

**STEVENSON UNIVERSITY**

**Annual Security and Fire Safety Report  
Greenspring and Owings Mills Campuses**

**October 1, 2016**

# TABLE OF CONTENTS

<b>INTRODUCTION</b> .....	<b>3</b>
<b>SAFETY ON CAMPUS</b> .....	<b>4</b>
<b>REPORTING CRIMES</b> .....	<b>8</b>
<b>UNIVERSITY’S GENERAL POLICY FOR CRIME PREVENTION</b> .....	<b>11</b>
<b>DRUG AND ALCOHOL POLICY</b> .....	<b>12</b>
<b>POLICIES, PROCEDURES, AND PROGRAMS: DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, AND STALKING</b> .....	<b>15</b>
Educational Programs and Campaigns.....	15
Procedures victims should follow in the case of alleged dating violence, domestic violence, sexual assault or stalking .....	21
Procedures Stevenson University will follow in the case of alleged dating violence, domestic violence, sexual assault or stalking .....	27
Summary of Resources (On and Off-Campus) .....	33
<b>MISSING STUDENT NOTIFICATION POLICY</b> .....	<b>35</b>
<b>POLICY REGARDING EMERGENCY RESPONSE, TIMELY WARNING, AND EVACUATION PROCEDURES</b> .....	<b>37</b>
<b>CAMPUS CRIME STATISTICS</b> .....	<b>38</b>
Owings Mills Campus .....	39
Greenspring Campus .....	41
<b>ANNUAL FIRE SAFETY REPORT</b> .....	<b>43</b>
Fire Statistics for Stevenson University Residence Halls .....	46
Fire Safety Systems in Stevenson University Residence Halls.....	47
<b>APPENDIX A: DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM</b> .....	<b>48</b>

## **INTRODUCTION**

Pursuant to the Higher Education Act of 1965, as amended by the Campus Security Act; (Pub. L. 101-542), Stevenson University provides a detailed report on campus safety policies and procedures, including policies for crime statistics concerning campus crime, to all current students and employees. In addition, Stevenson University provides notice of the Annual Security and Fire Safety Report to prospective students and prospective employees. This notice includes a brief description of what the report contains, the direct web address for accessing the report and how to request a paper copy of the report.

This report is prepared by Stevenson University's Security Office in partnership with the University's Office of Student Affairs, Facilities Department, Human Resources Office, Admissions Office (Undergraduate), Admissions (Graduate/ Professional Studies and Accelerated), and the Office of Marketing and Digital Communications.

The Stevenson University Annual Security and Fire Safety Report is available on the Stevenson University website at <http://www.stevenson.edu>. The report is accessible by going to the bottom of any Stevenson University web page and clicking on "Annual Security & Fire Safety Report", located beneath the heading "Safe at Stevenson". In addition, the direct link to the University's Annual Security and Fire Safety Report is [www.stevenson.edu/clery](http://www.stevenson.edu/clery). Copies of the Annual Security and Fire Safety Report can be printed from any computer on campus. If you wish a printed copy of the report, please contact the Director of Security, in the University's Office of Security (443-352-4500) to make your request.

Federal Campus Sex Crimes Prevention Act of 2000 went into effect on 10/28/2002. The law requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. That information can be obtained from the on line sex offender registry for the State of Maryland: <http://dpdscs.maryland.gov/onlineservs/socem/default.shtml>.

Stevenson University encourages all students and employees to promptly and accurately report all allegations of campus crime to the Stevenson University Security Office (Ratcliffe Community Center, Owings Mills Campus, 443-352-4500).

# **SAFETY ON CAMPUS**

Stevenson University is committed to the safety and security of all members of the university community. If, however, you are confronted by a situation requiring assistance by the University's Security Office, please follow these procedures:

## **In Emergency Situations**

### **For crimes or accidents:**

To report an emergency situation, go to the nearest University telephone and dial "0" which will connect you to the main University receptionist or call Security at extension 4500 or 443-352-4500. Emergency telephones are located throughout the campus buildings and on the parking lots. University telephones are located throughout the University campus and in staff and faculty offices. Describe to the receptionist your emergency situation. The receptionist will then contact campus Security via two-way radio. Students may also report emergencies by using the University elevator telephones to contact the company that monitors the University's alarm systems. That company will immediately contact campus Security. In a life-threatening situation, immediately call "911" on a public telephone to contact the Baltimore County Police Department and then contact campus Security by dialing "0" on the nearest University telephone or extension 4500 or 443-352-4500.

### **For fires:**

In case of fire, pull the nearest fire alarm and exit the building. Fire alarms are located throughout the campus. Once outside the building, immediately call 911 and Campus Security at X4500 or 443-352-4500. Emergency phones are located throughout the campuses, in the parking lot areas or, on the Owings Mills campus, on the Quad side of the residential buildings.

### **Suspicious Persons:**

Any suspicious person observed on campus should be reported to Security immediately by dialing "0" on the nearest University telephone or X4500. Security can also be contacted at 443-352-4500.

## **Office of Security**

### **Campus Security Personnel**

Whenever the Greenspring campus is open, members of the Security staff will be on campus and in radio communication with the administration and the University receptionist. The Owings Mills campus is staffed with security officers 24 hours a day, 7 days a week. Most Security personnel at the University are either off-duty or retired Police officers, firefighters (EMT), trained by Homeland Security or security trained personnel. The Security staff has a close cooperative relationship with the Baltimore County Police Department, where it refers all law enforcement functions and crimes for appropriate action. Stevenson University is currently pursuing a memorandum of understanding with the Baltimore County Police Department. The Security staff does not have law enforcement/arrest authority and its members are not required to carry firearms. Stevenson University's Security

Department's jurisdiction is limited to the Greenspring and Owings Mills campuses of Stevenson University and certain non-campus property as appropriate.

**Note:**

It should be noted that in the case of an emergency when on campus, **off-duty police officers** are authorized to carry weapons and make arrests within the scope of their sworn duty under federal, state or local regulations and their law enforcement powers.

## **Security Services**

In addition to patrolling the University campuses 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
- Open doors in emergency situations
- Student/staff escort service
- Issue Stevenson University ID Cards

## **The Facility**

For hours of operation for Stevenson University's Greenspring campus and/or the Owings Mills campus, please click on the following link: <http://www.stevenson.edu/about/campus-services/hours-operation/>

On the Greenspring campus, Stevenson University's Security Officers monitor the facilities by regularly patrolling the campus on foot. Stevenson Security is present on campus at all times when the Greenspring campus is open.

On the Owings Mills campus, Security monitors the facilities 24 hours a day, 7 days a week. The exterior doors to all the residence halls are locked 24 hours a day, 7 days a week. Residents of the building gain access to their specific building through the use of their Stevenson University student ID Card, known on campus as the SUOne card. In addition, Stevenson University employs contract Security Officers from 8:00 p.m. – 4:00 a.m. for additional security in the suite style residence halls

that house the first year residents and the majority of the sophomore residents. These contract Security Officers are utilized seven days a week during the fall and spring semesters. At present, Stevenson University does not utilize contract Security Officers in the apartment style residence halls. Finally, the use of closed circuit televisions are widely used on the Owings Mills campus.

Security can be contacted at 443-352-4500 or x4500 to facilitate authorized after-hours access *when notified 24 hours in advance.*

## **Campus Facilities Inspection and Maintenance**

Lighting is provided throughout campus via our Facilities department. Members of facilities and security make frequent inspections of campus lighting and other items in need of repair throughout their tour of duty. Items discovered are reported to personnel listed on the facilities request form. Members of the Stevenson community may also report outages and other items of repair through Stevenson University's SUNow Portal, by clicking on the "Need Help" tab on the navigation menu and submitting a facilities ticket. In an emergency, contact the security office (443-352-4500) and an officer will respond and will work with other departments to resolve the issue. Campus Facility employees also make regular inspections of the buildings and grounds to remove any hazards and to promote safety.

## **Security and Crime Awareness Programs**

In addition to the publication of this yearly report, 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:

1. Timely alert warnings on campus crimes and incidents using:
  - a. Campus wide e-mail
  - b. SUALert system - Stevenson University students, faculty, and staff are encouraged to sign up for SUALert in order to receive emergency text alerts. This service is available at no cost. More information about SUALert, including how to register, is available at: <http://www.stevenson.edu/about/campus-services/alert/>.
  - c. Alertus Desktop – Alertus is a desktop notification system that is installed on all public campus computers. Students, faculty and staff can also have the program installed on their personal computers by contacting the Office of Information Technology at 443-334-3000.
2. A public daily crime log in compliance with the Student Right to Know Act:

The daily crime log is maintained in the Security Office in the Ratcliffe Community Center on the Owings Mills campus. The daily crime log shall be available to the public for inspection during regular University business hours. The log contains statistics related to all reported crimes to Stevenson University's Security Office and includes the following information: the nature

of the crime, the date and time the crime occurred, the general location of the crime, and the disposition of the complaint (if known).

3. Making presentations at orientation
4. Special presentations on topics of interest in cooperation with the Dean of Students and the Student Government Association.
5. One-on-one discussion sessions with a member of the Security staff or the University's counselor at the request of any student.
6. Distribution by both electronic and print media of literature on contemporary issues affecting the campus community.
7. Periodic lectures, presentations, and workshops by qualified professionals
8. Security will conduct unannounced fire/emergency evacuation drills once each semester.

# **REPORTING CRIMES**

## **Campus Crime**

Pursuant to the Federal Campus Security Act, the University has prepared this Annual Security and Fire Safety Report. For additional information on how to report a crime on campus, please see the “Safety on Campus” section of this report.

## **Crime in the Area Surrounding the Campus**

If a crime occurs in the vicinity surrounding the campus which is threatening to members of the University community, the University will notify the campus community of the situation so that precautions can be taken.

## **Reporting Emergency of Life-Threatening Situations**

Immediately call “911” to contact the Baltimore County Police Department.

## **Reporting a Crime in a Non-Emergency Situation**

Call the Baltimore County Police Department at 410-887-2222.

## **Reporting Crimes on a Voluntary, Confidential Basis**

Victims or witnesses may report crimes on a voluntary, confidential basis to Stevenson University’s mental health counselors located in the Wellness Center on the Owings Mills Campus (443-352-4200). In addition, victims or witnesses may report information using Stevenson University’s anonymous tip-line at 443-334-2630.

## **Professional and Pastoral Counselors**

Stevenson University has no policy or procedures that encourages professional and pastoral counselors to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. Pastoral and professional counselors who receive confidential reports of crime are not required to report these crimes to the Stevenson University Security Office for inclusion into the annual disclosure of crime statistics or for the purpose of a timely warning.

These positions are defined as follows:

**Professional Counselor:** A person whose official responsibilities include providing mental health counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification



Pastoral Counselor: A person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor. (Stevenson University does not have staff members who are considered pastoral counselors.)

### **Campus Security Authorities**

Stevenson University encourages all students and employees to report all allegations of campus crime to the Stevenson University Security Office (Ratcliffe Community Center, Owings Mills Campus, 443-352-4500). However, Stevenson University is aware that, in some instances, individuals may choose to file a report with others on campus. For this reason, the *Clery Act* requires all colleges to collect crime reports from a variety of individuals and organizations that the *Clery Act* has termed “campus security authorities”.

