all activity conducted under your login.

**Remote Connectivity**

Stevenson University offers the capability for students, faculty and staff to connect to various services on the University’s network from off-campus via the Web. We currently support remote connectivity

for Windows 7, Windows Vista, Windows XP, and Mac OS X. Please contact Tech Connection at x3000 or 443-334-3000 for details.

### **Student Resident Technology Support**

Technology problems for student residents can be submitted to Tech Connection via the phone, 443-334-3000 or x3000, through our ticketing system at <<https://helpdesk.stevenson.edu>>, by e-mail to [helpdesk@stevenson.edu](mailto:helpdesk@stevenson.edu), or via the "Tech Connection" link found under the "Quick Links" section of the Stevenson University main web page. If, after evaluation of the issue, the problem is beyond the scope of services we provide, the University will make suggestions on what the student's next step might be, but University staff will not repair student-owned equipment. The OIT staff will help resolve any software problems if possible; however, the University will not install any software on student-owned equipment. More IT related information is available on the Office of Information Technology's web site.

### **Printing/Copying**

Students are provided with \$15.00 of "free" printing and copying to cover the normal printing for a semester. Additional printing and copying may be done using the SUOne account funds. For full details on the Stevenson University printing program, please visit our web site at: <<http://oit.stevensonuniversity.org/>>.

### **Residential Living**

In an effort to provide additional learning opportunities for student growth and development, the University offers campus housing at the Owings Mills campus, located just six miles from the Greenspring campus. The residential complex is located within walking distance of retail shops and services. A free shuttle service is provided between campuses for weekday classes and events.

Students who wish to apply for housing must have and maintain a 2.0 grade point average, must be enrolled as a full-time Stevenson University student and must adhere to any and all policies and procedures regarding campus living and student behavioral expectations. Housing is not guaranteed, but is offered based on availability. Expressed student interests, campus residency history and student behavioral history are some criteria considered for

campus residency eligibility. The University reserves the right to determine the final residence assignment.

Full-time Resident Directors and student Resident Assistants live and work in the residential complex. They foster a community atmosphere, promote positive student behavior, provide educational opportunities and assist students with daily living issues and concerns. Residence Life staff members work with Stevenson University Campus Security and Wellness Center staff members to assist students in emergency situations. All residential students and their guests are expected to be familiar with any and all Residence Life policies and procedures. Additional information regarding campus residential living is available through the Residence Life website or by contacting the Office of Residence Life in the Ratcliffe Community Center.

#### **Mailboxes**

Resident mailboxes are primarily located in the Ratcliffe Community Center on the Owings Mills Campus. The University is beginning a plan to move mailboxes into each Resident Hall. Currently, individual mailboxes have been installed in Wooded Way for assigned residents.

Students will be notified of incoming packages by email. Please contact the Mailroom with any questions at 443-352-4351.

#### **Student Activities**

The Student Activities Office offers intentional co-curricular programming that fosters the exploration and development of social skills, leadership skills, and civic engagement in a global society.

Involvement in Student Activities is an important part of the college experience. Activities help a student to grow socially, to foster friendships, to appreciate diversity, to develop management skills and to benefit from leadership roles. Special events, social and club activities, meetings and other events are scheduled for afternoons, evenings, and weekends. All students, full-time and part-time, are encouraged to participate in extracurricular activities and college events.

Come and be a part of Student Activities and acquire skills, characteristics and experiences that will assist in your personal and

professional goals and will help to create an enthusiastic spirit for Stevenson University.

### **Students with Disabilities**

#### **Access to Higher Education for the Disabled**

The following information addresses the need for the inclusion of all students into the academic life of the University. It is the intent of the University to offer services to students with documented physical, visual, hearing, learning or psychiatric disabilities, to the extent that it is able without suffering an undue hardship on the operation of the institution's programs.

#### *Who Is a Qualified Student with a Disability?*

A "qualified person with a disability" is one who meets the requisite academic and technical standards required for admission or participation in the post secondary institution's programs and activities. Section 504 of the Rehabilitation Act of 1990 (see Section 2.5) protects the civil rights of individuals who are qualified to participate and who have disabilities such as, but not limited to, the following:

1. Blindness or visual impairments
2. Cerebral palsy
3. Chronic illnesses, such as:
  - a. AIDS
  - b. Arthritis
  - c. Cancer
  - d. Cardiac diseases
  - e. Diabetes
  - f. Multiple sclerosis
  - g. Muscular dystrophy, or
  - h. Psychiatric disabilities
4. Deafness or hearing impairments
5. Drug or alcohol addiction (Section 504 covers former users and those who are in recovery programs and not currently using drugs or alcohol)
6. Epilepsy or seizure disorders
7. Mental retardation
8. Orthopedic impairment
9. Specific learning disability
10. Speech disorder
11. Spinal cord or traumatic brain injury

(List from Association on Higher Education and Disability)

*Who is Eligible for Services?*

Any University student is eligible for services under the following conditions:

1. The student has an obligation to self-identify that the student has a disability, and needs accommodations. This is a significant change for many students who are used to having a secondary school automatically provide services. This is also a significant change for parents who are used to asking for services for their children and being a partner in the educational process.
2. A student can self-identify by contacting the Assistant V.P. for Academic Support Services. Any student needing special accommodation in campus-leased housing will be referred to the Associate Dean and Director of Residence Life. Requests for accommodation are valid for one semester, and one semester only. It serves as a release and specifies specific instructor names; the names change each semester and the student must sign a new release each semester.
3. The student has an obligation to provide appropriate and verifiable documentation in a timely fashion. The documentation required by the University will vary according to the type of disability. For instance, documentation of a learning disability requires, at minimum, intelligence and achievement test results from a qualified psychological examiner. The University follows the Guidelines for Documentation of a Learning Disability in Adolescents and Adults as published by the Association on Higher Education and Disability (1997, July). The Guidelines are available from the Academic Support Services Office.
4. An attending physician usually documents health impairments. Hearing impairments should be documented by an audiogram administered by a licensed and certified audiologist. If it is necessary for the University to confer with the health care provider(s) or other professional(s) to determine the appropriate accommodation, a release will be requested from the student.
5. The student has an obligation to provide notification in a timely fashion. A request for service must be submitted at least two weeks prior to the time the service is needed. It is possible that requests for some accommodations may take as long as 6 to 8 weeks to process, particularly if the student is eligible for

resources from the state of Maryland [as applicable] or if additional documentation is required.

*After a Student Has Provided Documentation of a Disability, What Happens Next?*

1. After the documentation has been received and reviewed (please allow two weeks for this process), a student may make an appointment with the Assistant V.P. for Academic Support Services.
2. The Assistant V.P. for Academic Support Services may need to secure additional information or speak with the referring party. The Associate Dean will ask for a signed release before anyone is contacted.
3. The student requesting accommodations is responsible for contacting the Office of Academic Support Services if there are any changes in their condition (s) or need for special accommodations.
4. Accommodations for disabilities at the University are individualized to meet the needs of the specific student. After a determination has been reached, instructors or faculty who are specified by name by the student are notified on a form signed by the Associate Dean. Faculty members are notified only about the accommodations; the nature of the disability is not specified. All documentation is secured in a locked file in the Office of the Assistant V.P. for Academic Services. The Associate Dean is the only person who reviews documentation or has access to it.
5. When the student wants a test accommodation, it is the student's responsibility to contact the Academic Link.
6. Tests should be delivered to the Administrator of the Academic Link by the faculty member in a sealed envelope that gives specific directions for administration of the test.
7. University students are regarded as adults by colleges and universities. Because of the regulations specified in the Family Education Rights and Privacy Act of 1974 (FERPA), no information about accommodations may be shared with parents of students with disabilities. This is different from elementary and secondary educational settings where parents are regarded as partners in the accommodation process.
8. No accommodations will be made that fundamentally alter the content, nature, or requirements of a course.

### *Exclusions*

Under Section 504, 104.44 of the Americans with Disabilities Act of 1990 personal attendants, individually prescribed devices such as wheelchairs, readers for personal use or study or other devices or services of a personal nature are excluded as mandated academic adjustments. Personal needs that necessitate an attendant are the responsibility of the student. Requesting such services from non-trained, random individuals can be a safety threat to both the student with a disability and the individual who is providing the assistance. The University cannot assume the liability of the risk involved.

### **SUOne Cards** (Identification Cards)

All students, faculty, and staff are required to have a Stevenson University "SUOne Card". SUOne cards are needed for your safety; your card identifies you as a member of our campus. Your SUOne card is used to purchase meals in the University dining rooms, to check out materials or equipment from the library, to purchase software from the University Store, and for access to University buildings. Everyone receives the first SUOne card free of charge. *There is a \$20 fee for each replacement card.*

Cards are issued:

#### *Greenspring campus*

Contact Security at 410-486-7000 to make an appointment

#### *Owings Mills campus*

Ratcliffe Community Center – Security Office

8:30 a.m. – 4:30 p.m.

Or call Security at 443-352-4500 to make an appointment

### **Lost or Stolen Card**

Immediately report your card lost or stolen to one of the following options:

- *BlackBoard* – log into BlackBoard, navigate to the "SUOne Card" tab and report your card as missing
- *Greenspring Campus* – in person, contact Security at 410-486-7000
- *Owings Mills Campus* – in person, visit the Security Office in the Ratcliffe Community Center or call x4500 or 443-352-4500
- *Evenings and Weekends* – call Security at x4500 or 443-352-4500 to make an appointment for a new card

### **Transcripts**

**Academic Transcripts** are sent at the written or online request of the student. Transcript Request Forms are available in the Registrar's Office or on the Registrar's Office website. Transcripts can also be ordered online through WebXpress. The cost for a transcript is \$3.00. Same-day service is available for a charge of \$10. (Same-day service is not available during pre-registration or online.) Faxed requests are not accepted, and the University does not fax transcripts. All financial obligations to the University (parking violations, library fines, and invoices for lost items) must be met prior to graduation or diplomas and transcripts will be withheld. Students receiving financial aid must complete the online financial aid exit interview before leaving the University.

**Co-Curricular Transcripts** are designed to compliment your official Academic Transcript. The co-curricular transcript will highlight and document activities, experiences and learning that you have participated in outside of the classroom.

Included in your co-curricular transcript are:

- Clubs and Organizations
- Athletics
- Leadership Experiences
- Professional Development
- Honors, Awards, and Recognition
- Learning Beyond Experiences

For more information or if you have questions, please contact the Co-Curricular Coordinator in Career Services.

### **University Store**

Located in the Manuszak Center across from the Gym on the Greenspring campus, the Stevenson University Store has available required and recommended books and supplies for classroom use. A wide variety of other goods and services are for sale, including computer software, accessories, a large selection of Stevenson imprinted clothing, gift items, greeting cards, magazines, and newspapers.

During the semester, the University Store's hours of operation are Monday through Thursday, 8:30 a.m.–7:30 p.m.; Friday, 8:30 a.m.–

4:30 p.m.; and Saturday, 8:30 a.m.–1:30 p.m. Additional hours are scheduled before the beginning of each semester.

Students may also purchase merchandise and textbooks from the University Store online at <http://store.stevenson.edu/>.

### **The Wellness Center**

The Wellness Center offers limited primary care services by appointment with our nurse practitioner, physician, and nurse. A minimal fee will be charged to the student's account for services and supplies; private health insurance is not accepted for payment. Free HIV testing and tuberculin skin testing are offered each semester.

### **Student Health Services**

Health Services has numerous informational brochures and videos addressing health issues and will offer assistance with community referrals. Health awareness as well as promotion events such as "Wellness Wednesdays" are held frequently throughout the year and include health education, screenings, and guest speakers. These events sponsored by the Wellness Center include partnership with various Stevenson University community clubs and departments. A certified peer education (CPE) program which includes 2-day training for qualified applicants interested in health promotion/education is new for 2010. CPE's will assist in planning, promoting, and executing Wellness events.

### **Student Health Requirements**

**All FULL-TIME students** (commuters and housing) are required to have the Stevenson University Student Health Form completed and on file in the Wellness Center by **August 1** for fall entrance and **January 2** for spring entrance. All full-time students are required to complete the Student Health form even if they are turning in other health related records to other departments. Please refer to those specific departments for any health requirement questions, i.e. Athletics, School of Science, and GPS. If you were previously a part-time student and are now taking 12 or more credits, you must complete a Student Health Form. Students do not need to resubmit the Student Health Form every year. If you haven't been a Stevenson University student for at least 2 years and you are reapplying for admission to Stevenson University as a full-time student, you will need to complete another Student Health Form.

In addition, all students living in Stevenson University Residential Housing are required by Health-General Article 18-102(b) Annotated Code of Maryland 10.06.05 Meningococcal Vaccination Requirements for Students in Institutions of Higher Education to have a current vaccine. If the primary dose of meningitis was administered before the 16th birthday, a booster will be required before moving into residence on campus. **Housing students will not be permitted to move in unless the Student Health Form is complete and on file with the Wellness Center by the above deadline.**

For those students interested in participating in varsity athletics, additional “physical paperwork” forms are required by the Athletic Department prior to participation in try-outs and practices. Contact the head coach associated with the sport about completing this requirement.

**Failure to submit a completed Student Health Form will block you from registering for future classes and/or lead to removal from housing.**

#### **Counseling Services**

From time to time, students are presented with concerns or problems that require challenging decisions and effective coping strategies. Talking with a professional counselor is an opportunity for a student to explore issues that may be interfering with their success and happiness in college. Counseling is a confidential process designed to help students learn more about themselves, address their concerns and problems, and to discover effective solutions. Some of the typical concerns students may have include adjustment difficulties, anxiety, depression, substance abuse, sexual assault, identity issues, and self esteem. Counseling is confidential and provided free for all Stevenson University students.

### **Student Clubs and Organizations**

*Clubs are established in response to student interests and requests. The clubs are not agents of the University nor are they subject to the day-to-day direction of the administration. The following organizations are recognized by the SGA. If a club goes inactive, students can meet with the Student Activities Office and go through the process of reactivating the organization.*

**Accounting Association:** The Accounting Association provides accounting students with the opportunity to interact with fellow accounting students and with professional accountants. This club provides advice to students seeking employment and helps integrate university coursework and on-the-job experience. Each semester members are encouraged to participate in professional, community service, fundraising, and recreational activities.