“**Campus security authorities**” is a *Clery Act*-specific term whose role is to report to Stevenson University’s Security Office allegations of *Clery Act* crimes that are reported to them in their capacity as a Campus Security Authority. Campus Security Authorities (CSAs) are individuals who have significant responsibility for student and campus activities. CSAs encompass four groups of individuals and organizations associated with an institution. The four groups designated by the *Clery-Act*, and the associated CSAs at Stevenson University within each group, are as follows:

- a. A campus police department or a campus security department of an institution. The CSAs at Stevenson University within this category are:
  1. All members of the Stevenson University Security Office
  
- b. Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g. an individual who is responsible for monitoring the entrance into institutional property). The CSAs at Stevenson University within this category are:
  1. All members of the Stevenson University Transportation Department
  2. All private contract security officers who work in the residence halls and at the gate houses on the Owings Mills campuses
  3. All off-duty law enforcement officers hired to perform security services for the University
  
- c. Any individual or organization specified in an institution’s statement of campus security policy as an individual or organization to which students and employees should report criminal offenses. The CSAs at Stevenson University within this category are:
  1. Vice President, Student Affairs
  2. Dean of Students
  3. Title IX Coordinator
  4. Vice President, Human Resources
  5. All members of the President’s Cabinet

d. An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. The CSAs at Stevenson University within this category are:

1. All professional members of the Office of Student Affairs (except for the University's professional counselors in the Wellness Center who are exempt from this reporting requirement)
2. Athletic Director
3. All athletic coaches
4. All advisors to a Stevenson University club or organization
5. All Resident Assistants

As noted earlier, Campus Security Authorities are responsible for reporting allegations of *Clery Act* crimes that are reported to them in their capacity as a CSA to the Stevenson University Security Office. CSAs are not responsible for determining authoritatively whether a crime took place nor should they try to apprehend the alleged perpetrator of a crime. These are the responsibilities of the Stevenson University Security Office and the Baltimore County Police Department.

Stevenson will contact CSAs at the end of each academic semester and direct them to provide a statement confirming instances of criminal reports that may have been made to them.

### **Crimes Involving Student Organizations at Off-Campus Locations**

Stevenson University Security has a close cooperative relationship with the Baltimore County Police Department, where it refers all law enforcement functions and crimes for appropriate action. Stevenson University has no off-campus locations of student organizations officially recognized by the institution. As a result, the monitoring and recording of such locations through local police agencies is not applicable. Crimes committed at off campus facilities under the control of the University shall be disclosed in our statistics if they come to the attention of Stevenson University's Security Office.

### **Notification of Disciplinary Outcome regarding Crimes of Violence Resulting from a University Disciplinary Hearing:**

The University will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in Section 16 of Title 18, United States Code) or any non-forcible sex offense, the results of any college disciplinary proceeding against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim will be treated as the alleged victim for the purpose of this policy.

## **UNIVERSITY 'S GENERAL POLICY FOR CRIME PREVENTION**

Students, faculty and staff are encouraged to be responsible for their own security and the 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 crime prevention tips:

1. Lock your car doors when you are in your car and when you park it.
2. Keep car windows closed while driving your motor vehicle.
3. Do not walk alone on campus at night.
4. In the evenings, park in a well-lighted area, in a lot close to your destination.
5. Do not leave purses or backpacks unattended.

In the Residence Halls:

1. Lock the doors to your room when leaving even for short periods of time
2. Do not leave notes on your doors indicating you are not in or how long you will be away.
3. Secure all money and valuables in your room or office.
4. Do not prop the entrance or exit doors to the residence halls. This type of action endangers all and is a serious offense.

# **DRUG AND ALCOHOL POLICY**

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

The Stevenson University community affirms unauthorized drug use to be contrary to the goals of the University. The use, possession (including constructive possession), manufacture, distribution and solicitation of controlled dangerous substances, drug paraphernalia, look-alike drugs, unauthorized legal drugs, man-made or naturally occurring substances or inhalants used for the purpose of altering behaviors, mood, or for changing the brain or nervous system, and over-the-counter drugs/medications or prescription drugs in excess of the recommended or prescribed dosage(s) is strictly prohibited on Stevenson University property, Stevenson sponsored travel, or in connection with any program or activity sponsored or endorsed by Stevenson University.

### *Standard Sanctions for Unauthorized Drugs*

Violations of the University's Drug Policy are considered serious and may result in suspension, dismissal or expulsion from the University. Students who are found to be distributing drugs will be expelled from the University. Students who are found in possession of large quantities of drugs may also be expelled from the University as the large quantity, by itself, may be viewed as intent to distribute.

## **Standards of Conduct Regarding Alcohol**

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. These 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, Student Affairs or Chief of Staff in the President's office 30 days prior to the event. The Event Application Request for Service of Alcoholic Beverages will serve as a formal application for approval.
  - 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.

### **Rules Specifically Applicable to University Housing**

Residents of legal drinking age may drink beer or wine in their residence hall 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 hall 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 SU housing. 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 balls, and other multi-liter containers are not permitted in SU residence halls. 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 agreement or University policy will be held accountable. The Residence Life staff is to report offenders to the Director of Student Conduct. The students involved will meet with the Director of Student Conduct or a professional Residence Life staff member to determine appropriate sanctions if warranted. Any student failing to meet with a Residence Life staff member will be subject to termination of the housing contract for failure to comply with directions of a University official.

### **Standard Sanctions for Alcohol Violations**

*First time violators may be subject to:*

- Formal warning
- \$100 fine and/or discipline service
- Participation in an alcohol education program designated by the University

*Second time violators may be subject to:*

- \$150 fine and/or discipline services
- Housing probation
- Parental notification (official warning letter sent to the student with a copy mailed to the student's parents/guardians)
- Participation in an alcohol education program or referral for treatment designated by the University

*Students with subsequent alcohol violations will generally be subject to one or more of the following:*

- Increased fine, referral for treatment, removal from residence, and termination of the students' Housing Contract and/or suspension and/or expulsion from the University

## **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.

## **Alcohol and Drug Education**

Stevenson provides alcohol and drug education to all new students through new student orientation and through the students' required completion of the online educational program MyStudentBody.com. MyStudentBody.com, which is a required component of the Stevenson University health form, focuses on three areas: alcohol, drugs and sexual violence. In addition, Stevenson University's Office of Residence Life, in collaboration with the Wellness Center, provides alcohol education to students who are found responsible for violating the University's Alcohol Policy. Typically, this education involves having students view and discuss the HAZE video, a documentary that seeks to address the misuse and abuse of alcohol on college campuses. In addition, one-on-one education is provided when students violate the University's alcohol policy a second time as well as in cases of significant first-time alcohol violations.

Students who violate Stevenson University's drug policy, and who are permitted to remain enrolled at the University, are typically required to obtain drug education and treatment from a University approved off-campus provider. Employees may access alcohol and drug education through BHS, Stevenson University's Employee Assistance Program, by calling (800) 756-3277.

For more complete information related to alcohol and drug education, please refer to Stevenson University's comprehensive drug and alcohol abuse prevention program. This program contains, among other things, additional information related to alcohol and drug education, including alcohol and other drug programs available to students and employees. Stevenson University's drug and alcohol abuse prevention program is available at [www.stevenson.edu/alcohol-drugs](http://www.stevenson.edu/alcohol-drugs) as well as in Appendix A of this document.

## **Legal Sanctions Under State and Federal Law**

It is the policy of Stevenson University to uphold state and federal laws with regards to alcohol and other drug violations. Students who violate Stevenson University's drug and alcohol policy are referred to the University's Student Conduct Office. Violations of this policy may also be referred to appropriate law enforcement agencies. Employees who violate Stevenson University's drug and alcohol policy are referred to the University's Human Resources Office and are subject to disciplinary actions up to and including termination of employment and/or referral for prosecution as appropriate. Sanctioning guidelines for the state of Maryland may be found by accessing the following link:

<http://www.msccsp.org/Files/Guidelines/offensetable.pdf>. Specific information related to drug law violations within the state of Maryland may be found on pages 6-10. Federal trafficking penalties, except for marijuana, may be found by accessing the following link:  
[http://www.dea.gov/druginfo/ftp\\_chart1.pdf](http://www.dea.gov/druginfo/ftp_chart1.pdf).

For more complete information related to legal sanctions under federal, state and local law, please refer to Stevenson University's comprehensive drug and alcohol abuse prevention program. Stevenson University's drug and alcohol abuse prevention program is available at [www.stevenson.edu/alcohol-drugs](http://www.stevenson.edu/alcohol-drugs) as well as in Appendix A of this document.

# **POLICIES, PROCEDURES, AND PROGRAMS:** **DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT** **AND STALKING**

*Stevenson University's Policy on Sexual Misconduct, Relationship Violence and Stalking Policy can be found online at [www.stevenson.edu/sexualmisconduct](http://www.stevenson.edu/sexualmisconduct)*

Stevenson University believes that members of the Stevenson University community have the right to be free from acts of sexual misconduct, relationship violence (including dating violence and domestic violence), and stalking. The University is committed to providing a safe and non-discriminatory learning and working environment. Accordingly, by Stevenson University's Sexual Misconduct, Relationship Violence and Stalking Policy, all members of the Stevenson community and all visitors, regardless of sex, gender, sexual orientation, gender identity, or gender expression are advised that any sexual misconduct by any student, employee, or third party is prohibited. Any attempt to commit sexual misconduct, or to assist or willfully encourage any such act, is a violation of this Policy. Sexual misconduct is contrary to the basic values of Stevenson, which include promoting a sense of community, fostering learning, instilling integrity, and achieving excellence.

Stevenson University's Sexual Misconduct, Relationship Violence and Stalking Policy applies to all complaints of sexual misconduct in Stevenson's education programs and activities. Stevenson also prohibits sexual misconduct by all third parties on Stevenson's campuses and during Stevenson activities. Third parties include but are not limited to visitors, guests, volunteers, vendors and contractors while on University property, participating in a University event, or providing services to the University, applicants for admission to or employment with the University, and former employees and students of the University. The Policy and Procedures also applies to sexual misconduct that occurs off campus among members of our community and will be addressed in the same manner as if the incident occurred on campus.

## **EDUCATIONAL PROGRAMS AND CAMPAIGNS**

Stevenson University is committed to educating the campus community on the topics addressed in its Policy on Sexual Misconduct, Relationship Violence and Stalking. The goal of Stevenson's educational programs is to promote awareness and to educate students and employees about preventing dating violence, domestic violence, sexual assault and stalking. Stevenson offers primary prevention and awareness programs for all incoming students and new employees as well as ongoing prevention and awareness programs for students and employees. A description of these programs at Stevenson University is provided below.

### **Primary Prevention and Awareness Programs for All Incoming Students and New Employees**

Stevenson University prohibits dating violence, domestic violence, sexual assault and stalking as they are defined for purposes of the *Clery Act*. All new students (residential and commuter) are required to successfully complete the *Essentials* course within MyStudentBody.com as part of the Stevenson University health requirements. MyStudentBody's *Essentials* course is an online prevention education course intended for incoming students. It covers the three most significant behavioral risks new college students face: alcohol, illicit and prescription drugs, and sexual violence. The sexual violence component covers such concepts as identifying an act of sexual violence, bystander intervention, and resources for seeking help. The alcohol education component engages students on

the realities of college life and drinking. Finally, the *Essentials* course provides comprehensive education on illicit and prescription drug use.