**Active Minds:** Active Minds is an organization that utilizes peer outreach to increase awareness of mental illnesses to all members of the Stevenson community. The organization sponsors educational and service events that provide a helping hand and a safe environment and are open to all participants. The organization also encourages students to seek help as soon as it is needed and to meet with counselors in the Wellness Center at Stevenson University.

**Alpha Kappa Alpha Sorority, Incorporated (AKA)** is an international service organization that was founded on the campus of Howard University in Washington, D.C. in 1908. It is the oldest Greek-lettered organization established by African-American college-educated women. Stevenson University's undergraduate chapter of AKA, Tau Theta, was chartered on April 3, 2011. Its members are distinguished young women who boast excellent academic records, proven leadership skills, and are involved in the community through advocacy and service.

**American Chemistry Society:** The purpose of the American Chemistry Society is to network and explore chemistry career options, discover science by attending and participating in national and local American Chemistry Society events, and organize chapter events like research seminars, social events, community service, and more.

**Anime Club:** The Anime Club exists to provide a place for members of the University community to explore the Japanese culture through its customs and various forms of media in an objective environment. The organization also exists to instill an appreciation for the Japanese art and communication known as anime. Through meetings, movies,

and other social gatherings, the club looks at the influence Japanese culture has had on its own art as well as the influence on American art. All interested students are welcome to join.

**Association for Childhood Education International (ACEI):** The purpose of this international professional organization is to promote the inherent rights, education, and well-being of all children, in home, school, and community; to work for desirable conditions, programs, and practices for children from infancy through early adolescence; to raise the standard of preparation for all those actively involved with the care and development of children; and to encourage continuous professional growth of educators. Membership in the Stevenson branch is open to any person affiliated with Stevenson University whose interests are in harmony with the purposes of ACEI.

**Association of International Graphic Artists (AIGA):** AIGA is a national professional association for designers. The Stevenson University AIGA Student Group, associated with the AIGA Baltimore Chapter, provides opportunities for serious art and design students to meet other students in the major, network with design professionals, and learn more about design technologies through club-sponsored workshops. Major activities include fundraising for students who cannot afford to buy art supplies for school and attending AIGA professional events around Baltimore.

**Best Buddies:** Best Buddies strives to enhance the lives of people with intellectual disabilities by providing opportunities for one-to-one friendships and integrated employment. Membership is open to all students.

**Black Student Union (BSU):** The Black Student Union promotes racial and ethnic understanding on campus and fosters cultural awareness among the University community through informal discussions, panel presentations, guest speakers, and community service projects. The BSU also hosts one of the most popular traditions on campus, the BSU Fashion Show, every spring. The club is open to all students.

**Campus Crusade for Christ:** Campus Crusade for Christ is a non-denominational Christian fellowship group. The ministries in which students participate in include weekly meetings with music, Bible study, and fellowship. The club also sponsors outreach and service projects.

**Campus Faith:** Campus Faith is a local Stevenson organization formed to provide students with a place to connect in a positive

atmosphere and escape the stress and pressure of everyday college life. Campus Faith seeks out students that have little to no church connection and offers them a relaxed atmosphere around Christian students.

**Catholic Campus Ministries (CCM):** CCM offers Catholic students opportunities to gather together for spiritual, social, and service events. Students of any tradition are always welcome. Communion Services are offered every week on campus, and this group offers students an opportunity to go off campus to services on Sundays.

**College Republicans:** College Republicans seeks to promote political awareness and involvement across campus. The group works with the Maryland Federation of College Republicans in advancing the Republican youth effort and participates in nonpartisan acts of community service to better our nation. Meetings provide a forum for students with conservative political viewpoints to learn about our government and the Republican party and engage in debate over current events issues. All students are encouraged to join.

**Cool Kids Club:** The Cool Kids Club is a Stevenson University club affiliated with the national Cool Kids Campaign, which helps families with kids who have cancer. The club holds fundraisers to help raise money in support of cancer research.

**Cosplay Club:** The Cosplay Club is about creating costumes from popular media and using them to explore Japanese and various other cultures. Their mission is to have fun and enjoy learning the basics of sewing and crafting needed to create these costumes.

**Criminal Justice Student Association:** The Criminal Justice Student Association is an organization formed for students planning to work with the law, correction, or courts. The group hosts events, study time, public speakers, and small group discussions centered on criminal justice as a major and as a career.

**Delta Sigma Theta Citywide Sorority:** The *Mu Mu* Citywide Chapter of *Delta Sigma Theta* encompasses predominantly African American college women from Towson University, University of Maryland Baltimore County, University of Baltimore, and Stevenson University. The sorority is a nonprofit organization based on five basic thrusts, which are economic development, educational development, international awareness and involvement, physical and mental health, and political awareness and involvement.

**Dynamic PR:** This is a public relations club designed to provide students with an interest in public relations an opportunity to learn

more about the developing field and use real-life applications to gain better understanding and attain new skills that can potentially catapult them to success in a public relations career.

**Environmental Club:** The Environmental Club promotes waste reduction and awareness of environmental issues at Stevenson and beyond. All students are invited to become members. Students in science-related programs are especially encouraged to participate.

**Equestrian Club:** The purpose of the Equestrian Club is to expose students to equestrian activities, such as horseback riding and horse care, and to educate and teach others about horses and equestrian activities. Members of our group go riding at local stables, and we mentor and teach others about horses, and work on educating others about issues affecting the horse industry. We also attend equestrian clinics and seminars to expand our knowledge. Come join us in our love of all things equestrian.

**Fashion Club:** The purpose of the Fashion Club is to provide a fashion driven club to appeal to the students at SU with business, fashion merchandising, photography, and art majors that would expand their knowledge of the fashion industry. The Club helps students understand the retail business through activities/workshops, field trips, charities and events.

**Forensic Science Club:** The Forensic Science Club strives to provide unity within the forensic science program at Stevenson by giving both graduate and undergraduate students in the program, as well as the faculty members, a chance to interact and participate in various campus events as a group. The club also fundraises to host networking sessions with various external forensic science organizations.

**Game Club:** The Game Club exists to provide a fun, interactive environment where students can learn strategic thinking, teamwork, and communication skills through various types of games, including board games, card games, video games, and role-playing games. Several times a year the Game Club hosts gaming tournaments for the SU student body.

**Human Services Club:** The Human Services Club parallels strongly with the major. It sponsors charitable, educational, and social activities. Students conduct service projects that benefit needy families, such as donating Christmas gifts to needy children through the Giving Tree Project. The club also invites speakers, such as admissions officers from graduate programs in counseling and social work, and representatives from nonprofit organizations like Catholic

Charities. Social gatherings have included parties as well as recreational field trips.

**International Club:** The International Club promotes awareness and embraces and supports diverse cultures and religions through a variety of educational and social programs including, but not limited to, speakers, films, cultural fairs, and dinners. The club is open to all students, faculty, and staff.

**Jewish Student Union (JSU):** The JSU is built upon the Hebrew words Tikun Haolam, which means to help improve the world. The purpose of this group is to connect Jewish students with one another and to the rest of the student body through campus wide events and through collaborative projects with other campus organizations. The group is involved in community outreach and projects through Jewish Family Services and other community service agencies. Although this organization is focused on Jewish interests, they are committed to diversity and serving the general community as a whole.

**Justice Society:** The Justice Society meets periodically to plan activities that enhance interest in, and knowledge of, the paralegal profession. The club schedules speakers who are experts in various fields of law and also plans educational field trips.

**Mission: I'm Home (MIH):** Mission: I'm Home is an organization focused on rehabilitating damaged or destroyed houses enabling displaced families to return home. MIH organizes annual alternative spring break trips to New Orleans, Louisiana, where they partner with the St. Bernard Project in an effort to restore residential areas devastated by Hurricane Katrina.

**Mustang Activities and Programming Board (MAP):** MAP is a programming board that is responsible for bringing free entertainment to campus, including musicians, comedians, speakers, and novelties. This group works with outside entertainment agents to book touring acts for Stevenson's campuses, including a monthly movie series. All students are welcome to join MAP.

**National Student Nurses Association (NSNA):** The Stevenson University chapter of the NSNA is a professional club that focuses on issues of interest to students preparing to join the nursing profession. As members of this national organization, students have the opportunity to network with nursing professionals, meet and plan activities with students from area chapters in Maryland, and enjoy the support and camaraderie of other students in the nursing field. NSNA members are involved in education and service activities locally.

Activities include co-sponsorship of a daylong professional conference, social events, and a blood drive. The NSNA is also involved in a variety of fundraising projects to support the many activities they participate in during the year.

**Not for Sale:** The purpose of the Not for Sale group is to raise awareness about human trafficking and anti-human trafficking events to the student population. This group provides knowledge of this issue that affects over 300,000 American citizens each year. Not for Sale holds events to raise awareness and raise funds to help the victims of human trafficking.

**Patriots Club:** The Patriots Club is a group created to unite the campus and community in supporting our troops and emergency relief personnel during wartime and peacetime, regardless of political or religious beliefs. Their motto is to never forget those who selflessly endanger themselves for our country and community.

**People for Animal Wellness Society (PAWS):** The mission of PAWS is to educate Stevenson University students, faculty, and staff about the ethical treatment of animals and responsible pet ownership through various educational workshops, community service, and social events. The club works closely with the Maryland SPCA as well as many other organizations.

**Photography Club:** The Photography Club strives to better educate students in photography and photography techniques and processes and also give students in other majors opportunities to learn more about photography.

**Philosophy Club:** The Philosophy Club, which is open to all students, provides an outlet for discussions based on contemporary and classical ethical and philosophical issues.

**Phi Beta Lambda (PBL):** A national business society that serves as the collegiate level of Future Business Leaders of America, *Phi Beta Lambda* strives to instill the values and ethics required for responsible business practice.

**Phi Sigma Sigma Sorority:** Stevenson's chapter of this national and international sorority endeavours to promote friendships and cooperation among college women of all races and creeds, to provide service, to raise the standard of university ideals, and to promote philanthropic efforts. Members sponsor social events and fundraisers and participate in activities with other area chapters.

**Psychology Club:** The Psychology Club gathers to discuss issues related to the field of psychology, such as applying to graduate school, research possibilities, and careers in psychology. The club co-sponsors health awareness events, coordinates volunteer activities in the community, and hosts social activities to increase camaraderie.

**The Q Group:** The purpose of The Q Group is to promote acceptance and support for the gay, lesbian, bisexual, transgender, queer, ally, and other students on the campus. The group plans to educate students about the GLBTQA community and encourage a sex-positive environment on the SU campus. The group intends on offering events and activities embracing the GLBTQA students on campus.

**Residence Hall Association (RHA):** RHA focuses on the interests of resident students by providing opportunities for residents to gather and meet new people across a residential campus. They are also the source for residents to express their concerns about their residence life experience in addition to planning monthly events.

**Service Corps:** The Service Corps is a team of dedicated students committed to serving the community while exploring issues related to society and self. The Service Corps has three goals: to have fun and build a solid team experience for all corps members; to create a dynamic atmosphere for learning in which critical thinking and leadership skills are enhanced; and to meet community needs while learning about self, other corps members, and social issues. Corps members meet on four Saturdays during the semester and complete 20 hours of community service.

**Stevenson University Sovereign Stangs (Step Team):** The purpose of this organization is to bring together students who have a common interest in the art of step. These students practice sets of step routine which they perform at university and community events. Group leaders work together to create step routines and collaborate with other group leaders on performances at their events.

**Students Helping Students:** Students Helping Students is an academic nursing tutoring organization formed to promote academic and clinical skills for nursing students. Upperclass nursing majors serve as tutors for underclass students to provide students with the opportunity to experience both academic and clinical nursing help. Students Helping Students also engages in community outreach to teach the community the importance of health awareness.

**SU Social:** The purpose of this organization is to bring the diverse SU community together in order to raise common awareness about health issues on and off campus by holding fun, social, and festive events in a safe environment. Students work in cooperation with Wellness Wednesday events and the Wellness Center to promote their themes of the month. For each event, the group donates a percentage of the social event earnings to an organization pertaining to a wellness theme.

**TOMS Club:** the TOMS Club strives to fundraise and raise awareness about TOMS Shoes program. The club will bring events to Stevenson's campuses and allow students to participate in a great cause including raising money, helping donate shoes, and learn about problems caused by children's lack of shoes.

**Wilderness and Ecology Club:** The Wilderness and Ecology Club sponsors outdoor activities such as camping and hiking. In addition, students will also help preserve and restore both the local and global environments

*Other clubs may be organized at the request of the students.*

#### UNIVERSITY SPONSORED EVENTS

##### **Baccalaureate Service**

This is the final gathering of the graduating class before graduation. The service, planned by the Senior Class Council, solemnly commemorates the completion of one phase of the student's life and celebrates the opening of another. It is a service of prayer, thanksgiving and blessing suitable for all religions. All graduates, along with their guests, are encouraged to attend. University awards are presented at this service.

##### **Brooke Peirce Visiting Scholar Series**

The Brooke Peirce Visiting Scholar Series is an annual fall presentation made possible by a bequest from Brooke Peirce, who taught for ten years at Stevenson University. This series enables the Stevenson University's English Department to honor the memory of Brooke and Carol Peirce and to entertain scholars, writers, and poets who are of special interest to students of language and literature.

### **Commencement**

The culmination of each academic year is Commencement at which graduates, parents, family and friends attend the presentation of degrees. University awards are announced.

### **Convocation**

The academic year formally begins with a Convocation ceremony when new students are presented to the University President and welcomed to the learning community. Parents are invited to attend. Faculty participates and process in full colorful, academic garb. A guest speaker and/or student speaker give words of advice to the students. Stevenson University class and club representatives and athletic team representatives also take part in the service.

### **Cultural Programs**

Lectures, gallery talks, receptions, and music engage new and returning audiences. The Cultural Program is an ever-evolving presence at Stevenson University. There are monthly shows in the Art Gallery, Theatre Lobby, Art Wing, St. Paul Companies Pavilion, and Cuvilly Student-Faculty Exchange. Exhibitions of well-known artists, faculty and students are scheduled in these locations. Receptions, musical performances, lectures and films accompany shows.

### **Founders' Day**

Founders' Day honors the University's early leaders whose significant contributions laid the foundation for the Stevenson of today. Traditionally held on October 1, commemorating the first day of classes in 1947, the event includes a variety of celebratory activities and events.

### **Nurses Pinning Ceremony**

A ceremony is held in December and May to present the nursing graduates with their Stevenson University nursing pins. All nursing graduates, their families, and friends are invited to attend.

### **New Student Orientation**

Orientation facilitates a student's transition to University life and the activities aim to provide information about the academic, social, extracurricular, and personal services available at the University.

**Mustang Days**

Your orientation to Stevenson begins in June with Mustang Days. First year students and their families are welcomed to campus for a full day of activities, including sessions with program leaders and faculty advisors during which students receive their fall class schedules. Members of the faculty, administration, and current students are present to welcome new students, introduce them to all aspects of campus life, and make them aware of campus services and resources.

**New Student Days**

New Student Days continues the orientation process and begins on the Thursday before the first day of classes in August. It kicks off with Convocation, an academic event that marks the arrival of the new academic year and formally welcomes the new students into the Stevenson University community. During this 3-day event, new students will attend workshops and social activities presented by faculty, staff, and upper-class students to help them get acclimated and make the most of University life at Stevenson.

**Orientation Adventures**

Several day trips, known as Orientation Adventures, are sponsored at various times throughout the months of July and August. These optional day trips are designed to help new students connect with other new and returning students. Trips that have been organized in the past have included canoeing, hiking, tours of Baltimore, and volunteer service.

**Transfer Days**

Incoming transfer students entering during the fall semester participate in Transfer Orientation, where students register for classes, take their ID photo, meet with the department chair or faculty representative, and obtain important information regarding transition to the University.

Students entering during the spring semester attend a New Student Registration Day in January. This is the day that students register for classes, take their ID photo, meet with the department chair or faculty representative, and obtain materials needed to start the spring semester well prepared.

### **SU Homecoming and Family Weekend**

Stevenson University Homecoming and Family Weekend is held in the fall and is packed with events and activities for students, families, alumni, faculty, and staff of the University. Traditional events include the SGA Haunted Hallways and Bonfire, Midnight Madness, family-friendly activities, reunion events for alumni of the University, and a featured headliner act that performs during the weekend festivities.

### **Television and Film Productions and Theatre Productions**

The Department of Film, Video and Theatre produces three theatrical productions each year, two are main stage productions and one is a studio production. The Studio Theatre is also the space reserved for seniors who choose to study directing and do a theatrical production as their senior project. Along with theatrical productions, students have the opportunity to work on either a film or video production, some of which have been aired. The sponsored video class produces a tape each year for an outside client which has brought the department numerous local awards and one national award. With the growth of the film focus, students are beginning to get their films in various festivals. Student achievement is celebrated at the end of the year with Senior Shows.

### **PUBLICATIONS**

**ProseWorks** <[www3.vjc.edu/academics/proseworks/](http://www3.vjc.edu/academics/proseworks/)> is an on-line journal, featuring work in prose, with a special interest in the artful, the provocative and the inspiring. ProseWorks embraces the realm of creative nonfiction including memoir, biography, nature and science writing, travel writing, and the many hybrid forms of literary nonfiction thriving in contemporary literature.

### **Spectrum**

An annual literary and fine arts magazine, includes poems, short stories, essays, black and white photography, and artwork submitted by students, faculty, and staff. Submissions are judged and edited by *Spectrum* staff. Prizes are awarded to top student entries. Submission guidelines: <[spectrum.stevenson.edu](http://spectrum.stevenson.edu)>.

### **The Villager**

**The Villager**, the student newspaper, is issued bi-weekly during the school year. Its staff consists of journalism students and other contributors from the university community. Its purpose is to report University news, to represent as many diverse views as possible, and, generally, to act as a channel of information. **The Villager** provides a laboratory environment in which those interested in journalism can gain skills in writing, editing, design, and layout.

### **SPECIAL PROGRAMS**

*While at the University, students have the option of selecting off-campus learning experiences in addition to the courses listed in the catalog.*

### **Internships**

At Stevenson University, career exploration and preparation are keys to a student's success. Internships allow students to explore and test their career choices while attending college. Internships can be paid or unpaid, for credit or non-credit.

Students may receive credit and a pass/fail or a letter grade for their internship experience, which is typically 120 hours during a semester for three academic credits. Because of the strong value in experiential learning, some majors require students to participate in an internship; for other majors it is strongly recommended. In conjunction with the work experience, students will be required to fulfill academic internship course requirements. Those interested in learning more about credit internships should meet with their academic advisor.

Non-credit internships are also available through the Office of Career Services. These career focused positions can be paid or unpaid. Students typically work between 12 and 20 hours per week during the fall/spring semesters and up to 40 hours per week during the summer break. Positions are available on or off campus. Interested students should contact the Office of Career Services.

During their college careers, many students participate in both credit and non-credit internships. The Office of Career Services is available to assist students with their resumes, cover letters, job search strategies and interview preparation. In addition, the Office of Career Services maintains and updates many internship opportunities on

*MustangCentral*, the on-line database of jobs. For more information about internships or *MustangCentral*, visit the Stevenson University website or contact the Office of Career Services.

### **Learning Beyond**

At Stevenson University, we believe that an education is not just about a career. Education is about living and learning in a world that is constantly growing and changing. It requires that a student is open to change, accepting of differences, cognizant, and willing to explore, adapt and take risks. The University has a commitment to educating and graduating a student who has excellent job skills as well as the social, cultural, and value laden background that will prepare him/her to contribute to and succeed in the world today and tomorrow.

Stevenson University's Learning Beyond initiative encompasses Experiential Learning which includes internships, externships, service learning, on-campus research, one credit options, faculty led trips, and study abroad.

Learning Beyond opportunities enable students to learn beyond the classroom and provide them with the insight and vision that will give them a view of what is happening beyond their classroom walls.

By understanding others' cultures, values, and people, students are provided with the knowledge and competitive edge that will make them productive and competent citizens of the world.

### **Study Abroad**

Stevenson University offers an ever-changing variety of exciting study abroad opportunities. Designed so that every major can study off-campus, programs are available for fall, spring, and summer terms. Students may study in countries throughout Europe, Asia, Africa, and South America. Students may emphasize major, language, or general education courses. Acceptance into the program is not automatic, and students need to be aware of the application process and selection criteria. Further information regarding study abroad programs and processes is available through our website at <http://stevenson.edu/academics/learningbeyond/studyabroad/index.asp>.

### **Jo-Ellen Turner Endowed Scholarship in English**

This scholarship, endowed in honor of Dr. Jo-Ellen Turner, is a two-year award made annually to a Junior English major who has demonstrated “interest in literature and writing through achievement in course work and participation in extra curricular activities.” Sophomore English majors are nominated by a committee of English faculty and chosen by the full-time faculty member.

### **The Washington Center**

The Washington Center for Internships is an organization serving hundreds of colleges and universities in the U.S. and other countries by providing selected students challenging opportunities to work and learn in Washington, D.C. for academic credit. The Washington Center has over 35,000 alumni, many of whom are leaders in numerous professions and nations around the world.

The Washington Center offers the following:

- Programs during the fall, spring and summer terms.
- Programs where most costs are covered by a student’s tuition, and financial assistance is available.
- A structured, well-supported program for which interns receive academic credit from their home institution.
- An extensive internship tailored to the interests of the intern, whatever his or her major.
- A wide selection of academic courses, lectures by national and international leaders, small group meetings with members of Congress, site visits, embassy visits, workshops and other activities.
- Conveniently-located housing in high-rise apartments.

Current students who are interested in applying for a program should visit Career Services to pick up an application.

### **HONOR SOCIETIES**

*For descriptions please refer to the University catalog.*

**Alpha Psi Omega** – National Honorary Theatre Society

**Beta Beta Beta** – National Biological Honor Society

**Gamma Sigma Epsilon** – National Chemistry Honor Society

**Kappa Delta Pi** – International Education Honor Society

**Kappa Mu Epsilon** – National Mathematics Honor Society

**Lambda Epsilon Chi** – National Honor Society for  
Paralegal Studies Program  
**Lambda Pi Eta** – Communication Studies Honor Society  
**N.R.H.H.** – National Residence Hall Honorary  
**Psi Chi** – National Honor Society in Psychology  
**Sigma Alpha Pi** – National Leadership Honor Society  
**Sigma Tau Delta** – International English Honor Society  
**Sigma Theta Tau** – International Honor Society of Nursing  
**Tau Upsilon Alpha** – National Honor Society for Human Services

#### UNIVERSITY-WIDE AWARDS

*University-wide Awards may be presented each semester. In the winter, the awards will be presented at Commencement. In the spring, the awards will be presented at Baccalaureate and also announced at Commencement.*

#### Dean's Award for Exceptional Scholarship

This award is conferred from time to time on one graduating student who has performed academically in a particularly exceptional way, has demonstrated unique intellectual ability and initiative, and has contributed to the academic pursuits of his or her peers.

#### Marion and Henry J. Knott Achievement Award

The Marion and Henry J. Knott Achievement Award is presented to one graduating student who has demonstrated the ability to achieve academically, to reach out to the needs of others at the University, and to persevere toward a goal while also managing major primary responsibilities outside University life.

#### Elizabeth McWethy Award

The Elizabeth McWethy Award is bestowed from time to time upon one student who has demonstrated exceptional creativity, manifested genuine concern for society, and has actively influenced the lives of others.

#### John Mitchell Award

The John Mitchell Award is presented to one student who has demonstrated outstanding service to his or her community in a way that exemplifies the values of Stevenson University's mission.

#### Outstanding Part-Time Student Award

The University's award for Outstanding Part-time student is conferred on a graduating part-time student who has demonstrated commitment to higher education, the determination to succeed, a high standard of academic

achievement, and has contributed in a tangible manner to the University while balancing many other personal and professional obligations.

**President's Award for Scholarly and Creative Achievement**

This award is conferred from time to time on a graduating student whose total performance has been marked in a striking fashion by singular creativity and by the depth of his or her intellectual interest and performance in all subject areas.

**Dorothy Stang Award**

The Dorothy Stang award is conferred upon a graduating senior who best exemplifies devotion to the good of the wider community as reflected in the life of Dorothy Stang, a member of the Sisters of Notre Dame de Namur, the founders of Stevenson University. Stang's commitment to bringing social justice to the underprivileged in Brazil led to her murder. The Stang Award honors integrity, courage in the face of adversity, and a willingness to act on convictions without regard to consequence. Embodying the most cherished values that an education from Stevenson University instills in its students, the recipient of the Stang Award reaches out to members of the community who have financial, spiritual, social, or cultural needs. Our recipient is a "reflective and accomplished individual committed to a lifetime of learning and contribution" (SU Mission Statement).

**SU Pin**

The SU Pin is the most comprehensive honor the University confers on one graduating student whose total personal performance is meritorious, including academic achievement, independence and integrity of thought and action, reliability, respect for others, and involvement in University or community affairs.

**Who's Who Among Students in American Colleges & Universities**

Each year, third and fourth-year students are selected by the University for listing in Who's Who Among Students in American Universities & Colleges. Students are selected on the basis of scholarship, participation and leadership in academic and extracurricular activities, citizenship and service.

**Orsia F. Young Leadership Award**

The Orsia F. Young Leadership Award is conferred on one graduating student from each academic division who has performed in an outstanding manner as a leader in the University community, initiated action, motivated others to do so, and has been an agent for positive change in the University.

## GENERAL REGULATIONS

### **Bulletin Boards Policy**

#### **Official Bulletin Boards**

There are "Official Bulletin Boards" located in each classroom building. Only "Official Notices," approved by the Office of Student Affairs, should be placed on these bulletin boards. There are additional "Official Bulletin Boards" placed in hallway areas and marked as such. The same regulations apply. The criteria used in determining official notices are: the information issues from an official of the University; it is of University-wide importance; its effect is long-range (one year, or permanent); non-knowledge of the information carries a sanction or long-range effect.

#### **Department Bulletin Boards**

Bulletin Boards relevant to academic/staff department\* activities are assigned by the Student Activities Office to a designated individual who is responsible for the design, periodic review and maintenance of the Bulletin Board. These academic-oriented displays should be neat, current, and attractive throughout the year, including summer. No commercial items (for-profit), other than opportunities such as graduate school admissions testing support, should be placed. Such items are subject to removal. Materials may not be placed on hallway walls, windows or doors. Faculty may post items on their own doors.

#### **Student Bulletin Boards**

*Clubs/Student Organizations\**: The Student Activities Office will assign Bulletin Boards to specific organizations. The designs and lettering should be neat, with correct spelling/grammar and maintained as current and attractive throughout the calendar year. No commercial items are to be placed on these assigned sites without the approval of Student Affairs. Failure to maintain the site appropriately will result in the loss of the organization's use of the bulletin board.

*Specific Student Display Bulletin Boards\**: The Student Activities Office designates specific sites for placement of student-oriented classified ads (roommates/jobs/classified etc.) Students may post items appropriately. The items should be dated at time of placement. The Office will monitor these Bulletin Boards and reserves the right to remove any item it deems inappropriate to the University.

\*Standards for all Bulletin Board Displays include: use of a header and printed (not hand) lettering, contact information for responsible person(s); use of a background material and border suggested but not required.

### **Temporary Signage Policy**

#### *Student prepared flyers/banners/posters*

Items advertising events, directions or accomplishments should be reviewed prior to posting and initialed by the Student Activities Office. NO signs or notices may be posted on entrance doors, with the exception of an official notice posted by a University official regarding a University emergency. No flyers are to be placed on any window, door, in rest rooms, painted surfaces or floors. Approved posters and notices must be removed within one week after the event. Non-approved posters and notices will be removed.