In addition, Stevenson routinely offers several programs during New Student Orientation in August. During the most recent New Student Orientation in August, 2016, Stevenson University's Director of Student Conduct delivered a presentation on Title IX. In addition, a representative from TurnAround, Inc. delivered a presentation on *Promoting Healthy Relationships*. TurnAround is a Maryland based organization whose mission is to provide counseling and support services to victims of rape, incest and domestic violence and to increase community awareness and understanding of these problems. Finally, Stevenson University also hosted Dr. Joni Frater and Esther Lastique who delivered their presentation *Sex Ed Boot Camp*. This program empowers students to make better decisions about their sexuality and also addresses, among other topics, Title IX and violence prevention.

The primary prevention program in place for new employees is a video titled "Awareness and Sexual Assault Prevention". This video is for all new faculty and staff as part of Stevenson University's commitment to promoting a safe learning and working environment and one that is free from discrimination on the basis of gender.

### **Ongoing Prevention and Awareness Programs for Students and Employees**

Stevenson University is committed to providing ongoing prevention and awareness programs for both students and employees. The goal of these programs is to promote awareness and to educate students and employees about preventing dating violence, domestic violence, sexual assault and stalking. In addition, these programs are also intended to promote awareness of the services that Stevenson has available to address these issues.

With regards to students, throughout the spring 2016 semester, Stevenson University's Peer Educators presented the One Love Foundation's *Escalation* video to approximately 500 students. Each participant received an extensive packet of information with educational materials and resources available at Stevenson and in the broader community. Furthermore, prior to the beginning of the fall 2016 semester, Stevenson University placed magnets on the refrigerators located inside each of the rooms in the University's residence halls. These magnets, which were also made available to commuter students and employees, provide on-campus and off-campus resources available to members of the University community who may have experienced sexual violence or who may know someone who has experienced sexual violence. The magnets also clearly distinguish between confidential and non-confidential resources. Finally, in September, 2016, Stevenson University hosted "Sex Signals", an interactive program that has been described as one of the most popular sexual assault prevention programs on college campuses. This program reaches out to students who have mislabeled coercion as consent, with the hope of changing behaviors and encouraging bystander intervention.

Recent programs for employees include a presentation titled *Relationship, Domestic, and Sexual Violence: The Role of the First Responder*. This presentation was delivered in February, 2016, by a representative from TurnAround, Inc. In addition, in August, 2016, Stevenson University's Title IX Coordinator delivered a presentation on the topic of Title IX and sexual misconduct at Stevenson University's opening faculty/staff meeting.

Resources pertaining to sexual assault prevention, risk reduction, sexual assault response, and other



related topics may be found on Stevenson University's website at [www.stevenson.edu/sexualmisconduct](http://www.stevenson.edu/sexualmisconduct).

### **Bystander Intervention Programs**

Bystander intervention is defined as safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene where there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective options, and taking action to intervene.

Stevenson University provides bystander intervention as part of the primary prevention and awareness campaigns noted above. Specifically, with regards to new students, this topic is addressed in the MyStudentBody course that is described above in the section on primary prevention programs. Bystander intervention is then reinforced in the other educational programs and trainings conducted by Stevenson University. Also, Stevenson University's Security Office actively promotes the "see something, say something" campaign through presentations and promotional materials throughout the Stevenson community.

In addition, in order to encourage the reporting of dating violence, domestic violence, sexual assault, and stalking, Stevenson University has the following provision within its Sexual Misconduct, Relationship Violence, and Stalking Policy:

**Student Amnesty Policy and Bystander Intervention.** Stevenson University is committed to the safety and well-being of all of its students. As such, Stevenson has a variety of policies in place to help enhance the safety of the campus community. Stevenson encourages the reporting of sexual misconduct. Sometimes, students may be reluctant to come forward and report an incident of sexual misconduct, or serve as a witness, because they are concerned that they may be charged with violating other campus policies, such as Stevenson's alcohol or drug policy. Therefore, for students who report an incident of sexual misconduct or who serve as witnesses to an incident of sexual misconduct, the University will not institute disciplinary sanctions for his or her own personal consumption of drugs or alcohol related to the incident as long as any such violations did not place the health or safety of any other person at risk. Stevenson may pursue other educational remedies regarding the use of alcohol and illegal drugs in order to protect the health and well-being of the student.

Finally, MyStudentBody offers several strategies surrounding bystander intervention, some of which are provided below:

When a friend or someone you know is in an abusive relationship, there are several things you can do to step in and help:

- **Listen to your friend, and don't gossip about what you hear.** Tell your friend you care, and let him or her confide in you.
- **Believe the story told to you.** Don't blame your friend for what's happening or question the events that took place. Don't underestimate what he or she is going through.

- **Make it clear that your friend doesn't deserve to be abused.** Focus on your friend's strengths. You might recall the good times you've shared together. The abuser has probably told your friend that he or she is "worthless," a bad student, or a bad partner. Your friend may have lost all self-confidence and believe that "there really is something wrong with me." Be emotionally supportive. Offer reminders of the person's skills and accomplishments. We all deserve a life free of violence. Tell your friend that.
- **Gather information.** Gather phone numbers and services that can help your friend. Contact your on-campus resources or contact a local crisis center (such as TurnAround, Inc.) that assists victims of domestic violence and ask for advice to help your friend. You could even go with your friend to one of these centers, if he or she is afraid to go alone.
- **Let the person make his or her own decisions.** If your friend decides to leave the relationship, help your friend figure out a "safety plan" by calling a crisis center hotline. These centers can help with exploring options and making a plan to be as safe as possible. Victims of abuse may face greater risk when they try to end the relationship. An abusive person who feels out of control may become dangerous.

When you're a bystander witnessing abuse or a sexual assault on campus, know that it's a community problem and everyone plays a role in ending it. Here's what you can do to help:

- Don't intervene alone if it's unsafe; call 911 or Stevenson University Security at 443-352-4500 or find someone to help.
- Do something about a situation that could lead to sexual violence before it happens. Speak up and express your concerns.
- If you think a friend's actions are unwanted, harassing, or abusive, talk about it with your friend in a caring and concerned way.
- Save emergency numbers in your cell phone such as Stevenson University Security at 443-352-4500.
- Realize that abusive behaviors can come from men and women, and don't condone or minimize them coming from anyone.

When you encounter sexual violence at Stevenson University, you have a choice whether or not to do something. You have the right to define your own boundaries. You could speak out against something you find offensive, or you could praise someone's decision to avoid a potentially harmful situation. Whatever it is, you can make a difference, because bystander intervention is everyone's responsibility.

### **Information on Risk Reductions**

Stevenson University provides risk reductions as part of the primary prevention and awareness campaigns noted above. Specifically, with regards to new students, this topic is addressed in the MyStudentBody course that is described above in the section on primary prevention programs. Risk reductions is then reinforced in the other educational programs and trainings conducted by Stevenson University.

MyStudentBody offers several strategies regarding risk reductions, some of which are provided below. Stevenson University wishes to emphasize that these strategies are in no way meant to blame the victim. It is not the victim's fault if someone commits an act of violence against her/him. The sole responsibility is the with person who chooses to rape, abuse, assault, or otherwise harm another

person.

- **Call 911 or Stevenson University Security (443-352-4500) if you are in immediate danger.**
- **Avoid dangerous situations** and always be aware of your surroundings. Knowing where you are and who is around you may help you find a way out of a bad situation. Avoid isolated areas to the extent practical, as it's harder to get help if no one is around.
- **Walk with purpose** and act like you know where you're going, even if you're unsure of your direction.
- **Trust your instincts** if a situation or place feels unsafe or uncomfortable. Leave as quickly as is practical.
- **Try not to load yourself down** with packages or bags. This can make you look more vulnerable.
- **Carry your cell phone**, charged, with you when you go out. You may also want to carry a rechargeable power-cell in your bag or backpack to make sure you can use your phone all day even if you can't plug into an outlet.
- **Always have a plan for getting home—and a backup plan in case there's an issue.** For example, if you're relying on someone else for a ride to a party, make sure to carry cab fare and have the number of a reliable taxi service in your phone, in case you need to go home separately.
- **Avoid putting headphones or earbuds in both ears.** You should be able to hear what is around you, especially if you're walking alone.

Here are things both men and women can do to assist a person in danger of assault:

- **Ask if the person needs help.** Before stepping in, check to see what the risk is to yourself. If it means putting yourself in danger, call 911.
- **Stay with the person.** If you stick around, you are considered a witness. The perpetrator is less likely to do anything if someone is witnessing the scene.
- **If you know the perpetrator**, tell him or her to back off, that it's a bad idea, and to leave the potential victim alone.

### **Information about Sexual Assault, Domestic Violence, Dating Violence, and Stalking in the State of Maryland**

As required by the *Clery Act*, below are the definitions of sexual assault, domestic violence, dating violence, stalking, and consent within the state of Maryland. These definitions are provided to the community for educational and awareness purposes. Students and employees should keep in mind, however, that Stevenson University has its own definitions for these terms and it is these definitions that are used in the application of Stevenson University's Sexual Misconduct, Relationship Violence, and Stalking Policy. For specific information regarding how Stevenson University defines these terms, please see [www.stevenson.edu/sexualmisconduct](http://www.stevenson.edu/sexualmisconduct).

#### **Sexual Assault Definition in the State of Maryland**

There is no definition of the term "Sexual Assault" in the local jurisdiction. Maryland does, however, have laws pertaining to rape in the first and second degree and sexual offenses in the first – fourth degrees. Rape is defined in the state of Maryland as vaginal intercourse with another involving force or the threat of force without the consent of the other. Sexual offenses, in general, prohibits engaging in a

sexual act with another by force, or the threat of force, without the consent of the other. For complete information on these laws, please refer to the following link provided by the Maryland Coalition Against Sexual Assault (MCASA): <http://www.mcasa.org/law-public-policy/maryland-laws-and-regulations/>. This website describes in detail Maryland’s laws and regulations involving sexual crimes.

### **Domestic Violence Definition in the State of Maryland**

(Source: <http://www.courts.state.md.us/legalhelp/domesticviolence.html>)

Maryland law defines domestic violence “abuse” as the occurrence of one or more of the following acts between “family or household members”:

- Assault
- An act that places a person in fear of imminent serious bodily harm
- An act that causes serious bodily harm
- Rape or sexual offense
- Attempt rape or sexual offense
- Stalking
- False imprisonment, such as interference with freedom, physically keeping you from leaving your home or kidnapping you.

### **Dating Violence Definition in the State of Maryland**

There is no definition of the term “Dating Violence” in the local jurisdiction.

### **Stalking Definition in the State of Maryland**

(Source: Md. Criminal law Code Ann. § 3-802)

Stalking is defined as a malicious course of conduct that includes approaching or pursuing another where the person intends to place or knows or reasonably should have known the conduct would place another in reasonable fear of serious bodily injury, an assault in any degree; rape or sexual offense, or attempted rape or sexual offense in any degree, false imprisonment; or death.

### **Consent Definition in the State of Maryland**

There is no definition of the term “Consent” in the local jurisdiction.

### **Consent Definition at Stevenson University**

Consent is defined at Stevenson as: clear and unambiguous agreement expressed in mutually understandable words or actions to knowingly and voluntarily engage in specific sexual or intimate activity or conduct. Consent is not present (1) if obtained through the use of force, threat, coercion, or intimidation; or (2) when an individual is incapacitated; or (3) if given by someone who is not able to effectively communicate or to understand the nature of the conduct being engaged in. Silence or an absence of resistance on the part of the individual does not imply or constitute consent. Past consent does not imply future consent. Consent to one act does not constitute consent to another act. Consent can be withdrawn at any time including during a sexual act. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another.

## **PROCEDURES VICTIMS SHOULD FOLLOW IN THE CASE OF ALLEGED DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT OR STALKING**

**Victims of sexual assault, relationship violence (including domestic violence and dating violence), or stalking are strongly encouraged to do the following:**

Immediately after an assault, the victim is strongly encouraged to do the following:

- A. **Get out of physical danger.** The victim should go to a safe place, call a friend, family member, the room of the Resident Assistant, or the Wellness Center (if during weekday business hours). The victim also may choose to call 911.
- B. **Report the assault to Stevenson University Security.** Campus Security contact information is as follows:
  - 1. *Owings Mills Campus:* Ratcliffe Community Center, Front Entrance, (100 Campus Circle, Owings Mills, MD 21117); phone number: 443-352-4500.
  - 2. *Greenspring Campus:* phone numbers: 443-352-4500; 410-486-7000 (this number is for the University receptionist; simply ask for Security when you call).

The victim also will be advised of her/his right to file a complaint with the police and to seek a Peace Order from the local court. The Director of Security or the Security Shift Supervisor can assist in contacting the police or pursuing a Peace Order. Filing a report with Stevenson does not preclude filing a police report or seeking a Peace Order.

- C. **Preserve physical evidence.** If there has been a sexual assault, removal of clothes or bathing or cleaning up in any way may destroy essential evidence. Therefore, to preserve evidence, the victim should not shower, bathe, go to the bathroom, douche, smoke, eat, drink or brush teeth or hair, or change clothes or bedding before going to the hospital or medical facility. Save all clothing worn at the time of the assault; if the victim has changed clothes, do not wash them and bring them to the hospital or medical facility. Do not disturb anything in the area where the assault occurred.
- D. **Preserve important information.** Write down as much as can be remembered about the circumstances of the assault, including a physical description of the assailant. If the alleged perpetrator was unknown to the victim, try to remember any helpful details that may lead to his or her identification, such as scars or other marks, jewelry, dress, language, approximate height and weight in comparison to that of the victim, vehicle description, and tag number. Write these down as soon as possible, and include the date and time of writing.
- E. **Obtain medical attention and forensic examinations.** Victims may receive care at a local hospital, urgent care facility, or through their personal physician, and can obtain a free exam to preserve forensic evidence.
  - 1. **Medical Care.** Students may also seek medical care—and make confidential reports—at the Stevenson University Wellness Center (443-352-4200). The Wellness Center is open Monday through Friday, 9:00 a.m. – 5:00 p.m. with extended hours until 7:00 p.m. on Tuesday and Wednesday. A nurse practitioner or physician will conduct an

examination for physical injuries, discuss emergency contraception, and test for STIs. No fees will be charged by the Wellness Center. The Wellness Center will not perform a forensic examination or evidence collection. When you make a report to the Wellness Center of a sexual assault, your report is kept confidential and will not be disclosed unless you direct otherwise.

2. **Sexual Assault Forensic Exam.** If there has been a sexual assault, the victim is strongly encouraged to immediately get a free Sexual Assault Forensic Exam (S.A.F.E.) at the Greater Baltimore Medical Center in Towson (6701 North Charles Street, Towson, Maryland 21204, 443-849-3323 or after business hours 443-849-2226) or another similar facility, no later than five (5) days after the assault. Campus Security will coordinate transportation to the hospital for the S.A.F.E. examination, if requested. For more information about the S.A.F.E. examination, contact a Residence Life Staff Member or call TurnAround's 24-hour hotline at 443-279-0379. Even if the victim is undecided whether to make a police report, evidence may still be collected in a S.A.F.E. examination, and it will be held under an anonymous name for 60 days, giving the victim an opportunity to decide.

**F. Obtain Counseling and/or Other Advocacy Services.** Mental Health Counselors and Health Care Professionals located in the Stevenson University Wellness Center (443-352-4200) are available to provide confidential counseling and support to student victims and can assist them in evaluating the options available. After normal business hours, students wishing to speak to a professional in the Wellness Center may do so by simply contacting Campus Security and requesting that a counselor from the Wellness Center contact them. Employees may contact Business Health Services, the University's Employee Assistance Program, 1-800-327-2251.

Crisis counseling is also available from TurnAround, Inc., which provides counseling and support services to victims of domestic violence and sexual assault. Legal assistance and victim advocacy services may also be accessed by contacting the Sexual Assault Legal Institute (SALI) which is a program of the Maryland Coalition Against Sexual Assault (MCASA). Contact information for each organization is provided below:

Wellness Center  
Stevenson University  
Caves Building  
443-352-4200

TurnAround  
24-hour Crisis Hotline  
443-279-0379  
[www.turnaroundinc.org](http://www.turnaroundinc.org)

MCASA  
Sexual Assault Legal Institute  
24-hour Crisis Hotline  
877-496-7254 or  
301-565-2277  
[www.mcasa.org](http://www.mcasa.org)

**G. Criminal complaint.** A person who believes she or he is a victim of sexual violence may also contact law enforcement authorities and decide whether to file a criminal complaint. Law enforcement may be contacted by dialing 911 and an officer from the appropriate jurisdiction will respond and take a report detailing the circumstances of your allegation. Campus Security will provide help to a victim in making this contact with law enforcement authorities if requested by the victim. You also have the right not to report the incident to criminal authorities. A law enforcement inquiry does not alter Stevenson's obligation or commitment to conducting a prompt investigation. While Stevenson may temporarily delay its investigation while law enforcement authorities investigate, that investigation is a separate process. However, Stevenson will not wait until the outcome of a criminal proceeding to undertake an investigation and make a decision on the complaint. Stevenson will take appropriate interim steps

during the law enforcement agency's investigation to provide for the safety of the victim(s) and the school community.

### **Filing for Protective Orders or Peace Orders in the State of Maryland**

Peace and Protective Orders are civil orders issued by a judge that order one person to refrain from committing certain acts against others. The relationship between the respondent (person alleged to have committed the prohibited act) and the petitioner (person seeking protection) determines the Petition to be filed. Protective Orders generally apply to people in domestic relationships. Peace Orders apply to other persons. You cannot qualify for both.

The below information is provided to help you understand the difference between a peace order and a protective order as well as the process for filing for one. Also, please keep in mind that Stevenson University's Director of Security or a Security Shift Supervisor can assist you with both understanding your options and/or the process of pursuing a Peace Order. If you wish to speak with either the Director of Security and/or Security Shift Supervisor, please call 443-352-4500 or go directly to the Security Office located in the Ratcliffe Community Center on the Owings Mills campus (100 Campus Circle, Owings Mills, MD 21117).

In order for Stevenson University to assist in ensuring compliance with either a peace or a protective order, upon receiving the peace or protective order, please bring a copy to Stevenson University's Security office. If a student or an employee feels that a violation of the order has occurred, she/he should contact 911 and Stevenson University Security (443-352-4500) immediately.

### **Protective Orders**

Protective Orders are the main vehicle of civil relief for victims of domestic violence. Maryland law defines domestic violence "abuse" as the occurrence of one or more of the following acts between "family or household members": assault; an act that places a person in fear of imminent serious bodily harm; an act that causes serious bodily harm; rape or sexual offense; attempt rape or sexual offense; stalking; false imprisonment, such as interference with freedom, physically keeping you from leaving your home or kidnapping you.

You are eligible for a protective order if you and the alleged abuser:

- Are current or former spouses
- Have lived together in an intimate relationship for at least 90 days during the past year
- Are related by blood, marriage, or adoption
- Are in a parent-child, or stepparent-stepchild relationship and have resided together for at least 90 days during the past year
- Are in a caretaker-vulnerable adult relationship
- Are the parents of a child together.
- Have had a sexual relationship within 1 year before the filing of the petition

### **Peace Orders**

A Peace Order is a form of legal protection for anyone who is experiencing problems with an individual, including someone in a dating relationship, a neighbor, a stranger, or anyone else. The peace order enables an individual who wishes to be left alone to ask the Court for an order for the other person to stay away and refrain from any contact.

A Peace Order allows any person who has been subjected to abuse, harassment, stalking, trespass, or malicious destruction of property to seek relief from the court. Unlike protective orders, the nature of the relationship between the parties is not a factor when petitioning the court for a Peace Order. If an individual is entitled to relief in a protective order hearing they are not entitled to seek relief under the Peace Order Act.

For complete information on how to file for a peace or protective order, please see <http://www.courts.state.md.us/courtforms/joint/ccdcvpo001br.pdf>. This link will take you to a brochure prepared by the Maryland Courts titled *How to File for a Peace or Protective Order*. For additional information regarding domestic violence as well as peace and protective orders, please see <http://www.courts.state.md.us/legalhelp/domesticviolence.html>. Finally, if you wish to speak with someone directly, you may contact the Maryland District Court in Towson, Maryland (120 E. Chesapeake Avenue, Towson, MD 21286) or by calling 410-512-2000.

### **Requesting a No-Contact Order from Stevenson University**

Stevenson University is able to provide victims of sexual assault, relationship violence or stalking a no-contact order between the victim and the accused pending the institution's disciplinary process. Requests for no-contact orders in this regard should be made to either the Title IX Coordinator (443-334-2176 or pbarkett@stevenson.edu) or the Director of Security (443-352-4500 or mlong5@stevenson.edu). Once issued, the no-contact order prohibits contact of any kind (e.g. in-person, phone calls, email, social media, via third party, etc.) between the victim and the accused. Complainants may also seek protective measures from outside law enforcement agencies as described above. If a student or an employee feels that a violation of this no-contact order has occurred, she/he should contact Stevenson University Security (443-352-4500) immediately.

### **Legal Assistance**

Legal assistance and victim advocacy services may be accessed by contacting the Sexual Assault Legal Institute (SALI) which is a program of the Maryland Coalition Against Sexual Assault (MCASA). Contact information for this organization is 877-496-7254 or 301-565-2277.

## **Reporting Violations under Stevenson University's Sexual Misconduct, Relationship Violence and Stalking Policy**

### **A. Informal Resolution**

1. In many instances, counseling, advice, or informal discussion may be useful in resolving concerns about allegations of discrimination prohibited by Title IX. Complainants who wish to resolve their concerns informally should bring them to the attention of the Vice President, Human Resources/Title IX Coordinator.
2. In working to resolve the matter, the Vice President, Human Resources/Title IX Coordinator (or designee) or the Director, Student Conduct (or designee) will interview the complainant and, as appropriate, others who may have knowledge of the facts underlying the complaint. At any point, including while the informal process is ongoing or afterward, the complainant may elect to end the informal process in favor of filing a formal complaint.

Although Stevenson encourages informal resolution of complaints when appropriate, it will not use mediation between a complainant and respondent or any other informal resolution mechanism to resolve complaints pertaining to sexual assault.



**B. Formal Report of Sexual Misconduct.** Reports of sexual misconduct should be made to the Vice President of Human Resources/Title IX Coordinator, Stevenson’s Security Office, or the Vice President, Student Affairs. While there is no time deadline for making such a report, the earlier the better as important information or evidence may become unavailable due to delayed reporting. It is also recommended that a report be made by the complainant in writing. However, reports may also be made orally. The contact information for each of the above is as follows:

Pamela L.A. Barkett  
VP Human Resources/  
Title IX Coordinator  
Greenspring Campus  
Knott Hall A 108  
443-334-2176  
[pbarkett@stevenson.edu](mailto:pbarkett@stevenson.edu)

Security Office  
Ratcliffe Community Center  
Owings Mills Campus  
443-352-4500

Claire Moore  
VP Student Affairs  
Rockland Center 214  
Owings Mills Campus  
443-352-4307  
[cmoore@stevenson.edu](mailto:cmoore@stevenson.edu)

All employees (e.g. faculty, staff, and resident assistants) to whom a report is made must then report the incident to Campus Security (443-352-4500, Ratcliffe Community Center, Owings Mills Campus), including identifying information about the parties involved.