#### *Staff/Academic Department flyers/banners/posters*

Flyers and posters for athletic events, alumni activities, Admissions and Career Services events, Cultural Affairs etc. must be reviewed by each Department head for correct spelling and compliance with the *Guide to Publication Style & Graphic Standards*. The Departments are responsible for removing the signage in a timely manner. The Marketing/ Public Relations Office will assist with external professional signage as requested by individual departments if there is an approved budget. Banners to be placed across the central quadrangle area on the Greenspring campus will be scheduled through the Marketing Office before ordering and will be placed by the Facilities Department. These will be limited to special University events of a general nature (e.g., SU Homecoming and Family Weekend).

**Posters, etc. may be placed on bulletin boards only, not on walls, windows, in restrooms, painted surface, or doors - Any item hung on walls will subject the responsible person or organization (including Faculty and Staff) to a \$50.00 fine.**

### **Residence Halls Posting Policy**

Bulletin Boards are installed in the central area of each floor. Boards are to be used for posting of information for residents as well as passive educational programs each month (i.e. AIDS, STDs, diversity, etc.) Residence Life staff will post all flyers. Offices or individuals should bring the flyer(s) to the Office of Residence Life in the Ratcliffe

Community Center for approval and posting by RAs. RAs will remove outdated flyers. Flyers will only be posted on bulletin boards. Use of hallway walls, windows, glass doors, elevators, and rest room areas are prohibited for posting of flyers. Glass doors at the building entrances and elevator doors will only be used in emergency situations by Residence Life staff to announce notices affecting residential living (temporary power outages, water issues, etc.). Display of commercial materials is subject to approval by the Associate Dean and Director of Residence Life. Parking lots are private property. Solicitation and placement of flyers on cars is strictly prohibited.

#### **Plasma Screens Policy**

The University has installed several plasma screens on the Greenspring and Owings Mills campuses with the purpose of coordinating accurate and time-sensitive information on student-related activities and news. Promotion of club activities is encouraged. For details regarding the process for submitting information for the plasma screens see: <<http://www.stevenson.edu/studentlife/activities/plasmaprogram.asp>>.

#### **Care and Use of Buildings**

For exact information call the University at 410-486-7000 or consult <[www.stevenson.edu](http://www.stevenson.edu)>.

#### **Greenspring Campus Hours of Operation**

During regular sessions:

Monday – Thursday: 7:00 a.m. – 10:30 p.m.

Friday: 7:00 a.m. – 7:00 p.m.

Saturday: 8:30 a.m. – 5 p.m.

Sunday: 12: 00 p.m. to 6:00 p.m.

\*\*Summer and intersession scheduling may vary.

#### **Owings Mills Campus Hours of Operation**

During regular sessions:

##### **Ratcliffe Community Center**

Open 24 hours / 7 days a week

##### **Caves Athletics & Wellness Center**

Monday – Friday: 7:00 a.m. – 7:30 p.m.

*Card Access: 7:30 a.m. – 11:00 p.m.*

Saturday: 8:00 a.m. – 4:00 p.m.

*Card Access: 4:00 p.m. – 11:00 p.m.*

Sunday: *Card Access Only: 11:00 a.m. – 11:00 p.m.*

**Wellness Center – Mon-Fri – 8:30 a.m. – 5 p.m.**

**Garrison Hall**

Monday – Friday: 7:00 a.m. – 7:30 p.m.

*Card Access: 7:30 a.m. – 11:00 p.m.*

Saturday: 8:00 a.m. – 4:00 p.m.

*Card Access: 4:00 p.m. – 11:00 p.m.*

Sunday: *Card Access Only: 11:00 a.m. – 11:00 p.m.*

**Rockland Center**

Monday – Sunday: 7:00 a.m. – 11:00 p.m.

**Brown School of Business & Leadership**

Monday – Friday: 7:00 a.m. – 7:30 p.m.

*Card Access: 7:30 a.m. – 11:00 p.m.*

Saturday: 8:00 a.m. – 4:00 p.m.

*Card Access: 4:00 p.m. – 11:00 p.m.*

Sunday: *Card Access Only: 11:00 a.m. – 11:00 p.m.*

Students and their guests are expected to show care in their treatment of Stevenson University buildings and grounds. Any need for repairs should be reported immediately to the Business Office.

Instructional and other physical facilities at the University are accessible to handicapped students by ramps and/or elevators. In addition, special lavatory facilities are located throughout the campus. Further information concerning the University's facilities as they relate to handicapped students may be obtained by contacting the Assistant V.P. for Academic Support Services.

**Guests and Visitors on Campus**

Guests of students may be entertained in the Manuszak Center on the Greenspring Campus and in Rockland Center and Ratcliffe Community Center on the Owings Mills Campus. They may also attend classes with the permission of the instructor. The University campuses are private property and visitors may be asked to leave at the discretion of the University.

**Pets on Campus**

The University prohibits bringing animals onto University owned or leased property. Exceptions include animals that provide ADA accommodations and those used in theatrical productions. If an individual would like to use an animal for educational purposes, a request must be made to and approved by his/her supervisor and the appropriate Vice President.

### **Vehicle Registration and Parking Regulations**

The following regulations have been designed for the general safety of the campus community. These regulations apply to all students, faculty, and staff members of Stevenson University. All rules and regulations will be enforced.

#### **General Information**

Pedestrians at intersections and designated crosswalks have the right-of-way at all times. The maximum speed limit on roadways and in all parking areas on both campuses is 15 miles per hour. Traffic signs have been installed for your protection and safety. Please drive with extreme caution for your safety and the safety of others.

#### **Registration of Personal Vehicles**

All personal vehicles that will be parked regularly on the Stevenson University property must be registered within 15 days of your arrival at the University.

Registration of the vehicle and parking hang tags may be obtained at the following locations:

Students - The Student Activities desk in Manuszak Center on the Greenspring campus and at the Residence Life reception desk in Ratcliffe Center on the Owings Mills campus.

Faculty and Staff - The Human Resources Office in Knott Hall on the Greenspring campus and at the Campus Security Office in the Ratcliffe Center on the Owings Mills campus.

You will need your SU identification card and the state vehicle registration card to register your vehicle.

#### **Parking Regulations**

Resident students may park in the areas that are adjacent to the apartments and suite buildings on the Owings Mills campus.

Resident students may not park in the following parking lots:

- Caves Wellness & Sports Center
- Garrison Hall
- Rockland Center
- School of Business & Leadership
- Commercial property adjacent to Wooded Way Hall

Resident students are permitted to park in any unrestricted general parking area on the Greenspring campus. Restricted areas include but are not limited to:

- Cottage Lane
- Administration area
- Faculty areas
- Visitor areas on the front circle
- Visitor areas in front of Knott Hall

Faculty and Staff are permitted to park in any unrestricted general parking area on both campuses.

Parking or driving is prohibited on grass plots, tree plots, construction areas, or where it will physically mar the landscaping of the campus, create a safety hazard, interfere with the use of University facilities or hinder the free movement of traffic.

#### **Visitor Parking**

On the Greenspring campus, visitor parking is located on the front circle of the University with a 2-hour time limit. These reserved spaces are not to be used by students or employees of the University.

General visitors to the Owings Mills campus can park in any unrestricted parking area. Guests of resident students should register their vehicle with Campus Security in the Ratcliffe Center and park in the areas adjacent to the apartments and suite buildings.

#### **Handicapped Parking**

Maryland Law and Stevenson University policy restricts the use of handicapped spaces to individuals with special needs.

Persons with special needs are requested to register their vehicles with Campus Security so that arrangements can be made to assure that an appropriate parking space is available for them while attending classes at Stevenson University.

Temporary handicapped permits are available to members of the community for short and long term convalescence.

**Fines**

Fee Schedule for Parking Violations:

- General parking violations: \$50.00 for each offense.
- Parking in handicapped spaces: \$98.00 for each offense.
- Moving violations including speed, failure to stop at stop signs, etc.: \$75.00 for each offense.
- Failure to register a vehicle: \$50.00.

Fines must be paid in the Business Office within 30 days from the date the ticket was issued.

If the fine is not paid within 30 days, it will be doubled and transcripts will be withheld until payment is received. After the initial 30 days, a notice will be sent to the violator's home.

Any violation that requires a Maryland State Motor Vehicle record check will have a surcharge of \$35.00 added to the fine.

Citations may be appealed.

**Appeals**

Members of the University wishing to appeal a citation should submit a copy of the citation and three (3) copies of a typewritten appeal to the Security Director describing in detail why the fine is being appealed. The appeal must be filed within 30 days from the date of the parking violation notice. Appeals should be addressed to: Security Director, Stevenson University, 1525 Greenspring Valley Road, Stevenson. Maryland 21153.

The Citation Appeals Board will convene about once a month to consider written appeals. Decisions will be by majority vote of the Board. A written memo will be sent to the appellant stating the decision of the Board. All decisions are final.

## **Safety and Security**

### **Office of Safety and Security**

The Security Office is staffed 24-hours per day / 7 days per week on the Owings Mills Campus and whenever the Greenspring Campus is open. The Security staff works closely with the Baltimore County Police.

Stevenson University submits an annual report of campus crime to the U.S. Department of Education. In accord with the Student Right to Know and Campus Security Act of 1990, Stevenson University shall submit, upon request, a copy of this report to the Secretary of U.S. Department of Education. A copy of the University's Campus Security Report, updated every October, may be found on the University's website at <[http://www.stevenson.edu/services/campus\\_security.asp](http://www.stevenson.edu/services/campus_security.asp)> or click on Administration then Security for the Campus Security Report. This report also includes a statement advising the community where law enforcement agency information provided by the state of Maryland concerning registered sex offenders may be obtained. Copies of the report are available from the Security Office located in the Rockland Center on the Owings Mills Campus.

### **Emergency Reporting Procedures**

#### **Medical Emergencies**

Immediately call University Security at x4500 or 443-352-4500 or by using the emergency phones. Report that this is a medical emergency. Do not move the individual unless his/her location is potentially dangerous. Security will report to the scene and will determine if 911 should be called.

#### **Non-Medical Emergencies**

Report thefts or any unusual, disturbing incidents to Security at x4500 or 443-352-4500 or by using the emergency phones.

#### **Illness or Minor Injury**

Contact the University Wellness Center at 443-352-4200 or Security at x4500 or 443-352-4500. Procedures to follow will be determined according to the assistance needed.

**First Aid Kits:** First aid kits are located in the following areas:

#### *Greenspring Campus*

- Main Lobby Receptionist, across from Business Office

- Art Wing
- Physical Education, Manuszak Center
- Trainer Office, Manuszak Center
- Chemistry Labs- Knott Hall 103 & 22
- Theatre, Knott Hall
- Faculty House 1 & 2
- Shop Shed
- Cafeteria, Manuszak Center
- Library Workroom
- Mueller House Kitchen
- Security Cottage
- Stevenson University Vans
- Academic Support Services, Dawson Academic Center
- Ratcliffe Board Room Kitchen, Knott Hall

*Owings Mills Campus*

- Office of Student Activities, Rockland Center
- Admissions Secretary, Garrison Hall
- Security Office, Ratcliffe Community Center
- Stevenson University Vans
- Athletics, Caves Sports and Wellness Center
- Wellness Center, Caves Sports and Wellness Center

Please see a staff member in those areas for assistance with first aid kits.

**Reporting Crimes on Campus**

In accordance with the Student Right to Know and Campus Security Act of 1990, and the Higher Education Amendments of 1992, University officials who have significant responsibility for student and campus activities, but do not have significant counseling responsibilities, must report their knowledge of a major crime to the Security Office. Stevenson University interprets this to mean all employees of the University who do not have counseling roles. Major crimes include, but are not necessarily limited to, the following: murder; forcible and non-forcible sex offences; robbery; aggravated assault; manslaughter; arson; motor vehicle theft; hate crimes; and burglary.

**Safety on Campus**

Stevenson University is committed to the safety and security of all members of the University community. If you are confronted by a

situation requiring assistance by the University's Security Office, please follow these procedures:

*For crimes*

To report an emergency situation, go to the nearest University telephone and dial x4500, or if off campus 443-352-4500, which will connect you to Security. University telephones are located throughout the University campus and in staff and faculty offices. Emergency phones, which are connected to the company that monitors the University alarm system, are found in the Dawson Academic Center, Science Center, Knott Hall, Manuszak Center, Exchange, Faculty House 1, Faculty House 2, and the University parking lots on both campuses. Dial "0". Describe to the operator your emergency situation. The operator will then contact campus Security. Students may also report emergencies by using the University elevators' emergency telephone to contact the company that monitors the University's alarm system. That company will immediately contact campus Security or 911 depending on the nature of the emergency.

*For fires*

In case of fire, pull the nearest fire alarm and exit the building. Fire alarms are located throughout campus. Once outside of the building, immediately contact Security by dialing x4500 on a University telephone or 443-352-4500 or by using one of the Emergency telephones located throughout the campus.

*Suspicious persons*

Any suspicious person observed on campus should be reported to Security immediately.

*University's General Policy for Crime Prevention*

Students, faculty and staff are encouraged to be responsible for their own safety and security and the safety and security of others on campus. Each member of the campus community is encouraged to assist Security in eliminating the opportunity for a crime to be committed. Some tips for crime prevention are included below:

1. Lock your car doors when you are in your car and when you leave it.
2. Do not walk alone on campus at night.

3. In the evenings, park in a well-lighted area, in a lot close to your destination.
4. Do not leave valuables unattended.
5. Report suspicious behavior or illegal activity immediately to a member of the Security Staff.

## **Campus Safety**

### *The Facility*

Security lighting is provided throughout the University campus. Members of the University's Security staff patrol the University grounds. During the hours when the University is closed to the general public, on weekends and evenings, many campus buildings are locked and security is maintained. Maintenance workers regularly inspect the buildings to remove any hazards and to promote safety.