**C. Notice.** Once a report of alleged sexual misconduct is made, the Vice President, Human Resources/Title IX Coordinator (or designee) will contact the complainant to confirm that the report has been received, provide support, and ensure the complainant is made aware of various resources. Promptly after the University has determined that an investigation is to be undertaken, the complainant and respondent will be notified in writing that a complaint has been received by the University and will be investigated under this Policy.

**D. Interim Measures.** Stevenson will take measures it deems necessary in response to an allegation of sexual misconduct in order to protect students’ and employees’ rights and personal safety following receipt of the complaint, both during the investigatory period and following the investigation. For students, such measures include, but are not limited to, restrictions on contact between the parties, restrictions from being present on certain areas of the campus, removal or relocation from residence halls and residential areas of the campus, arranging for an escort while moving between classes, changes to class schedules, alteration in campus employment or work-study arrangements, leaves of absence from the University, special transportation measures, change in position or supervisor, providing counseling services, academic support services such as tutoring, interim suspension from campus pending the outcome of the investigation, and reporting the matter to the local police. For employees, some of these measures may also be appropriate. Requests for interim measures may be made to the Vice President, Human Resources/Title IX Coordinator or designee. Good faith efforts will be made to grant such requests if interim measures are reasonably available and appropriate and to limit any negative impact of such measures. However, Stevenson is obligated to comply with a student’s reasonable request for a residence hall and/or academic situation change following an alleged sex offense. *Stevenson University will maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.*

- E. **Student Amnesty Policy and Bystander Intervention.** Stevenson University is committed to the safety and well-being of all of its students. As such, Stevenson has a variety of policies in place to help enhance the safety of the campus community. Stevenson encourages the reporting of sexual misconduct. Sometimes, students may be reluctant to come forward and report an incident of sexual misconduct, or serve as a witness, because they are concerned that they may be charged with violating other campus policies, such as Stevenson's alcohol or drug policy. Therefore, for students who report an incident of sexual misconduct or who serve as witnesses to an incident of sexual misconduct, the University will not institute disciplinary sanctions for his or her own personal consumption of drugs or alcohol related to the incident as long as any such violations did not place the health or safety of any other person at risk. Stevenson may pursue other educational remedies regarding the use of alcohol and illegal drugs in order to protect the health and well-being of the student.
- F. **Criminal complaint.** As described in more detail in the above section titled "What to Do After an incident of Sexual Assault, Dating Violence, Domestic Violence or Stalking", a person who believes she or he is a victim of any type of sexual misconduct may also contact law enforcement authorities and decide whether to file a criminal complaint. The person also has the right not to report the incident to criminal authorities.

# PROCEDURES STEVENSON UNIVERSITY WILL FOLLOW IN THE CASE OF ALLEGED DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT OR STALKING

## Confidentiality

Stevenson believes that confidentiality is an important element in its Sexual Misconduct, Relationship Violence and Stalking Policy and that all parties should understand the different stages at which confidentiality issues arise and what are the rights and expectations.

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

Employees wishing to make a confidential report may contact Business Health Services (6225 Smith Avenue, Baltimore, MD 21209 1-800-327-2251).

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

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

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

Stevenson will inform complainant prior to starting any investigation. Stevenson is committed to taking ongoing steps to protect the complainant from retaliation or harm and to

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

- C. **Confidentiality in Connection with the Investigation and Resolution.** Stevenson recognizes that confidentiality is important in matters of alleged sexual misconduct. All individuals involved in an investigation conducted under this policy, including the complainant, the respondent, advisors, and witnesses, are required to keep confidential any information learned in preparation for and during the investigation and appeal process.

### **Investigations of Complaints of Sexual Misconduct**

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

- A. **Investigation.** The investigation of a report of sexual misconduct will begin promptly after the Vice President, Human Resources/Title IX Coordinator (or designee) has received the complaint, and normally within five (5) business days after the Notice has been issued to the complainant and the respondent. The complainant and respondent will be promptly informed regarding who will be investigating the complaint and what to expect during the investigation process. Investigations involving students will be led by the Director, Student Conduct (or designee) and investigations involving faculty or staff will be led by a member of the office of the Vice President, Human Resources/Title IX Coordinator (or designee); in both cases a second investigator normally will be appointed who will be a Stevenson administrator who has received annual training on issues related to sexual misconduct as defined above. The investigation will normally include interviewing the complainant(s), respondent(s), witnesses, and other relevant individuals. Both the complainant and the respondent may provide the investigator(s) with the names of witnesses, documents, and other information. Relevant information and documentation, if any, will be obtained by the investigator(s). The interviews, meetings, and other proceedings are not electronically recorded by Stevenson and may not be recorded by others.
- B. **Assertions and Evidence.** The investigator(s) will request that the complainant describe in detail his or her assertions and provide pertinent witnesses, records, exhibits, and witness statements as evidence for consideration at the discretion of the investigator(s). The respondent will have the allegations described to him or her and the investigator(s) will request that the respondent respond in detail to the assertions and provide pertinent witnesses, records, exhibits, and witness statements as evidence for consideration at the discretion of the investigator(s). The complainant and the respondent are afforded equal procedural rights during the investigation. The investigator(s) will exercise their discretion in deciding which other individuals identified as witnesses during the investigation should be interviewed. No expert witnesses shall be permitted. All investigatory interviews with the complainant, respondent, and witnesses shall be conducted in private with the pertinent investigator(s) and/or other Stevenson administrators, if any, as determined by the investigator(s). The

respondent will not be present for the complainant's interviews; the complainant will not be present for the respondent's interviews.

- C. **Prior or Current Sexual Conduct.** The complainant's prior sexual relationships or conduct are neither relevant nor admissible during the investigation and will not be considered, other than the prior sexual relationship or conduct with the respondent if the respondent alleges consent during the investigation. The fact that a complainant may currently have or had in the past a dating or sexual relationship with the respondent that was consensual is not sufficient by itself to constitute consent and does not preclude a determination that sexual misconduct occurred.
- D. **Timeframes.** Stevenson strives to complete its investigations and resolve cases in a timely manner and will make reasonable efforts to complete its investigation and decision within sixty (60) days of the report. The time period will be affected by unusual or unexpected circumstances, witness availability issues, and the extent of the investigation. In addition, if the investigation involves multiple incidents or multiple complainants or respondents, the investigation may take longer than sixty (60) days. If the Title IX Coordinator determines that good cause exists for an extension of time, Stevenson will issue a limited extension and will provide notice of any extension in writing to the complainant and the respondent.
- E. **Advisors.** Complainants and respondents may be accompanied throughout the investigation and appeal process by an advisor of their choice who agrees to keep the matter confidential. The purpose of the advisor is to provide advice to the student or employee in a quiet manner that is not disruptive to the proceedings. The advisor may not provide verbal, written, or other input during meetings or interviews in the investigation or appeal process other than to the student or employee being advised. An advisor cannot serve as a witness on the same complaint.
- F. **Preservation of Evidence.** The Title IX Coordinator and/or investigators will request that the complainant, the respondent, any witnesses and the University preserve all relevant evidence, including paper documents, email and other electronically stored information, text messages, voicemail messages, photos, and postings on social media.

## **Resolution and Discipline**

- A. **Written Decision.** Upon completion of the investigation, and after consultation with the Title IX Coordinator, the investigator(s) will prepare a document containing the investigative findings and the rationale for the findings. The investigation may result in one of two outcomes set forth in a written decision: (1) a decision that the respondent did not violate this policy or (2) a decision that the respondent violated this policy. The investigator(s) will base the decision on the evidence presented and use **the preponderance of the evidence standard** in reaching the decision.
- B. **When a Student is the Respondent.** When the respondent is a student and the decision of the investigator(s) is that the respondent violated this policy, the investigator(s) will provide the written decision and recommended sanctions to the Dean of Students. The Dean of Students will make a decision regarding the discipline or remedial action to be imposed in consultation with the Title IX Coordinator. The discipline or remedial action will be based upon the nature and severity of the offense, prior violations by and disciplinary history of the respondent, the

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

**When a Faculty or Staff Member is a Respondent.** When the respondent is a faculty or staff member of Stevenson and the decision of the investigator(s) is that the respondent violated this policy, the written decision will be sent by the investigator(s) to the appropriate administrator (the "Administrator") as determined by the Vice President, Human Resources/Title IX Coordinator for a decision regarding the discipline or remedial action to be imposed. In consultation with the Title IX Coordinator, the Administrator will make a decision regarding the discipline, sanctions and/ remedial actions to be imposed, based on applicable University policy. Discipline for faculty and staff may include but is not limited to: written warnings, probation, demotion, suspension, or termination of employment. The Administrator will provide the complainant and the respondent with written notification of the outcome of the University's investigation, if any discipline will be imposed, which will be given at the same time and shall be delivered in the same manner. The notification will include (1) whether or not the respondent violated this policy, and (2) if the finding is that the respondent violated this policy, a summary of the manner in which it was violated, and a description of the sanctions or discipline that the respondent has received or will receive to the extent that they pertain to the complainant.

C. **Mediation.** Mediation of the complaint will not be allowed in cases alleging sexual assault.

## Appeals

- A. **Written Appeal.** Written appeals are permitted only as set forth in this section. The appeal may be submitted by the complainant or the respondent or both. Students may appeal the decision and/or sanction to the Vice President, Student Affairs. Faculty members may appeal the decision and/or sanction to the Executive Vice President, Academic Affairs. Staff members may appeal the decision and/or sanction to the Vice President with whom the staff member ultimately reports. If the staff member ultimately reports to the Vice President, Human Resources, an appeal may be made to the Executive Vice President, Academic Affairs. The administrator authorized in this section to decide the appeal is referred to herein as the "appeals official." The appeal request must be in writing and made within seven calendar (7) days of notification of the decision. For the purposes of this section, the date of notification shall be the date of the letter of notification.
- B. **Grounds for Appeal.** There is a presumption that the decision and any sanction or

discipline were made properly, and the sole grounds for appeal that will be considered are: (1) A procedural error that significantly impacted the final decision; (2) Previously unavailable, substantive and relevant information that could materially impact the final decision; and (3) The sanction or discipline imposed is substantially disproportionate for the facts of the case or the violation that was found to have occurred. The burden of proof during the appeal is on the party appealing.

- C. **Notice.** When a party requests an appeal, the appeals official shall notify all other parties involved of the appeal. All other parties shall be provided with a written summary of the appeal and notified of their right to respond in writing within a timeframe set by the appeals official, normally 10 calendar days.
- D. **Decision.** The appeals official will review the written decision and any responses made by the parties, and may exercise the discretion to request further information or documents from the parties and/or the person who issued the original decision and/or to meet with the parties. If the appeals official elects to meet with the complainant or respondent, a meeting will be held with each separately. A complainant or respondent who is invited to meet with the appeals official in connection with the appeal may bring an advisor as described above.
- E. **Final Determination.** The decision of the appeals official shall be Stevenson University's final determination regarding the decision and the sanction. There are no further appeals. The appeals official will provide the complainant and the respondent with written notification of the outcome of the appeal which will be given at the same time and shall be delivered in the same manner. This notification will include (1) whether or not the original decision was changed or upheld and (2) if the original decision was changed, a description of the changes, including any sanctions or discipline that the respondent has received or will receive to the extent that they pertain to the complainant.