### *Security and Crime Awareness Programs*

The University is involved with a variety of education awareness and prevention programs to educate members of the University campus regarding security and crime prevention, which may include:

- Presentations at Orientation
- Brochures in the Manuszak Center
- Articles in the library
- Special presentations on topics of interest in cooperation with the VP of Student Affairs
- One-on-one discussion sessions with a member of the Security staff or the University's counselor, at the request of any student
- Mailings of literature on contemporary issues
- Periodic lectures, presentations, and workshops by qualified professionals
- Regular and unannounced fire drills/emergency evacuation or shelter-in drills

### *Security Services*

In addition to patrolling the University campus and responding to emergencies, the security staff offers the following services:

- Jump start dead batteries
- Open locked cars
- Administer emergency First Aid
- Deliver emergency messages to students
- Assist in out-of-gas situations

- Assist with flat tires
- Issue all University door keys and open doors in emergency situations
- Escort students/staff to their cars upon request

### **Lost and Found**

Lost and found items from the Greenspring campus are turned in and securely housed at the Student Activities Desk in the Manuszak Center. If you have lost something on the Greenspring campus see a staff member at the Student Activities Desk between the hours of 8:30 a.m. and 4:30 p.m. or call 443-334-2121 or email <[hope@stevenson.edu](mailto:hope@stevenson.edu)>.

Lost and found items from the Owings Mills Campus, or campus shuttles, are turned in to the Security office in the Ratcliffe Community Center. The Ratcliffe Security office on the Owings Mills Campus can be reached 24 hours a day at 443-352-4500.

### UNIVERSITY POLICIES

#### **Academic Integrity Policy**

To promote the free exchange of ideas, the Stevenson University community depends upon the academic integrity of all of its members. While acknowledging that the vast majority of students conduct themselves with fundamental honesty and integrity, the University seeks to set the highest ethical standards. For students, academic integrity is merely a prelude to the personal integrity and professional ethics that will govern their careers. In all cases, intellectual honesty and integrity provides the clearest path to knowledge, understanding, and truth – the highest goals of an academic institution. Therefore, the University expects honesty and integrity from all of its members in every academic setting. Academic integrity applies to all situations, including but not limited to documenting all sources used in assignments, completing all tests without unauthorized assistance, and providing accurate information on University documents.

Violations of academic integrity include cheating, plagiarism, obtaining unauthorized assistance in the preparation of assignments, fabricating data or sources, presenting the same work for credit in more than one course without explicit permission of all interested instructors, or other unethical acts.

**Violations of Academic Integrity**

Members of the campus community should scrupulously recognize all intellectual debts owed, be they in the form of ideas, methods or expressions. This recognition should be made through an appropriate and commonly accepted form of communication and acknowledgment.

An attempt to commit any of the following offenses constitutes a violation of academic integrity:

*Cheating:* Using unauthorized material to complete a test, quiz, examination, or assignment. Cheating includes, but is not limited to, copying from other students, relying upon aids or notes during a test, or consulting outside sources without the instructor's permission. Giving unauthorized assistance to other students also constitutes cheating.

*Plagiarism:* Representing the words, ideas, research, or works of another as one's own. Plagiarism can involve submitting work prepared entirely or in part by another person or commercial service or borrowing material as direct quotation, partial quotation, or paraphrase from published or unpublished sources without proper acknowledgement. Students must document all print, online, and oral sources they use to complete assignments.

*Unauthorized Assistance:* Preparing an assignment with the unauthorized help of another student or allowing another person, such as a tutor, to alter or revise an assignment beyond the scope of collaboration the instructor has defined.

*Fabrication:* Presenting false data, sources, or research for academic credit.

*Multiple Submissions:* Presenting the same work, in whole or in part, for credit in more than one course without the explicit permission of all interested instructors.

*Other Violations:* Including but not limited to, lying, forgery, bribery, damaging or stealing another's academic property.

### **Sanctions for Violating Standards of Academic Integrity:**

*Section 1:* It is at the discretion of the faculty member to address the violation by either

(1) Attempting to resolve the issue **personally** with the student; or (2) following the formal procedures stated below:

- Attempting to hold a meeting with the student to discuss the violation, to counsel the student on the importance of academic integrity, and to communicate the planned course of action.
- Informing his or her Department Chair or Program Coordinator of the infraction and the course of action the faculty member has determined. The penalty may include loss of credit for the assignment or failure of the course.
- Submitting an Academic Integrity Violation Report to the Dean of his or her respective school, his or her Department Chair/Program Coordinator, and to the Assistant Vice President for Academic Support Services, and seeking to have the student read and sign the report. The student's signature will indicate only that the student has read the report and discussed it with the faculty member. The student may also write comments in the space provided on the form, and he or she will receive a copy of the report.

*Section 2:* If a student wishes to contest the Academic Integrity Violation Report, he or she must meet with the faculty member and the Department Chair/Program Coordinator to discuss the validity of the report. The Department Chair/Program Coordinator will write a report of this meeting, which will then be given to the student and the Assistant Vice President for Academic Support Services.

*Section 3:* Based on the submitted report, the Assistant Vice President for Academic Support Services may choose to convene a meeting of all involved parties. At this meeting, there will be a discussion of the Academic Integrity Policy, the specific situation, and the sanctions that may be incurred.

*Section 4:* If the student is dissatisfied after meeting with the Department Chair/Program Coordinator and the Assistant Vice

President for Academic Support Services, he or she may request an Academic Appeals Board hearing. This request must be made within 15 days of this meeting. The request must be made through the Assistant Vice President for Academic Support Services. As a result of the Appeals Board hearing process, additional sanctions may be imposed. These sanctions may include placing the student on academic probation; revoking the student's right to participate in extra-curricular activities, including athletics; dismissing the student from the major; or suspending the student from the University.

**Responsibilities to Maintain Academic Integrity:**

All members of the Stevenson U. community have a responsibility to maintain academic integrity. Below are some of those responsibilities as they pertain to specific groups.

Students must conduct themselves in an honest and ethical manner at all times. To do so requires more than simply avoiding any of the infractions listed above. Students must consider the significance of academic integrity and commit themselves to intellectual honesty in University and beyond in order to facilitate the free exchange of ideas. Students must also be sure they understand the significance of academic integrity and must consult with instructors to clarify any questions or problems that may arise.

Academic Administration will maintain a system for tracking reports of student academic ethics violations and will promote the University's standards of academic ethics by counseling students and by imposing sanctions on students who commit multiple infractions. The administration will also implement a system for confronting and penalizing repeat offenders. In appropriate cases of academic dishonesty, the administration should be ready to intervene positively where possible.

**Delay of Instructors**

If an instructor is late for class, students should wait in the classroom at least fifteen minutes. Prior to leaving the class, a designated student should contact the Registrar's Office to see if the instructor is expected or has left a message. Students should also sign a roster that will indicate to the instructor who was present in the class. This roster should be left in the instructor's mailbox.

## **Discrimination and Harassment Policy**

### **Discrimination and Harassment are Prohibited**

The University is committed to upholding standards that promote respect and human dignity in an environment fostering learning and professionalism. It is the policy of the University to maintain an educational and work environment free from all types of discrimination and harassment, an open environment which values and protects individual dignity and the integrity of human relationships. Accordingly, all forms of discrimination against or harassment of any member of the University community, whether based on actual or perceived race, color, gender (including pregnancy), age, marital status, sexual orientation, religion, national origin, political affiliation, disability, Vietnam or disabled veteran status, or such other characteristics recognized by law are prohibited. The above includes discrimination or harassment that is based upon the legally protected status of an individual with whom an employee, applicant, or student associates.

### **Anti-Hate**

Stevenson University's core values affirm a genuine respect for all persons, regardless of background. Hate and disrespect will not be tolerated at the University. Anyone who harasses or threatens another with harm may be subject to immediate expulsion or termination.

### **Nondiscriminatory Policy**

In order to provide equal employment and advancement opportunities to all individuals, employment and admission decisions at the University will be based on merit, qualifications and abilities. The University does not discriminate in employment or admission opportunities or practices on the basis of race, creed, color, gender, disability, national origin, age, sexual orientation, marital status, veteran, or Vietnam era veteran status, or any other status protected by federal, state or local law.

Stevenson is subject to the provisions of "Title IX" and related regulations (45 C.F.R., Subtitle A, Part 86), which prohibit discrimination on the basis of sex in educational programs receiving federal financial assistance. The prohibition extends to employment

practices. Inquiries concerning the application of "Title IX" should be addressed to the Human Resource Department.

Individuals with questions or concerns about any type of discrimination in the campus community are encouraged to bring these issues to the attention of their immediate supervisor, the Office of Human Resources, the Dean of Students, or Dean of Graduates and Professional Studies as appropriate. Any member of the campus community can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination may be subject to disciplinary action up to and including expulsion or termination of employment. The Director of Human Resources is the University's Fair Practices Officer.

#### **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 if the University is 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 compromise the integrity of the University and its standards of academic freedom and mutual trust, and will not be tolerated.

#### **Harassment Policy**

Harassment is strictly prohibited by this policy and by federal, state and local law: Harassment is verbal, physical or other conduct that demeans, humiliates, embarrasses, abuses, or denigrates a person based on race, color, gender (including pregnancy), age, marital status, sexual orientation, religion, national origin, political affiliation, disability, Vietnam or disabled veteran status, or such other characteristics recognized by law when:

1. Submission to or rejection of such conduct is made implicitly or explicitly a term or condition of: (a) employment; or (b) participation in an academic or other University program, activity or facility; or (c) the academic, study, or learning experience;
2. Submission to or rejection of such conduct is used as a basis for decisions affecting the individual relating to employment, academics, or any other University program, activity or facility; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or study or learning experience. Such conduct that is severe and persuasive creates a work, study, or learning environment which can be intimidating, hostile or offensive.

#### **Sexual Harassment Policy**

Sexual harassment is strictly prohibited by this policy and by federal, state, and local law. Sexual harassment, whether between people of different genders or the same gender, includes sexual advances, requests for sexual favors, and verbal, physical, and other conduct of a sexual nature when:

1. Submission to such conduct is made implicitly or explicitly a term or condition of: (a) employment; or (b) participation in an academic or other University program, activity or facility; or (c) the academic, study or learning experience;
2. Submission to or rejection of such conduct is used as a basis for decisions affecting the individual relating to employment, academics, or any other University program, activity or facility; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or study or learning experience. Such conduct that is severe and persuasive creates a work, study, or learning environment which can be intimidating, hostile, or offensive.

Sexual harassment, like all forms of unlawful harassment, may occur between peers, or between individuals in a hierarchical relationship or otherwise in positions of unequal power. It may involve elements of coercion. Sexual harassment may be conduct directed toward an individual of the opposite gender or the same gender. It may consist of repeated actions or may arise from a single action if sufficiently

egregious. Examples of sexual harassment include, but are not limited to, the following:

1. Physical assault, indecent exposure, physical contact of a sexual nature, or unwanted sexual encounters;
2. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, letters of recommendation, or participation in a University program, activity, or facility;
3. Direct propositions of a sexual nature;
4. A subtle pressure for sexual activity or a pattern of conduct intended to disconcert, distress, or humiliate through sexual comments or sexually explicit statements, questions, jokes, anecdotes, or sexually explicit visual/auditory material;
5. A pattern of conduct that would disconcert, distress, or humiliate a reasonable person of the same gender as the person to whom the conduct was directed. The pattern of conduct could include one or more of the following actions: unnecessary touching, unwanted staring, patting, hugging, or brushing against a person's body; display of sexually suggestive objects, pictures, or e-mails; remarks of a sexual nature about a person's clothing or body; remarks about sexual activity, or speculations about sexual experience.

#### **Redress of Complaints**

Complaints that may be addressed under this policy include complaints based on the conduct of University students, faculty, administrative staff members, volunteers, visitors, and other persons acting in official University capacities. Any individual who believes he/she has been or has witnessed harassment or discrimination in violation of this policy against should address those concerns to the Director of Human Resources who is the University's Fair Practice Officer. If the individual feels that reporting to the University's Fair Practice Officer is not appropriate or does not feel comfortable doing so, concerns should be addressed to the appropriate Vice President or supervisor.

Official allegations of harassment or discrimination are to be made verbally or, preferably, in writing to the Fair Practices Officer. Complaints should be submitted promptly after an allegedly harassing or discriminatory event. The complaint must include the following

information: name, address, and telephone number of the complainant; the nature of the complaint; date(s) and location(s) of the alleged occurrence(s); evidence on which the complaint is based; and the redress sought by the complainant.

The Fair Practices Officer ordinarily will conduct an investigation of the complaint within thirty (30) calendar days. However, there may be occasions in which the investigation is not completed within thirty (30) days due to scheduling, availability of witnesses, or other factors. The Fair Practices Officer should act as investigator or may arrange for another individual to act as investigator in the matter. The investigator shall be familiar with the appropriate sanctions that might be imposed against the individual against whom the complaint is made in the event that harassment or discrimination is found to have occurred.

The purpose of the investigation is to establish:

1. The factual circumstances relating to: (a) the complaint, (b) any defenses asserted by the person against whom the complaint is made, and (c) information obtained from other individuals, entities, or records;
2. Whether or not there is a reasonable basis for believing that a violation of the policy prohibiting discrimination and harassment has occurred;
3. The recommended sanction to be imposed if an individual is found to have engaged in prohibited conduct.

The Fair Practices Officer shall promptly provide a copy of the formal complaint to the person against whom the complaint is made and shall notify the individual in writing of the right to present the information.

In conducting the investigation, the investigator may interview the complainant, the person against whom the complaint is made, and any other persons believed to have pertinent factual knowledge. At all times, the investigator shall take steps to maintain confidentiality to the extent reasonably possible under the circumstances. The parties and any notified University officer or supervisor shall also maintain confidentiality to the extent reasonably possible. The investigation shall afford the person against whom the complaint is made an opportunity to respond to the allegations of the complaint. The

investigator shall be in communication with the complainant and the person against whom the complaint is made until the complaint is resolved.

Upon completion of the investigation, the investigator shall prepare a written Report and Recommendations summarizing the findings of fact and providing recommendations as to the appropriate administrative action, if any, to be taken. The report is proprietary, confidential and the exclusive property of the University. Recommended sanctions may include, but are not limited to, written reprimand of the person against whom the complaint is made, suspension or dismissal of the person against whom the complaint is made, a change of grade or other academic record, a change of course section, a change of reporting line for an employee, or any other appropriate sanction(s) under the circumstances. Sanctions will be imposed in accordance with the provisions set forth in the Policy Manual Volume III, section 3.3.

If the Fair Practices Officer arranged for another individual to act as the investigator, the Fair Practices Officer will review the Report and Recommendations and, if the Fair Practices Officer elects, other pertinent information. The Fair Practices Officer may direct that further investigation be undertaken.