### **Training Received By University Officials Who Conduct Sexual Misconduct Disciplinary Proceedings**

Staff members of Stevenson University who are designated as investigators or otherwise involved in Stevenson University's sexual misconduct proceedings receive training on an annual basis. In January, 2016, these staff members attended a training titled *Trauma Informed Sexual Assault: Enhancing Campus Response and Investigations*. The training was facilitated by Tom Tremblay, retired Police Chief for Burlington, Vermont. Staff members also occasionally participate in webinars and other in-person trainings.

### **Provision of Written Explanations of the Student's or Employee's Rights, Options, Available Resources, and Accommodations:**

When a victim makes a report to Stevenson University related to any form of sexual misconduct, relationship violence, and/or stalking, Stevenson University will provide the victim with a written document that summarizes the following:

- Information regarding a Sexual Assault Forensic Exam and other medical services
- On-campus resources (both confidential and non-confidential resources)
- Off-campus resources (including 24 hour sexual violence hotline and legal assistance)

- Answers to frequently asked questions, including information regarding accommodations
- Reporting options

The brochure that is distributed to students is also accessible at [www.stevenson.edu/sexualmisconduct](http://www.stevenson.edu/sexualmisconduct) and clicking on “Confidential Resources” in the box titled “Have Questions”? Victims may also access Stevenson University’s Sexual Misconduct, Relationship Violence, and Stalking Policy as well as related resources at the above website.

In addition to the above, Stevenson University also provides a document regarding the victim’s rights and options. This document provides the following information:

- options for filing a complaint with the police and/or seeking a peace or protective order
- availability of medical services, both on and off-campus
- availability of counseling and advocacy services, both on and off-campus
- the right to request accommodations from Stevenson University, including modification of living arrangements and changes in class assignment
- information related to Stevenson University’s disciplinary process
- information regarding confidentiality



**Summary of Resource Options for Victims of Dating Violence, Domestic Violence, Sexual Assault, or Stalking**

Throughout the above section on dating violence, domestic violence, sexual assault, and stalking, numerous resources, both on and off-campus, have been provided. The purpose of this section is to list these resources in a summary fashion.

<b>Stevenson University Resources</b>	
Title IX Coordinator Pamela L.A. Barkett	443-334-2176 <a href="mailto:pbarkett@stevenson.edu">pbarkett@stevenson.edu</a> Greenspring Campus, Knott Hall A108
Security Office	443-352-4500 Owings Mills Campus Ratcliffe Community Center
Wellness Center ( <b>Confidential Resource</b> )	443-352-4200 Owings Mills Campus, Caves Building
Vice President Student Affairs	443-352-4307 <a href="mailto:cmoore@stevenson.edu">cmoore@stevenson.edu</a> Owings Mills Campus, Rockland 214
Dean of Students	443-352-4012 <a href="mailto:jkelly@stevenson.edu">jkelly@stevenson.edu</a> Owings Mills Campus Ratcliffe Community Center
Assistant Vice President, Financial Aid	443-352-4369 <a href="mailto:blmiller@stevenson.edu">blmiller@stevenson.edu</a> Owings Mills Campus, Garrison Hall
Business Health Services (Employees Only)	800-327-2251
<b>Off-Campus Resources</b>	
TurnAround, Inc. (offers individual and group counseling for victims of domestic violence & sexual assault/abuse, including emergency & transitional housing for victims, legal services & referral, and victim advocacy)	443-279-0379 24-hour sexual violence hotline <a href="http://www.turnaroundinc.org">http://www.turnaroundinc.org</a>
Maryland Coalition Against Sexual Assault (MCASA) (Their mission is to help prevent sexual assault, advocate for accessible, compassionate care for survivors of sexual violence, and work to hold offenders accountable)	301-328-7023 <a href="http://www.mcasa.org/">http://www.mcasa.org/</a>
MCASA's Sexual Assault Legal Institute (Provides direct legal services for victims and survivors of sexual assault, including issues such as visa and immigration issues)	301-565-2277 or 877-496-7254 <a href="http://www.mcasa.org/for-professionals/legal/">http://www.mcasa.org/for-professionals/legal/</a>
Sexual Assault Forensic Exam (SAFE Exam)	Greater Baltimore Medical Center 6701 North Charles Street Towson, MD 21204 443-849-3323

### **Protection Against Retaliation**

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

## **MISSING STUDENT NOTIFICATION POLICY**

The purpose of this policy is to create procedures that define the University's response to information that a student, who lives in Stevenson University's residence halls, has been missing for 24 hours. These procedures have been created to be in compliance with the Higher Education Act (HEA) regulations.

### **Registering a Missing Student Emergency Contact**

Each student living in an on campus student housing facility, regardless of age, has the option to register a confidential contact person (or persons) to be notified in the case that the student is determined to be missing. To protect confidentiality, only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information. An authorized University official will notify the student's missing student emergency contact (or contacts) within 24 hours that the student is missing. Students living in Stevenson University residence halls will be contacted at the beginning of each semester via email informing them of their option to register missing student emergency contact information. However, residential students may enter this information at any time by logging onto WebXpress and accessing the "Students" tab. Within the "Students" tab, students will see an option for "Communication". Under "Communication", students will see a link called "Missing Student Emer Contacts". Students should complete the form as directed. Finally, if you do not choose to enter specific missing student contact information as directed above, existing emergency contacts will be used in the event you are reported missing.

### **How to Report a Missing Residential Student**

A member of the campus community with reason to believe a residential student is missing should contact the Stevenson University security staff immediately at the Owings Mills Security Office in the Ratcliffe Community Center or by calling 443-352-4500. The Owings Mills Security Office is staffed 24 hours a day, 7 days a week, 365 days a year. Upon receipt of this information, the on duty security staff will immediately notify the on duty Resident Director and the Director of Security. The security staff will obtain all essential information concerning the missing student from the reporting person. This information should include a description of the clothing worn, the mental and physical condition of the student, type of vehicle, known associates of the student, and locations where the student may frequent. Additionally, Stevenson University security staff will obtain a copy of the student photograph and class schedule. The Vice President of Student Affairs and the Dean of Students will be notified by the security staff of the missing student's status; they will assign the appropriate personnel to assist the security staff with the search for the missing student.

### **Procedures Stevenson University Will Follow if a Residential Student is Determined Missing for 24 Hours**

Once a student has been determined to be missing for 24 hours, or sooner if credible information indicates the student is missing, Stevenson University will follow the procedures described below.

If it becomes apparent that the student is missing, the Baltimore County Police Department will be notified to take a missing person's report and take responsibility for the investigation. Stevenson University security will notify the Baltimore County Police Department (BCPD) to conduct a missing person investigation within 24 hours that the student is missing, unless the BCPD was the entity that

made the determination that the student is missing. This notification to the BCPD will take place regardless of the student's age and regardless of whether the student has identified a missing student emergency contact person.

An authorized University official will notify the student's missing student emergency contact (or contacts) within 24 hours that the student is missing. If the student did not provide the University with a missing student emergency contact, existing emergency contacts will be used.

Finally, students under the age of 18, and who are not emancipated, will have their parents or guardian notified within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person(s) designated by the student.

## **POLICY REGARDING EMERGENCY RESPONSE, TIMELY WARNING, AND EVACUATION PROCEDURES**

Stevenson University security staff will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty or staff on campus. Stevenson University Management will without delay, and taking into account the safety of the campus community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of University management, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

Upon receiving a report of a significant emergency, the on-duty security staff will immediately conduct an investigation to determine the accuracy of the information. Upon verification the security staff will call 911 to notify the Baltimore County Police or Fire Department of the nature of the emergency. The Director of Security will be notified of the situation and the action taken to mitigate the situation. The Assistant Vice President of Facilities and Campus Services will be notified of the nature of the emergency and will advise the Executive Vice President and CFO who will inform the President. The Vice President of Marketing and Digital Communications (or designee) will activate the (E2 campus) SU Alert system and the desktop notification system (Alertus) with a short message alerting the campus community of the emergency situation and the action to be taken. The Office of Marketing and Digital Communications will draft and send a detailed message to the website, the SU Now Portal, and Stevenson Social Media as appropriate. They will implement the standard media plan for emergencies. The Office of Marketing and Digital Communications will continually update the website, SUNow Portal, and Stevenson University Social Media with additional information as the situation changes or is resolved. The Associate Vice President/CIO and the Manager of Technical Services, in conjunction with the Office of Marketing and Digital Communications, will be asked to send out a campus wide BLAST E-MAIL to the University community.

Stevenson University's Assistant Vice President of Facilities and Campus Services in conjunction with the Director of Security will conduct an unannounced evacuation fire drill once a semester in all of the Academic and Residential buildings on both the Greenspring and Owings Mills campuses. The test will be documented with a description of the exercise and the date and time of the exercise.

Please see the "Security and Crime Awareness" section of this report for more information regarding SUAlert and Alertus, including information on how to register for these services.

Stevenson University's Emergency Procedures are available for download as an APP for free from Google Play Store by searching "Stevenson University Emergency Procedures".

## **CAMPUS CRIME STATISTICS**

Pursuant to the Higher Education Act of 1965, as amended by the Campus Security Act (Pub. L. 101-542); Stevenson University provides a detailed report on campus safety policies and procedures including policies for crime prevention, drug, alcohol, sexual harassment and sexual assault, general information on campus safety, and statistics concerning campus crime, to all current students and employees, with copies available to all prospective students and employees, on request. The Baltimore County Police Department reports Clery crime statistics pertaining to Stevenson University's Clery geography to the institution's Security Department on an annual basis for inclusion in this report.

The Stevenson University Annual Security and Fire Safety Report is available on the Stevenson University website at <http://www.stevenson.edu>. The report is accessible by going to the bottom of the home page and clicking on "Campus Security & Parking". In addition, the direct link to the University's Annual Security and Fire Safety Report is [www.stevenson.edu/clery](http://www.stevenson.edu/clery). Copies of the Annual Security and Fire Safety Report can be printed off the Security web page from any computer on campus. If you wish a printed copy of the report, please contact the Director of Security, in the University's Office of Security (443-352-4500) to make your request.

A daily crime log is also maintained in the Security Office in the Ratcliffe Community Center on the Owings Mills campus. The daily crime log shall be available to the public for inspection during regular University business hours. The log contains statistics related to all reported crimes to Stevenson University's Security Office and includes the following information: the nature of the crime, the date and time the crime occurred, the general location of the crime, and the disposition of the complaint (if known).