Once the investigation is complete, the Fair Practices Officer will determine whether or not there is a reasonable basis for believing that a violation of the policy prohibiting discrimination and harassment has occurred and what, if any, sanctions or other actions will be taken.

If the Fair Practices Officer determines that a violation of the policy has occurred, the Fair Practices Officer will provide written notification to the person against whom the complaint is made stating (1) that the University's investigation is complete, (2) that the University has determined that a reasonable basis exists for believing that one or more violations of the policy has occurred and (3) the sanction to be imposed. The Fair Practices Officer will provide written notification to the complainant that (1) the investigation is complete, (2) a reasonable basis exists for believing that one or more violations of policy has occurred, and (3) appropriate action will be taken.

If the Fair Practices Officer determines that no reasonable basis exists for believing that a violation of the policy has occurred, the Fair Practices Officer will provide written notification to the complainant and the person against whom the complaint is made stating that (1) the investigation is complete, and (2) no reasonable basis exists for believing that a violation of the policy has occurred.

A complaint may also be brought under this policy by a person outside the University community if the alleged offense occurred with regard to: (1) application for admission as a student, (2) application for employment, (3) contracts or other business dealings between the University and individuals or entities outside the University; or (4) any other official action by a member of the University community. The complaint should be directed to the Vice President of Human Resources.

#### **Appeals**

If the complainant or a person against whom the complaint is made disputes the findings or is dissatisfied with the procedures utilized in the investigation, the party may file a written appeal with the President of the University within fifteen (15) calendar days of receipt of the written notification of the Fair Practices Officer. The President of the University will review the record of the matter and other information in the President's discretion and will reach a final determination as to any action to be taken or will turn the matter over to the University Hearing Board.

The determination of the President of the University is final.

#### **Anti-Retaliation Statement**

Retaliation of any kind against anyone who in good faith reports discrimination or harassment or provides information in connection with such conduct is prohibited. Initiating a complaint of harassment or discrimination will not affect a complainant's employment, compensation, or work assignments; or, in the case of students, grades, class selection, or any other matter pertaining to student status.

Intentionally making a false report or complaint or initiating a discrimination or harassment complaint in bad faith may result in disciplinary action. A finding that there was no reasonable basis to

believe that a violation of the policy occurred does not constitute a finding that the complaint or report was intentionally false or in bad faith.

### **Consensual Relations**

The educational mission of the University is promoted by professionalism in employee-student and employee-employee relationships. Professionalism is fostered by an atmosphere of mutual trust and respect.

When two parties have consented at the outset to a romantic or sexual involvement, such consent does not preclude a charge of sexual harassment for subsequent unwelcome conduct of a sexual nature. Moreover, especially when the relationship is between persons in unequal positions, the relationship may be perceived in different ways by each of the parties to it, as well as co-workers and fellow students, especially in retrospect.

Romantic or sexual relationships between University employees and between employees and students are inappropriate. University employees exercise power over students in many ways, whether in giving them praise or criticism, evaluating them, making recommendation for their further studies or their future employment, or conferring other benefits on them. Similarly, University employees may exercise power or other influence over fellow employees.

#### *Students*

Given the fundamentally asymmetrical nature of an employee-student relationship, voluntary consent by the student in an amorous relationship is suspect. In addition to the possible sexual exploitation of the student involved, other students and employees may be affected by the relationship. Therefore, the University prohibits romantic and sexual relationships between University employees and any student enrolled at the University (except enrolled spouses who are exempted from this policy).

#### *Employees*

Romantic or sexual relationships between employees that might be appropriate in other contexts may, within the University community, create the appearance or fact of an abuse of power or of undue advantage. Where such a relationship exists, the person in the

position of greater authority or power will bear the primary burden of accountability, and must ensure supervisory or evaluative function over the other person in the relationship is not exercised. Where such recusal is required, the recusing party must also notify his or her supervisor, department chair or dean, so that such chair, dean or supervisor can exercise his or her responsibility to evaluate the adequacy of the alternative supervisory or evaluative arrangements to be put in place. The responsibility for recusal and notification rests with the person in the position of greater authority or power. Failure to comply with these recusal and notification requirements is a violation of this policy, and therefore grounds for discipline.

In addition, the University has the expectation that, even in the absence of an amorous relationship, all members of the campus community recognize the existence of professional boundaries beyond which relationships become unprofessional and inappropriate.

#### **Sexual Assault Policy**

Stevenson University is committed to providing all employees with a work environment and all students with an educational environment that promotes personal security. Consistent with the University's commitment, the University has adopted the following policy addressing incidents of sexual assault and the procedures to follow if a sex offense does occur, applicable to all members of the University community. University policy prohibits sexual exploitation of any kind, including all forms of assault. Further, the University provides students, faculty and staff with programs and additional information designed to educate members about and promote the awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses, and to prevent sex offenses.

If a member of the University community is the victim of a sexual assault while on campus and wants to pursue a criminal prosecution, the victim should immediately report the crime to: Campus Security by dialing x4500 or 443-352-4500. Campus Security will contact the Baltimore County Police Department and provide transportation to a medical facility, should the victim request. Evidence of a sexual offense must be preserved to aid in possible identification of and prosecution of the assailant. The following procedures should be followed to preserve evidence:

1. Do not clean up the location where the crime was committed, e.g. car, room.
2. Do not bathe, shower, or douche prior to the medical examination. The doctor will give instruction on appropriate hygiene and medications to protect your health.
3. Do not discard any clothing worn during the assault; put them in a paper bag.
4. As soon as possible, write down everything you can remember about your attacker, e.g. height, weight, scars, marks, tattoos, age, clothing, jewelry, language, accent, vehicle description, and tag numbers.

The Greater Baltimore Medical Center (GBMC) is the closest facility equipped with a Maryland State Police Sexual Assault Evidence Collection Kit and is located at 6701 N. Charles Street, Baltimore, (410) 828-2000.

The victim decides whether to pursue a criminal prosecution. Pursuant to the Higher Education Reauthorization Act, Stevenson University administrators who have significant responsibility for student and campus activities are required to report all allegations of sexual assault to Campus Security. The University Personal Counselor is exempt from this requirement. However, the University encourages members of the University community who are the victims of, or who have knowledge of, a sexual assault occurring on campus, or occurring in the course of a University-sponsored activity, or perpetrated by a member of the University community to promptly report the incident to Campus Security. The criminal law of the State of Maryland and the University's procedures are independent processes that are not substituted for each other. The University may pursue disciplinary action regardless of the state criminal justice process.

The University reserves the right to independently discipline any member of the student body, staff or faculty who has committed a sexual or other assault whether or not the victim is a member of the University community and whether or not criminal charges are pending. The University has a formal disciplinary procedure for sexual assault allegations, including rape, acquaintance rape, or other forcible or non-forcible sex offenses.

The first step under the University's formal procedure is to file a complaint with the Vice President for Student Affairs (if the accused is a student) or the Director of Human Resources (if the accused is an employee) and detail in writing the offense.

Second, the accused is advised, in person and in writing, but in confidence, of the accusation against him/her, including the name of the complainant. Concurrently, the University's President will be informed of the complaint and the situation.

Third, the President will direct certain University staff to investigate the matter. After investigating the allegations, the staff will prepare a report of its findings with recommendations to the President of the appropriate University action.

Fourth, the President reviews the report with all supporting information and implements the appropriate disciplinary measures.

The University's decision from an investigation will constitute its final determination regarding the alleged sex offense and will include the details of the University's sanction, if any, against the accused. Sanctions may include: warning; censure; suspension; dismissal; expulsion; or termination. A finding of sexual assault against a University employee may be grounds for termination from employment. Both the accuser and the accused shall be informed of the outcome of any University disciplinary proceeding involving allegations of sexual assault. Both the accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding, but may not be represented by legal counsel.

The University counselor is available to provide confidential counseling and support to victims of sexual assault and can assist victims in evaluating the options available. Counseling is also available from the Baltimore County Sexual Assault and Domestic Violence Center's hotline, 24 hours a day, at (410) 828-6390. The University will accommodate, to the extent possible, sexual assault victims' reasonable requests for changes in academic or living situations.

#### **Disruptive Student Policy**

Stevenson University is committed to the well-being and safety of its community members and the integrity of its learning environment.

Students who engage in illegal or threatening behavior that disrupts the learning environment or the residence facilities, or who engage in disruptive behavior on any property of Stevenson University or in any activity sponsored by Stevenson University are subject to discipline, up to and including involuntary withdrawal from Stevenson University.

Each situation will be reviewed on a case-by-case basis. Certain facts will require that a withdrawal be temporary, and other facts will result in expulsion, which is a permanent removal from Stevenson University. A student who withdraws voluntarily or is dismissed or suspended may be eligible to apply for readmission to the University and/or to return to campus housing, if applicable. In such case, the student must show that he or she is qualified to return to Stevenson University and ready to resume academic work, athletics, residence life and/or campus employment.

The Dean of Students shall make the final decision on the discipline of students. Any student being considered for return to Stevenson University following behaviors that are deemed to have been a threat to self or others must provide documentation acceptable to the University that the student is not a threat to self or to others, along with written consent that the University may communicate with the provider of the documentation. Such communication may include, but is not limited to, current medical or psychological treatment and follow-up needs of the student. The documentation must confirm that the student is qualified and ready to resume academic work, residence life and campus life. An on-campus interview with the Dean of Students and Associate Dean and Director of the Wellness Center or other designated officials will be required.

Stevenson University is an educational institution, not a medical facility, and does not offer a therapeutic milieu for its students. Students who require medical or psychological treatment need to make appropriate arrangements with private providers. Stevenson University is committed to the integrity of its academic programs and while it is committed to equality of opportunity, it will not engage in any fundamental alteration of its programs or the lowering of its academic standards.

## **Drug and Alcohol Policy**

### **Drug Free Workplace**

Stevenson University recognizes the health, social and emotional problems caused by the use of illicit drugs and the abuse of alcohol or prescription drugs. This program is the University's response to these problems. It applies to students, faculty, staff, and where relevant, guests on University property or at University-sanctioned events off campus. This policy is also provided in accordance with the Drug-Free Workplace Act of 1988.

### **Standards of Conduct Regarding Unauthorized Drugs**

The Stevenson University community affirms unauthorized drug use to be contrary to the goals of the University. Therefore, possession, use or distribution of unauthorized drugs by students, faculty, staff or University activity is strictly prohibited and **may result in dismissal or expulsion from the University.**

### **Standards of Conduct Regarding Alcohol**

#### *General Policy*

The health and safety of members of the Stevenson University community are the primary concerns of the University. It is the University's policy to uphold the alcohol laws of the state of Maryland. Possession and consumption of alcoholic beverages is permitted only by those who are at least 21 years of age.

Alcoholic beverages are not to be furnished to or consumed by minors. Members of the Stevenson community and guests are expected to accept responsibility for their actions, to obey the law and to police their own behavior. Individuals who violate the law, in addition to being subject to criminal penalties, will be subject to University disciplinary measures. The specific policies that follow apply to Stevenson University events both on and off campus:

1. Except as permitted by the following paragraphs, the possession, use or distribution of alcohol by students, faculty, staff, and guests on University property or in connection with any University activity is strictly forbidden.
2. All University-sponsored events where alcohol is served, either on or off campus, must be approved by the Vice President of Student Affairs or Chief of Staff thirty (30) days

prior to the event. The Event Application Request for Service of Alcoholic Beverages will serve as a formal application for approval. Please see Event Application Request for Service of Alcoholic Beverages in the Stevenson Policy Manual II, appendix 2.6.3.1.2.1.1. on the intranet.

- a. All individuals attending the event must be of legal drinking age. Student organizations may 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.
  - b. The organization's adviser or an alternative faculty/staff member must be present for the duration of the event.
  - c. Security must be present for the duration of the event.
3. Alcohol may only be served by a licensed caterer trained to serve alcohol. Caterers must provide proof of license and training certification to the University prior to the event. A list of approved caterers is included with the Event Application Request for Service of Alcoholic Beverages.
  4. Proper proof of age must be provided to the server.
  5. Kegs, multi-liter containers and pitchers used for the serving of alcohol are not allowed at student-sponsored events.
  6. At events where alcohol is served, substantial food and non-alcoholic drinks must be provided. During late night events, the service of alcohol will stop one hour prior to the ending time of the event.
  7. It is recognized that this document cannot address, in specific fashion, all possible social situations that may occur. Where these procedures are not specific on a particular point, individual and organizational hosts are expected to conduct their social events and themselves in the spirit of social responsibility consistent with these procedures. Clarification of this policy will be provided by the Vice President for Student Affairs.

#### *Reporting Use and Misuse*

Each member of the Stevenson community is advised to report all suspicions of unlawful possession, use or distribution of illicit drugs or alcohol or of alcohol abuse to the appropriate University authorities.

### *Sanctions*

1. Stevenson University will impose sanctions on students, faculty and staff who violate the standards of conduct set forth in the paragraphs above.
2. Stevenson students are governed by the policies, rules, and regulations set forth in Stevenson University Policy Manual. Within these guidelines, students are subject to institutional discipline for violations of such standards of conduct will be referred to the Dean of Students. The student will then be subject to sanctions in accordance with the Student Grievance Procedures in this Student Handbook and in Volume II of the Stevenson Policy Manual. The specific penalty imposed will depend upon the nature of the violation. Students have the right to appeal any sanctions imposed by the Dean of Students to the University Hearing Board as outlined in established procedures.
3. The following sources of drug or alcohol counseling, treatment, or rehabilitation or re-entry programs are available to students, faculty and staff:

Baltimore County Substance Abuse	410-887-3828
The Resource Group	410-337-7772
Epoch Counseling Center	410-744-5937
St. Joseph Hospital	410-337-1000

### *Annual Notice Regarding Drug Free Workplace Policy*

In order to ensure that members of the Stevenson University community continue to be aware of this policy, a notice of this program will be distributed each year to ***all faculty, staff, and students advising them to review the policy on the University's intranet.***

### *Biennial Review*

At least every other year, Stevenson will review ***its drug free workplace policy*** to:

1. Determine its effectiveness and implement any needed changes; and
2. Ensure that the disciplinary sanctions described above are consistently enforced.

*Federal Trafficking Penalties*

Please see Federal Trafficking Penalties chart in the Stevenson Policy Manual, Appendix 2.9.2 on the intranet.

*State of Maryland Sanctions for Drug and Alcohol Use Violations*

Please see Maryland Sanctions for Drug and Alcohol Use Violations chart in the Stevenson Policy Manual, Appendix 2.9.3 on the intranet.

*Controlled Substances-Uses and Effects*

Please see Controlled Substances – Uses and Effects chart in the Stevenson Policy Manual, Appendix 2.9.4 on the intranet.

*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 alcohol also increase the incidence of a variety of aggressive acts, including partner 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 the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

***Alcohol Policy Rules Specifically Applicable to University Housing***

Residents of legal drinking age may drink beer or wine in their apartments **only if they are not in the presence of residents or guests who are under 21 years of age**. Absolutely no alcohol is permitted in the residence where underage students reside.

Beer and wine may not be served or consumed in any common areas. No drinking is permitted in the common areas of the University residence facility (i.e. hallway, parking lot, etc.). Guests are expected to abide by the University's rules while visiting Stevenson. Students may be held responsible for the conduct of their guests.

The Residence Life staff will confiscate or require underage residents to dispose of alcohol they observe being brought or having been brought into the residences and to stop consumption of alcoholic beverages in all common areas. Kegs, beer bongs, and other multi-liter containers are not permitted in Stevenson residences.

The Residence Life staff will inform students of University policy, clarify if they are violating the University's policy, and counsel them regarding the consequences of their behavior, both in terms of health and safety risks and legal consequences. Students in violation of the Housing Contract or University policy will be held accountable. Residence Life staff members will report offenders to the Office of Residence Life.

The students involved will meet with a professional Residence Life staff member to determine if a policy violation has occurred and, if so, what appropriate sanction is warranted. Any student failing to meet with a Residence Life staff member will be subject to termination of the Rousing Contract for failure to comply with directions of a University official.

***Education and Enforcement***

The University recognizes that its primary response to alcohol violations must be through educational programs, as well as through intervention. The University will include programs as part of its Orientation for new students. In addition, the Dean of Students will focus on education with regard to health and safety risks and legal jeopardy associated with alcohol consumption.

The University will not excuse acts of misconduct committed by students whose judgment is impaired due to alcohol or drug abuse. Abusive, boisterous, destructive, or disruptive conduct will not be tolerated. Students must at all times respect the rights of others and may not infringe upon those rights. Conduct in violation of this principle may result in expulsion from a function and/or disciplinary action by the University.

*Violations of the University's alcohol policy are considered serious.*

First time violators will be subject to:

- \$50 fine (payable within 30 days)
- Formal warning
- Community service
- Participation in an alcohol education program designated by the University

Second time violators will be subject to:

- \$100 fine (payable within 30 days)
- Housing probation
- Parental notification (official warning letter sent to the resident with a copy mailed to the resident's parents/guardians)
- Participation in an alcohol education program or referral for treatment designated by the University

Residents will be billed by Student Financial Services and must make payment within 30 days of receiving the fine. A \$10 late charge will be assessed if the fine is not paid on time. Subsequent alcohol violations may result in an increased fine, referral for treatment, removal from residence, and termination of the student's Housing Contract and/or suspension and/or expulsion from the University.

### **Tailgating Policy**

Whether you are a part of the Stevenson University community or a fan of the opposition, we intend to provide you with an enjoyable experience during your visit. The University encourages tailgating in a fun and family-friendly environment. This tailgating policy is designed to ensure your safety and comfort. We ask you to join us in practicing good sportsmanship in supporting your teams and in your conduct towards players, coaches, officials and other spectators.

- Tailgating is permitted in designated locations only.
- Leaving the athletic competition venue may result in no re-admittance.

- Tailgating may begin no earlier than three (3) hours prior to the start of competition for all fans. *All tailgating must cease once competition begins.* Families of student athletes may tailgate for up to one (1) hour after conclusion of competition, but consumption of alcoholic beverages is prohibited during post-competition tailgating.
- Alcohol may be consumed by those of legal drinking age. Only beer and wine may be consumed. Large quantities of alcoholic beverages (kegs, beer balls, multi-liter containers, etc.) are prohibited. Alcoholic beverages may be possessed and consumed in cans or cups only. Glass containers are prohibited. Paraphernalia typically associated with excessive consumption (funnels, beer bong, etc) and drinking games are prohibited.
- Table-top gas grills are permitted in designated locations only. Charcoal grills are prohibited.
- Family pets are prohibited on the Stevenson University property.
- All tailgating fans are expected to place all trash and recycling in the appropriate locations in the tailgating lots.

Failure to comply with this tailgating policy will result in revocation of the tailgating privilege and removal from University property.

### **Smoking Policy**

Stevenson University is committed to a policy of creating a smoke-free environment in all its facilities and in providing a healthy, comfortable environment for students, faculty, staff, and guests. Smoking is not permitted in any building on the Greenspring or Owings Mills campuses.

In order to create a healthier environment, effective July 1, 2005:

- All areas within 15 feet of building entrances are designated smoke-free zones.
- The space between the Dawson Academic Center and the Manuszak Center Buildings on the Greenspring Campus will be designated smoke-free due to the close proximity of these two buildings.
- Cigarette receptacles will be placed 15 feet from building entrances.
- Proper signage will be posted indicating "Smoke-Free Zones".

- Enforcement will be by self-governance of the campus community.
- Smoke reduction and cessation education will be offered during the academic year by campus Health Services.

### **Family Educational Rights And Privacy Act (FERPA)**

An applicant is deemed a student for FERPA purposes once the applicant is enrolled and the deadline for adding a course in the applicant's first semester or session has passed.

### **External Lawful Access to Student Records**

Student educational records are not released to anyone without the written consent of the student except as otherwise permitted by the statute. Exceptions include:

1. Release of information to officials of other institutions in which students seek to enroll;
2. Persons or organizations providing student financial aid; accrediting agencies carrying out their accrediting function; persons in compliance with a judicial order;
3. Authorized officials who audit, evaluate or enforce Federal and state supported programs; and
4. Persons in an emergency in order to protect the health or safety of students or that of other persons; parents of a student who have established the student's status as a dependent according to the Internal Revenue Code of 1954, Section 152.

### **Internal Lawful Access to Student Records**

#### *Students' Rights under FERPA*

1. Students have the right to inspect and review their own education records within 45 days after the University receives a request for access. Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. 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. Students should be aware that all student records housed in the Registrar's Office are maintained electronically through a scanning process.

2. Students have the right to request the amendment of their 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. **Students must** write to the Registrar clearly identifying the part of the record they want changed, and specifying why it is inaccurate or misleading. If the Registrar determines the student is correct, the records shall be amended accordingly.
3. If the Registrar determines the student is incorrect, in consultation with the Academic Dean or his designee, the student shall be notified within a reasonable period of time (e.g., three weeks) that the record will not be amended and that the student has the right to request a hearing to appeal the Registrar's decision. The request for hearing must be made in writing. The hearing will be scheduled by the Registrar within 30 days of the day the request was received. The student may present evidence relevant to the issues raised and may be assisted or represented at the hearing by one or more persons of the student's choice, including an attorney, at the student's expense. The hearing panel shall be composed of the Executive Vice President for Academic Affairs, the Vice President of Student Affairs, Dean of Students and the Dean of the School or designee (e.g. Department Chair or Program Coordinator) of the student's program.

The decision of the hearing panel will be final. The decision will be based solely on the evidence presented at the hearing, and will consist of written statements summarizing the evidence and stating the reason for the decision, and will be delivered to all parties concerned. If, as a result of the hearing, the University decides the information is inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, the University will amend the education records of the student accordingly and so inform the student in writing. If, as a result of the hearing, the University decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, the University will inform the student of the right to place in the student's education record a statement commenting upon the information in the education record and/or setting forth any reasons for disagreeing with the

decision of the University. This statement will be placed in the education records and released whenever the records in question are disclosed.

4. Students have the right to consent to disclosure of personally identifiable information contained in the student's education records by completing the authorization contained in the Policy Manual Appendix 2.12.2.1. on the intranet. The authorization is effective for the entire time the student is at Stevenson University or until it is revoked by the student. FERPA authorizes disclosure without the student's authorization and consent under the following circumstances:
  - a. Disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, is assisting another school official in performing the official's task. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill the official's professional responsibility.
  - b. Release of "Directory Information"; viz., 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, on the form provided for this purpose located in the Registrar's Office, also available on-line. Requests for non-disclosure must be received prior to September 15 and will remain in effect for the remainder of the academic year.
5. Students have the right to file a complaint with the U.S. Department of Education if they believe that the University has violated their FERPA rights. Complaints may be filed with the Family Educational Rights and Privacy Act Office (FERPA),

Department of Education, 330 Independence Avenue, S.W.,  
Washington, D.C. 20201.

### **Student Records Maintained at Stevenson University**

#### **Access**

##### ***Admissions Office***

- Admissions Staff
- Admissions Committee Staff
- Athletic Staff

##### **Person in Charge**

Vice President for  
Enrollment Management

##### ***Athletic Office***

- Athletic Staff
- University Nurse
- University Trainer

##### **Person in Charge**

Director of Athletics

##### ***Business Office***

- Administration
- Student Accounts

##### **Person in Charge**

Executive VP of Financial  
Affairs and CFO

##### ***Career Services***

- Career Services Staff
- Faculty

##### **Person in Charge**

Executive Director of Career  
Services

#### **Material on File**

All materials are maintained in an electronic format in the university's imaging system. Applications for admission to the University and high school or previous college transcripts (later sent to Registrar's Office) Applications and transcripts of non-registrants (destroyed after 2 years) SAT test result (later sent to Registrar's Office)

Medical Records for Athletes

All materials are maintained in an electronic format in the university's imaging system. Private scholarship records Housing & Tuition billing and payment records Student payroll

Student's employment records Faculty evaluations of students Student/alumni employment registrations, resumes and job referral records.

Alumni follow-up employment records

**Office of Student Affairs**

- VP for Student Affairs
- Dean of Students
- Assoc. Dean & Director of Student Activities
- Associate Dean & Director of Residence Life
- Associate Dean & Director of the Wellness Center

Student files regarding disciplinary violations and sanctions.

Person in Charge

VP of Student Affairs

**Financial Aid Office**

- Financial Aid Staff

All materials are maintained in an electronic format in the university's imaging system.

Person in Charge

Assistant Vice President for Enrollment Management and Director of Financial Aid

Perkins Loan records  
National Direct/Defense Student Loan records  
Pell Grant student aid reports  
Statement of Educational Purpose/Selective Service Registration Compliance/Default-Refund Compliance  
Promissory notes for Perkins Loan, National Direct/Defense Student Loans  
Statement of Rights and Responsibilities for Perkins Loans  
Repayment Schedule for Perkins Loans  
Exit interview forms for Perkins, Stafford and SLS Loans  
Stafford/SLS/Parent Loan Applications  
Award Letters  
Verification Materials  
Federal Income Tax Returns  
Financial Aid Forms

**Wellness Center**

- Associate Dean & Director of Wellness Center
- University Physician
- University Nurse
- Wellness Center Staff

Medical Records

Person in Charge

Associate Dean & Director of Wellness Center

### ***Registrar's Office***

- Administration
- Registrar's Office Staff
- Registrar
- Faculty

All materials are maintained in an electronic format in the university's imaging system.

Materials submitted when applying for admission: applications, previous transcripts, SAT scores

Person in Charge  
Registrar

Academic data: Stevenson University transcripts, class schedules, grades, probation lists

### **Final Examinations**

All students are required to take final examinations. If a student misses an examination because of an emergency or illness, the student must contact the faculty members as soon as possible. The faculty member will provide an opportunity for the student to take the examination at a rescheduled time. At that point, the student should contact *The Academic Link* to reschedule the examination. Students will not be permitted to reschedule for reasons other than documented emergencies or illness.

### **Firearms and Weapons**

The possession of or the use of any firearm, weapon, deadly weapon, or other dangerous or flammable material is strictly forbidden on the property owned or operated by the University and will be cause for immediate termination of employment or expulsion. University Security Officers, who are licensed to carry a firearm, are exempt from this policy. "Deadly Weapon" is defined to be any firearm, knife or substance or thing that, in the manner it is used, is intended to be used, or threatened to be used, is known to be capable of producing death or serious bodily injury.

### **Grade Appeal Policy**

The Grade Appeal Policy applies to questions of an instructor's evaluation of student performance. The expectation is that the majority of appeals can be resolved through a flexible process of direct communication between student and instructor. A formal series of procedures has been established to ensure fairness to all parties in cases that cannot be resolved informally.

The grade appeal process for undergraduate students is provided below. (NOTE: BS/MS students will be considered undergraduate

students under this policy until they receive their bachelor's degree and are admitted to the graduate program. This means that prior to receipt of their bachelor's degree, BS/MS students should follow the steps noted here, even if their instructor is a graduate instructor.)

**Step 1: Initiating Discussion with the Instructor (within 5 business days after filing the “Intent to Contest a Grade” Form)**

Within thirty (30) days of the end of the semester, the student must contact the Registrar’s Office and complete an “Intent to Contest a Grade” form. The student must then contact the instructor to discuss the reasons for questioning the grade. The student is responsible for notifying the Registrar’s Office and initiating the discussion with the instructor. If the appeal is not resolved at Step 1, or if the instructor cannot be reached and/or has not responded, the student may then pursue the appeal using the process set forth in Step 2.

**Step 2: Bringing the Complaint to the Next Level Supervisor (within 5 business days of receiving the instructor’s response)**

The student must appeal *in writing* to the next level supervisor. The next level supervisor is the department chair or program coordinator who has oversight over the specific course in which the grade is being appealed. (If there is no department chair or program coordinator, the next level supervisor will be the dean of the school in which the course resides.)