## Campus Crime Statistics: Owings Mills Campus

Offense	Year	On-Campus: Includes Residence Halls	On-Campus: Residence Halls Only	Non-Campus Property	Public Property
Murder/Non-Negligent Manslaughter	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Manslaughter by Negligence	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Rape	2015	1	1	0	0
	2014	2	2	0	0
Sex Offenses: Forcible	2013	3	3	0	0
Fondling	2015	2	2	0	0
	2014	0	0	0	0
*See Caveat at bottom of table	2013	NA	NA	NA	NA
Statutory Rape	2015	0	0	0	0
	2014	0	0	0	0
Sex Offenses: Non-Forcible	2013	0	0	0	0
Incest	2015	0	0	0	0
	2014	0	0	0	0
*See Caveat at bottom of table	2013	NA	NA	NA	NA
Robbery	2015	1	1	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Aggravated Assault	2015	1	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Burglary	2015	12	11	0	0
	2014	7	7	0	0
	2013	5	5	0	0
Motor Vehicle Theft	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Arson	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Domestic Violence	2015	0	0	0	0
	2014	0	0	0	0

	2013	0	0	0	0
Dating Violence	2015	7	7	0	0
	2014	6	6	0	0
	2013	4	4	0	0
Stalking	2015	1	1	0	0
	2014	4	4	0	0
	2013	5	5	0	0
Arrests: Weapons: Carrying, Possessing, Etc.	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Disciplinary Referrals: Weapons: Carrying, Possessing, Etc.	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Arrests: Drug Abuse Violations	2015	0	0	0	0
	2014	1	1	0	0
	2013	0	0	0	0
Disciplinary Referrals <sup>1</sup> : Drug Abuse Violations	2015	11	10	0	0
	2014	51	48	0	0
	2013	40	37	0	0
Arrests: Liquor Law Violations	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	2015	201	192	0	0
	2014	325	320	0	0
	2013	262	261	0	0

**HATE OFFENSES:** There were no reported hate offenses on either the Owings Mills or Greenspring campuses of Stevenson University in 2015, 2014 or 2013.

As of the 2015 data collection, statistics for Sex offenses – Forcible and Sex offenses- Non-forcible were no longer collected.

\*Caveat: Individual Statistics for Rape, Fondling, Incest and Statutory Rape were not collected prior to the 2015 data collection. Prior to the 2015 collection, Rape and Fondling statistics were combined under Sex Offenses – Forcible, and Incest and Statutory Rape statistics were combined under Sexual Offenses- non-forcible.

<sup>1</sup> Beginning on October 1, 2014, the state of Maryland decriminalized the possession of marijuana of less than 10 grams. However, in the year 2015, it remained a crime to be in possession of the paraphernalia used to consume marijuana.

**Notes:**

*Disciplinary Referrals* – Referred for disciplinary action is defined as the referral of any person to any official who initiates a disciplinary action of which a record is kept and may, but does not have to, result in a sanction.

*Statistical Disclosures* – reported crimes may involve individuals not associated with the institution



## Campus Crime Statistics: Greenspring Campus

Offense	Year	On-Campus: Includes Residence Halls	On-Campus: Residence Halls Only	Non-Campus Property	Public Property
Murder/Non-Negligent Manslaughter	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Manslaughter by Negligence	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Rape	2015	0	0	0	0
	2014	0	0	0	0
Sex Offenses: Forcible	2013	0	0	0	0
Fondling	2015	0	0	0	0
	2014	0	0	0	0
*See Caveat at bottom of table	2013	NA	NA	NA	NA
Statutory Rape	2015	0	0	0	0
	2014	0	0	0	0
Sex Offenses: Non-Forcible	2013	0	0	0	0
Incest	2015	0	0	0	0
	2014	0	0	0	0
*See Caveat at bottom of table	2013	NA	NA	NA	NA
Robbery	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Aggravated Assault	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Burglary	2015	0	0	0	0
	2014	0	0	0	0
	2013	1	0	0	0
Motor Vehicle Theft	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Arson	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Domestic Violence	2015	0	0	0	0
	2014	0	0	0	0

	2013	0	0	0	0
Dating Violence	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Stalking	2015	0	0	0	0
	2014	1	0	0	0
	2013	0	0	0	0
Arrests: Weapons: Carrying, Possessing, Etc.	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Disciplinary Referrals: Weapons: Carrying, Possessing, Etc.	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Arrests: Drug Abuse Violations	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Disciplinary Referrals <sup>1</sup> : Drug Abuse Violations	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Arrests: Liquor Law Violations	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0

**HATE OFFENSES:** There were no reported hate offenses on either the Owings Mills or Greenspring campuses of Stevenson University in 2014, 2013 or 2012.

As of the 2015 data collection, statistics for Sex offenses – Forcible and Sex offenses- Non-forcible were no longer collected.

\*Caveat: Individual Statistics for Rape, Fondling, Incest and Statutory Rape were not collected prior to the 2015 data collection. Prior to the 2015 collection, Rape and Fondling statistics were combined under Sex Offenses – Forcible, and Incest and Statutory Rape statistics were combined under Sexual Offenses- non-forcible.

**Notes:**

The Greenspring Campus of Stevenson University does not have any residence halls located within its geography.

*Statistical Disclosures* – reported crimes may involve individuals not associated with the institution

# **STEVENSON UNIVERSITY ANNUAL FIRE SAFETY REPORT**

## **Introduction**

A fire is defined as any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

All residence halls are equipped with fire sprinkler systems that are integrated with the fire alarm systems which are monitored 24 hours a day seven days a week by a central security monitoring center.

All fire systems in the residence halls are inspected and tested annually to insure safety and compliance with the Baltimore County fire code. The University maintains, repairs, upgrades, and installs equipment to provide optimum fire code standards as required by the Baltimore County Fire code. The systems are inspected by the Baltimore County Fire Department's Fire Marshall.

Fire drills are conducted in all residential buildings each semester by Stevenson University security staff, the local fire department, and residence life staff. The emergency exits from all residential buildings are clearly displayed as required by the Baltimore County Fire Code.

A fire log is maintained in the Security Office in the Ratcliffe Community Center on the Owings Mills campus. The log shall be available to the public for inspection during regular University business hours. The log will contain statistics related to any fire that occurred in a residence hall. The log will contain the nature, date, time and location of the fire. The log will be available upon request at the security office.

The University collects and reports to the Department of Education fires which occur in a residence hall facility on an annual basis. The information shall include unintentional fires, intentional fires, and undetermined fires. Arson is reported both as a statistic in this report as well as a crime statistic. The report shall also include any deaths, injuries requiring medical facility treatment, and the value of property damaged as a result of the fire.

## **Policies on Portable Electrical Appliances, Smoking, and Open Flames in Residence Halls**

Stevenson University policy prohibits the usage of unsafe electrical equipment or open flames inside residence hall rooms. Smoking is prohibited in all residence hall facilities. Candles, cigarettes, cigars, incense, smoking paraphernalia or any other burning substances are prohibited in the housing complex. Residence hall staff will inspect each residence hall room at the beginning of each semester and periodically throughout the semester for violations of the fire safety rules and regulations.

For reasons of fire safety, all students living in Stevenson University's residence hall are required to observe the following:

- All electrical appliances must carry the approval label of the Underwriters Laboratory.
- Use of multi-plug extension cords is limited to surge protector type devices only.
- Halogen lamps or light bulbs are not permitted in housing.
- Disconnection of smoke detectors or misuse of fire extinguishers is subject to disciplinary action, including termination of housing without refund.

- Any resident who pulls a false fire alarm or compromises other safety equipment may face immediate removal from housing/the University and/or criminal charges.

For your convenience and information, instructions for proper operation of appliances and mechanical equipment are available upon request from the Office of Residence Life.

### **Procedures for Residence Hall Evacuation in the Case of Fire**

Whenever a fire is discovered, persons are directed to telephone the Owings Mills security emergency number 443-352-4500, or extension 4500, activate a fire alarm pull station, use the emergency blue light phone, or dial “911”. When a fire alarm sounds, everyone must evacuate the building immediately using the closest and safest evacuation routes. Do not use elevators. Do not stop and pick up personal belongings. Walk to safe areas as far away from the building as possible. Avoid roadways or driveways used by emergency vehicles. Notify staff or Security of anyone believed to be still in the building, particularly visitors and disabled individuals. Security will give the "all clear" signal to return to the building after all areas have been reported safe.

Beginning in August 2015, placards are located on the main door in each residence hall suite/apartment providing directions as to how to exit the building in case of fire.

Violations of fire evacuation procedures by individual students are referred to the Assistant Vice President of Residence Life. Failure to evacuate at the sound of the alarm or at the direction of University/Security/Emergency personnel may result in termination of the Residence Contract.

### **Fire Safety Education and Training Programs**

All residence hall staff members are trained prior to the beginning of each semester by members of the Security and Facilities Offices in fire and safety procedures. Prior to the placement of new residence hall staff members in a residence hall mid semester, the staff member must complete the fire safety training.

All residents will receive training on the fire evacuation plan and fire safety program as part of their residence hall orientation. All resident students are required to adhere to the provisions of the housing contract.

In 2015, the Security Office created a training video on fire safety directed towards students living in Stevenson University’s residence halls. The video is accessible by clicking on the following link: <https://www.youtube.com/watch?v=EHuCDPbhbW0>

## **Reporting of Fires**

Whenever a fire is discovered, persons are directed to telephone the Owings Mills security emergency number 443-352-4500, or extension 4500, activate fire alarm pull station, use the emergency blue light phone, or dial "911". Any of these notification processes will activate the university emergency response system. There will be immediate notification to the Assistant Vice President of Residence Life and the Director of Security or their designee by the security operations center for all injury related fires, death related fires, arsons or any property damage fires requiring relocation of residence hall students on an emergency basis.

Any reports of past fires should be directed to Campus Security in the Ratcliffe Community Center on the Owings Mills Campus or by calling them at 443-352-4500.

## **Plans for Future Improvements in Fire Safety**

At the present time, the University has no plans for future improvements in fire safety.

**FIRE STATISTICS FOR STEVENSON UNIVERSITY RESIDENCE HALLS**  
**Owings Mills Campus, Owings Mills, Maryland,**  
**21117**

Residence Hall	Address	Fires 2015	Fires 2014	Fires 2013
Belfast Hall	114 Campus Circle	0	0	0
Cromwell Hall	120 Campus Circle	0	0	0
Dulaney Hall	112 Campus Circle	0	0	0
Greenspring Hall	110 Campus Circle	0	0	0
Herring Run Hall	105 Campus Circle	0	0	0
Long Green Hall	108 Campus Circle	0	0	0
Patapsco Hall	104 Campus Circle	0	0	0
Shawan Hall	116 Campus Circle	0	0	0
Susquehanna Hall	106 Campus Circle	0	0	0
Wakefield Hall	107 Campus Circle	0	0	0
Western Run Hall	102 Campus Circle	0	0	0
Wooded Way Hall	101 Campus Circle	0	0	0
Worthington Hall	118 Campus Circle	0	0	0

**FIRE SAFETY SYSTEMS IN STEVENSON UNIVERSITY RESIDENCE  
HALLS**

**Owings Mills Campus, Owings Mills, Maryland,  
21117**

<b>Residence Hall (Bldg. Number)</b>	<b>Fire Alarm Monitoring Done by a monitoring center</b>	<b>Full Sprinkler System*</b>	<b>Smoke, Duct &amp; Heat Detection</b>	<b>Pull Stations</b>	<b>Fire Extinguisher Devices</b>	<b>Horns and Strobes</b>	<b>Room Smoke Detection</b>	<b>Number of Evacuation (fire) Drills each Calendar Year</b>	<b>Room CO Detection</b>
Belfast Hall (114)	X	X	X	X	X	X	X	2	
Cromwell (120)	X	X	X	X	X	X	X	2	
Dulaney (112)	X	X	X	X	X	X	X	2	
Greenspring (110)	X	X	X	X	X	X	X	2	
Herring Run (105)	X	X	X	X	X	X	X	2	X
Long Green (108)	X	X	X	X	X	X	X	2	
Patapsco (104)	X	X	X	X	X	X	X	2	X
Shawan (116)	X	X	X	X	X	X	X	2	
Susquehanna (106)	X	X	X	X	X	X	X	2	X
Wakefield (107)	X	X	X	X	X	X	X	2	X
Western Run (102)	X	X	X	X	X	X	X	2	X
Wooded Way (101)	X	X	X	X	X	X	X	2	
Worthington (118)	X	X	X	X	X	X	X	2	

\* Full Sprinkler System is defined as having sprinklers in both the common areas and individual rooms.