- A copy of this appeal must be forwarded to the Assistant Vice President for Academic Support Services and, if the department chair is not the next level supervisor, to the dean of the school in which the course resides.
- The letter must contain that the student has attempted to discuss the grade concerns with the instructor.
- Upon receipt of the written appeal, the department chair (or other next level supervisor) shall contact the instructor.
  - The instructor has two weeks to submit a written explanation back to the department chair (or other next level supervisor).
  - Upon receipt of the instructor’s response, the next level supervisor can convene a meeting with the instructor, student and the Assistant Vice President for Academic Support Services.
- Final decision by the department chair must be made in writing to the student, dean of the school in which the course

resides, and the Assistant Vice President for Academic Support Services.

**Step 3: Appealing to the dean of the school in which the course resides (within 5 business days of receiving the response in Step 2.)**

(NOTE: If the Dean of the School was the next level supervisor contacted in Step 2, the student proceeds directly to Step 4 to continue the appeal.)

- Resubmit the written appeal to the dean of the school.
- The dean of the school will meet with the student, review the complaint, and solicit input as necessary from all involved.
- Final decision by the dean of the school must be made in writing to the student, department chair or program coordinator, and the Assistant Vice President for Academic Support Services.

**Step 4: Requesting the Convening of the Academic Appeal Board (within 5 business days of receiving the reply from the dean of the school in which the course resides)**

If the matter is not resolved at the Step 3 level, the student may submit his/her written appeal to the Assistant Vice President for Academic Support Services, who shall convene the Academic Appeal Board.

The members of the Academic Appeal Board shall consist of five members designated by the Assistant Vice President for Academic Support Services. These members consist of faculty, staff, administration and students. The Academic Appeal Board shall be chaired by the Assistant Vice President for Academic Support Services, who will be a non-voting member.

The Academic Appeal Board shall design its own rules of operation and will consider all aspects of the case before making its recommendation. The student and instructor shall represent themselves. The Academic Appeal Board may, but is not required to:

- Meet separately with the student and instructor,
- Meet with the student and instructor together,
- Request each party to submit a brief written summary statement of the issues and/or interview other persons who have relevant information.

A report is submitted to the Executive Vice President for Academic Affairs and Dean within 48 hours of the formal meeting. Copies of the report should be provided to the student, the instructor, the department chair or program coordinator, and the dean of the school in which the course presides.

**Step 5: Obtaining Final Decision from the Dean**

The Executive Vice President for Academic Affairs and Dean shall make a final decision after full consideration of the Academic Appeal Board's recommendation and within four weeks of receiving the student's appeal (Step 4). The Executive Vice President for Academic Affairs and Dean has the authority to change the grade and the Registrar shall accept the Dean's decision. The student, instructor, the department chair or program coordinator, and division director shall be notified in writing of the Executive Vice President for Academic Affairs and Dean's decision.

**Hazing**

Hazing by any group or organization is not allowed at Stevenson University. Hazing is defined as any action or activity taken or situation intentionally created, whether on or off campus, that produces mental or physical discomfort, embarrassment, harassment or ridicule, or any form of violence, abuse, or failure to accord to any student the dignity due the student. Consent of a pledge does not exempt any organization from this regulation.

**Non-Academic Violations Policy**

Ethical violations by a student which could subject the student to disciplinary sanctions include, but are not limited to, the following:

1. Lying or knowingly furnishing false information, documents or instruments of identification with the intent to defraud the University;
2. Forging, altering, or misusing any University document, record, or instrument of identification;
3. Physically abusing or verbally abusing any person on University premises or at University sponsored or supervised functions or threats or intimidation of such harm or endangering the health and safety of others. Harassment, including abusive or threatening language either verbal, in

- person or through the telephone, or written through the use of the computer, or any other written form;
4. Damaging, abusing, stealing, or misappropriating property, physical or electronic, or attempting to do so;
  5. Violating the computer policy - <http://www.vjc.edu/administration/oit/index.aspx?id=3291>;
  6. Using, possessing, and/or distributing firearms, weapons, or fireworks on campus or at a University sponsored or supervised activity;
  7. Failing to obey the directives of the Hearing Board or its sanctions or instituting a grievance hearing knowingly, without cause.

See pages 68 – 71 for information on Academic Integrity Policy.

#### **Procedures and Sanctions – Non-Academic Violations**

1. Any member of the University community who has reason to believe that a student has violated any of the principles or intent of the code, shall, as soon as possible after the event takes place, make an oral report to the Dean of Students. The Dean of Students shall take such action as appropriate, including, but not limited to, informally resolving the problem with the student or imposing appropriate sanctions. These sanctions may include (but are not all inclusive) restitution, warning, censure, suspension, dismissal, or expulsion from the University. The Dean of Students will keep a record of this notification, which will not become a permanent part of the student's academic file. After the student leaves the University, any report or material required by this section shall be destroyed, except that any notification that the student is *ineligible for readmission to the University* shall be maintained in the student's academic file.
2. If the incident is not resolved to the satisfaction of both the student and the Dean of Students, either party shall make a request for a hearing by the University Hearing Board by following the procedures listed under "Redress of Student Grievances and Disciplinary Procedures".

Note: These procedures do not apply to a student whose conduct or presence on campus is dangerous to self or other persons or who continually threatens to disrupt the educational process or University operation. The University reserves the right and duty to impose

sanctions against a student for **on- and off-campus activities which pose a threat to the University community**. In such event, the President or Dean of the University may impose such sanctions as are necessary for the protection of the University community including immediate suspension or dismissal of the student.

### **Social Media Policy**

Social media are media used through web- and mobile-based technologies to turn communication into interactive dialogue and engagement, and they have become a staple of social dialogue and action in the new millennium. Websites and user-generated content include, but are not limited to, Facebook, Twitter, LinkedIn, YouTube, Flickr, MySpace, Foursquare, and blogs. Knowing the methods, etiquette, and scale of social media is vital to gaining an understanding of the nuances and repercussions that lie therein.

Contemporary students at Stevenson University are expected to follow institution-wide social media uses, limitations, and practices. Social media communication is public and visible, and posting inappropriate texts, pictures, videos, or images could provoke institutional or legal ramifications for the individual or group. The University and its representatives will monitor and follow social media communications to help create a balanced and positive environment.

Examples of items that would be deemed inappropriate for Stevenson's official pages and websites include:

- Personally identifiable material including, but not limited to, full names, government identifiers, e-mail addresses, physical addresses, or health information of individuals following FERPA guidelines.
- Threatening, harassing, or discriminatory posts.
- Posts that incite or promote violence or illegal activities.
- Material that could be interpreted as containing obscene, offensive, or sexual themes.
- Information that reasonably could compromise public safety.
- Comments that are off subject or out of context from the original post and to the University.

A current list of official University user-generated and social media websites can be found on the SU Connections page at <http://www.stevenson.edu/explore/suconnections.asp>.

Stevenson University students are considered representatives of the institution and are expected to set a favorable example to others outside of the University community. This principle carries over to posts made on non-SU websites or web pages, where students are still responsible for the subject matter and actions that they post publicly. References to individuals, groups, or any other entity, whether in jest or not, reflect upon the University. Accountability and responsibility come with any social media activities. Good judgment and character are values expected of the University and its community members, whether in person or online via social media outlets.

#### **Student Grievance Policy**

Any member of the University community who feels that his or her rights (academic or non-academic) have been violated by another student, faculty member, administrator, or other member of the University should first attempt to resolve the issue informally.

In the event that a resolution cannot be reached informally, an investigation will be conducted to determine whether the allegation has merit and/or whether it can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Executive Vice President for Academic Affairs and Dean or the Vice President for Student Affairs. If so, such disposition shall be final, and there shall be no subsequent proceedings.

A University Hearing Board has been established to consider grievances that could not be resolved in either of the ways described above.

#### **Redress of Student Grievances**

The following procedures have been established to assure the resolution of student grievances in a reasoned and democratic fashion. (Note: Grade appeals are handled separately in accordance with the University's Grade Appeal Policy.)

##### *A. Informal Resolution*

###### **1. Academic Rights Violations**

A student who feels that his/her academic rights have been violated by another student, faculty member, administrator, or other member of the University community, should first

attempt to resolve informally the alleged violation with the following persons:

- Person(s) directly involved;
- Instructor or staff member of his/her choice;
- Department chair; or
- Executive Vice President for Academic Affairs

## 2. Non-Academic Rights Violations

A person in the University community who believes that his/her non-academic rights have been violated by another student, faculty member, administrator, or other member of the University community, should first attempt to informally resolve the alleged violation with the following persons:

- Person(s) directly involved;
- University Counselor;
- Dean of Students; or
- If a faculty member or administrative member is involved, their immediate supervisor.

In the event that a resolution has not been reached, an investigation will be conducted to determine if the allegation has merit and/or if it can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Executive Vice President for Academic Affairs and Dean or the Vice President for Student Affairs. If so, such disposition shall be final and there shall be no subsequent proceedings.

### *B. Formal Resolution*

In the event that informal efforts to resolve the matter fail, the grievance must be presented in writing to the University Hearing Board no sooner than five (5) days and no later than thirty (30) days after an informal resolution has been attempted. The procedure to be followed by the student is:

1. Initiate a hearing by requesting it in writing.
2. Select an advisor, if desired. The advisor must be a member of the University community.
3. Present the necessary evidence and/or witnesses in support of grievance to Hearing Board.
4. Be present to hear and question adverse witnesses during the hearing.

**Disciplinary Proceedings**

In accordance with the AAUP "Joint Statement on Rights and Freedoms of Students," 1967, Stevenson University affirms that "in developing a responsible student conduct, disciplinary proceedings play a role substantially secondary to example, counseling, guidance and admonition." In the event, however, of a violation of established policies and regulations by a student member, charges may be brought against the student violator by any member of the University community. Charges of academic violations are to be filed with the Executive Vice President for Academic Affairs and Dean. Charges of non-academic violations are to be filed with the Dean of Students. The student shall be informed of the charge filed against him/her. The student may elect to meet informally with the Executive Vice President for Academic Affairs and Dean or the Dean of Students for resolution of the charges or within thirty (30) days after an informal resolution has been attempted may request that the charges be considered by the University Hearing Board.

**The University Hearing Board**

The University Hearing Board receives its authority from the President of the University. It shall consist of at least twelve members (students, faculty, administration / staff). At least five of these members shall be designated by the President to sit on the Board at any one time. The members, representing administration, faculty, staff, and students shall be nominated through the Student Services Board of the Faculty Council and shall be appointed by the President of the University. A Chairperson shall be selected by the President. The members shall serve for a one-year term.

**A. Jurisdiction**

1. To hear academic and non-academic grievance appeals, but NOT grade appeals.  
(Grade appeals are handled under the Grade Appeal Policy.)
2. To hear appeals of charges of student violations of established policies and regulations.
3. To impose sanctions as the situation demands, e.g. warning, censure, or restitution.
4. To recommend to the President that suspension, dismissal, or expulsion be imposed.

B. *Procedures*

The University Hearing Board shall adhere to the following procedures in hearing appeals of student grievances or appeals of charges of student violations of established policies and procedures:

1. Promptly upon receipt by the Board Chairperson of a written request for a hearing, notice shall be given the appellant of the date and time of the hearing and the allegations on which the matter is based or the specifics of what action is requested;
2. The burden of proof shall rest upon the individual(s) requesting the hearing;
3. The accused has the right to be assisted by an advisor from the University community whose role is to meet and discuss the case prior to the hearing. The advisor has no standing in the proceedings, however, and may provide advice to respective student in a quiet manner that is not disruptive to the proceedings. Advisors cannot be lawyers and are not permitted to speak or participate directly in the hearing;
4. The complainant and the accused and the Board shall have the privilege of presenting witnesses, subject to the right of questioning by the Board. Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by the Board at the discretion of the Chairperson;
5. A complete record of the hearing shall be kept. Recordings shall be considered adequate;
6. The information presented at the hearing will be regarded as confidential;
7. The decision of the Hearing Board shall be final, subject only to the student's right of appeal to the President within seven (7) days of the formal decision by the Hearing Board;
8. If the accused student or student requesting the appeal does not attend the hearing, he forfeits his right to a hearing or appeal;
9. Grievance/disciplinary proceedings can be dropped at any time by mutual agreement, but cannot be requested again for the same grievance within thirty (30) days and without significantly new evidence.

**Sanctions**

Stevenson recognizes that the goals of discipline are rehabilitation and deterrence. In this spirit, the following sanctions, although not

inclusive, may be recommended or imposed as appropriate, by either the President, Executive Vice President for Academic Affairs and Dean, the Vice President for Student Affairs, the Dean of Students, or the University Hearing Board.

1. *Restitution*: The student shall be liable for reimbursement for any damage of or misappropriation of either individual and/or community property. Forms for reimbursement may include appropriate service to repair or monetary compensation. Failure to make restitution within a reasonable time period can lead to further disciplinary action;
2. *Warning*: The student offender will receive verbal notice that he/she has violated University regulations and/or policies and continuation or repetition of the violation may lead to more severe disciplinary action;
3. *Censure*: Including written notice of violation of University policies. This notice will be kept in the student's file for a limited duration as deemed appropriate by the President;
4. *Suspension*: The student shall be excluded from classes and/or extracurricular activities and shall lose all rights and privileges of a student in good standing. The term of suspension and the conditions for readmission shall be stated in the notice of suspension. Immediate *Interim Suspension* may be invoked during the course of an investigation at the discretion of the Dean of Students. A record of this action may be kept in the student's file for a limited duration as deemed appropriate by the President;
5. *Dismissal*: The student shall be terminated for an indefinite period of time and may be readmitted to the University only with the specific approval of the President, Executive Vice President for Academic Affairs and Dean, and Vice President for Student Affairs. A record of this action may be kept in the student's file for a limited duration as deemed appropriate by the President;
6. *Expulsion*: The student shall be terminated permanently without the possibility of readmission to the University. A record of this action may be kept in the student's file for a limited duration as deemed appropriate by the President.

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All rules and regulations set forth in this handbook have been designed to provide for the fullest intellectual and personal development of the student and to make for a pleasant and orderly way of life on the Stevenson University campus, with full protection for the rights of all.

An earnest attempt has been made to answer here the principal questions which the student may have and to supply information needed to understand the services and functions of the University.

If any questions remain unanswered, however, the student should feel free to contact any member of the University staff or faculty, all of whom will be glad to convey the information or to direct the student to the proper source.

Have a happy year!

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