## APPENDIX A

### Stevenson University Drug and Alcohol Abuse Prevention Program



## Table of Contents

<b>I. Introduction</b> .....	50
<b>II. Standards of Conduct Regarding Alcohol</b> .....	50
Rules Specifically Applicable to University Housing .....	51
Standard Sanctions for Alcohol Violations.....	51
Reporting Use and Misuse .....	52
<b>III. Standards of Conduct Regarding Unauthorized Drugs</b> .....	52
Standard Sanctions for Unauthorized Drugs.....	52
Reporting Use and Misuse .....	53
<b>IV. Good Samaritan Policy</b> .....	53
<b>V. Standards of Conduct Regarding Tobacco</b> .....	54
<b>VI. Legal Sanctions Under Federal, State and Local Laws</b> .....	54
Federal Trafficking Penalties .....	54
State of Maryland Penalties and Sanctions Relating to Alcohol Beverages and Controlled Substances .....	57
Pertinent Baltimore County Maryland Code Provisions .....	59
<b>VII. Drug Conviction and Financial Aid Eligibility</b> .....	60
Penalties for Drug Convictions .....	60
How to Regain Eligibility .....	60
Free Application for Federal Student Aid (FAFSA).....	60
Convictions During Enrollment.....	60
<b>VIII. Health Risks Associated with the Abuse of Alcohol</b> .....	61
<b>IX. Health Risks Associated with the Abuse of Illicit Drugs</b> .....	62
Cocaine .....	62
Heroin .....	62
Marijuana .....	63
Prescription Drug Misuse and Abuse .....	63
<b>X. Health Risks Associated with the use of Tobacco Products</b> .....	63
<b>XI. Alcohol, Tobacco, and Other Drug Programs Available to Students &amp; Employees</b> .....	64
<b>XII. Distribution of the Annual Notification</b> .....	65
<b>XIII. Biennial Review</b> .....	66

## **I. Introduction**

In accordance with the Drug-Free Schools and Communities Act and the Drug-Free Schools and Campuses Regulations, Stevenson University has developed the following Drug and Alcohol Abuse Prevention program. All students and employees are required to comply with the policies set forth in this document. Stevenson University strives to support healthy and safe life choices when it comes to alcohol and other drugs. In doing so, Stevenson is committed to preventing the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on campus and at recognized events and activities.

## **II. Standards of Conduct Regarding Alcohol**

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. These 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, Student Affairs or Chief of Staff in the President's office 30 days prior to the event. The Event Application Request for Service of Alcoholic Beverages will serve as a formal application for approval.
  - 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.

### **Rules Specifically Applicable to University Housing**

Residents of legal drinking age may drink beer or wine in their residence hall 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 hall 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 SU housing. 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 balls, and other multi-liter containers are not permitted in SU residence halls. 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 agreement or University policy will be held accountable. The Residence Life staff is to report offenders to the Director of Student Conduct. The students involved will meet with the Director of Student Conduct or a professional Residence Life staff member to determine appropriate sanctions if warranted. Any student failing to meet with a Residence Life staff member will be subject to termination of the housing contract for failure to comply with directions of a University official.

### **Standard Sanctions for Alcohol Violations**

#### **Students:**

*First time violators may be subject to:*

- Formal warning
- \$100 fine and/or discipline service
- Participation in an alcohol education program designated by the University

*Second time violators may be subject to:*

- \$150 fine and/or discipline services
- Housing probation
- Parental notification (official warning letter sent to the student with a copy mailed to the student's parents/guardians)
- Participation in an alcohol education program or referral for treatment designated by the University

*Students with subsequent alcohol violations will generally be subject to one or more of the following:*

- Increased fine, referral for treatment, removal from residence, and termination of the students' Housing Contract and/or suspension and/or expulsion from the University

## **Employees**

Employees who violate Stevenson University's alcohol policy are referred to the University's Human Resources Office and are subject to disciplinary actions up to and including termination of employment and/or referral for prosecution as appropriate.

## **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 Stevenson University's Security Office in the Ratcliffe Community Center on the Owings Mills campus or by calling 443-352-4500.

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

The Stevenson University community affirms unauthorized drug use to be contrary to the goals of the University. The use, possession (including constructive possession), manufacture, distribution and solicitation of controlled dangerous substances, drug paraphernalia, look-alike drugs, unauthorized legal drugs, man-made or naturally occurring substances or inhalants used for the purpose of altering behaviors, mood, or for changing the brain or nervous system, and over-the-counter drugs/medications or prescription drugs in excess of the recommended or prescribed dosage(s) is strictly prohibited on Stevenson University property, Stevenson sponsored travel, or in connection with any program or activity sponsored or endorsed by Stevenson University.

## **Standard Sanctions for Unauthorized Drugs**

### **Students**

Violations of the University's Drug Policy are considered serious and may result in suspension, dismissal or expulsion from the University. Students who are found to be distributing drugs will be expelled from the University. Students who are found in possession of large quantities of drugs may also be expelled from the University as the large quantity, by itself, may be viewed as intent to distribute.

### **Employees**

Employees who violate Stevenson University's Drug Policy are referred to the University's Human Resources Office and/or are subject to disciplinary actions up to and including termination of employment and referral for prosecution as appropriate.

## **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 Stevenson University's Security Office in the Ratcliffe Community Center on the Owings Mills campus or by calling 443-352-4500.

## **IV. GOOD SAMARITAN POLICY**

Stevenson University is committed to the health and safety of its students and strives to maintain policies that support this commitment, including its prohibition against the use of alcohol on campus for those under the legal drinking age of 21. Alcoholic beverages are not to be furnished to, possessed or consumed by those less than 21 years of age. Students of legal drinking age may drink beer or wine in their apartments / suites only if they are not in the presence of residents or guests who are under 21 years of age. The University recognizes that due to this prohibition, students may unwisely choose not to call for medical assistance when another student is intoxicated due to the sanctions that the University might impose upon them. Should a student become intoxicated, Stevenson University implores individuals to seek medical assistance for themselves or others in an attempt to keep the campus community safe. This Good Samaritan Policy pertains only to use/abuse of alcohol and does not pertain to incidents involving drugs. Drug incidents will be handled on a case-by-case basis.

In an effort to maintain the health and safety of the campus community, the University has instituted this Good Samaritan Policy. Under this policy, students who seek medical attention for themselves or their fellow students related to consumption of alcohol will not be charged with a violation of Stevenson University policies and/or the Guidelines for Student Housing. Students, however, may be required at the discretion of the Dean of Students and/or his/her designee to complete an alcohol assessment/alcohol education program depending on the severity of the student's situation.

This Good Samaritan Policy applies only to those students who seek emergency medical assistance in connection with an alcohol related emergency and does not apply to individuals experiencing an alcohol emergency who are found by University personnel (e.g., Campus Security, Residence Life, and University administrators). Similarly the Good Samaritan Policy only applies to alcohol related emergencies and does not apply to other unacceptable forms of behavior such as assault, property damage, or distribution and/or possession of illegal substances. Likewise, the Good Samaritan Policy does not prevent action by police or other law enforcement personnel who are required to abide by Maryland State law. Lastly, the Good Samaritan Policy does not excuse or protect students who repeatedly violate Stevenson University's policies and/or the Guidelines for Student Housing. In cases where repetitive violations of Stevenson University's policies and/or Guidelines for Student Housing occur, the Dean of Students reserves the right to take judicial action on a case-by-case basis regardless of the manner in which the incident was reported.

## V. Standards of Conduct Regarding Tobacco

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:

- 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 the Wellness Center.

## VI. Legal Sanctions Under Federal, State and Local Laws

It is the policy of Stevenson University to uphold federal, state, and local laws with regards to alcohol and other drug violations. In addition to being subject to University disciplinary measures, individuals who violate the law are also subject to criminal penalties. Further detail regarding possible legal sanctions and penalties are described below.

### **Federal Trafficking Penalties**

The below tables contain a description of federal penalties and sanctions for illegal trafficking and possession of a controlled substance. These charts were downloaded from <https://www.dea.gov/druginfo/ftp3.shtml>, July 12, 2016.

<b>Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)</b>				
<b>Schedule</b>	<b>Substance/Quantity</b>	<b>Penalty</b>	<b>Substance/Quantity</b>	<b>Penalty</b>
II	Cocaine 500-4999 grams mixture	<b>First Offense:</b> Not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual.  <b>Second Offense:</b> Not less than 10 yrs. and	Cocaine 5 kilograms or more mixture	<b>First Offense:</b> Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual.  <b>Second Offense:</b> Not less than 20 yrs, and not more than life. If
II	Cocaine Base 28-279 grams mixture		Cocaine Base 280 grams or more mixture	
II	Fentanyl 40-399 grams mixture		Fentanyl 400 grams or more mixture	
I	Fentanyl Analogue 10-99 grams mixture		Fentanyl Analogue 100 grams or more mixture	
I	Heroin 100-999 grams		Heroin 1 kilogram or more	

	mixture	not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	mixture	death or serious bodily injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.  <b>2 or More Prior Offenses:</b> Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
I	LSD 1-9 grams mixture		LSD 10 grams or more mixture	
II	Methamphetamine 5-49 grams pure or 50-499 grams mixture		Methamphetamine 50 grams or more pure or 500 grams or more mixture	
II	PCP 10-99 grams pure or 100-999 grams mixture		PCP 100 grams or more pure or 1 kilogram or more mixture	
<b>Substance/Quantity</b>		<b>Penalty</b>		
Any Amount Of Other Schedule I & II Substances		<b>First Offense:</b> Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.		
Any Drug Product Containing Gamma Hydroxybutyric Acid		<b>Second Offense:</b> Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.		
Flunitrazepam (Schedule IV) 1 Gram or less				
Any Amount Of Other Schedule III Drugs		<b>First Offense:</b> Not more than 10 yrs. If death or serious bodily injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual.  <b>Second Offense:</b> Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.		
Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)		<b>First Offense:</b> Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual.  <b>Second Offense:</b> Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.		
Any Amount Of All Schedule V Drugs		<b>First Offense:</b> Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.  <b>Second Offense:</b> Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.		

<b>Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances</b>	
<p>Marijuana 1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants</p>	<p><b>First Offense:</b> Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual.</p> <p><b>Second Offense:</b> Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.</p>
<p>Marijuana 100 to 999 kilograms marijuana mixture or 100 to 999 marijuana plants</p>	<p><b>First Offense:</b> Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual.</p> <p><b>Second Offense:</b> Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$8 million if an individual, \$50million if other than an individual.</p>
<p>Marijuana 50 to 99 kilograms marijuana mixture, 50 to 99 marijuana plants</p>	<p><b>First Offense:</b> Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if other than an individual.</p>
<p>Hashish More than 10 kilograms</p>	<p><b>Second Offense:</b> Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.</p>
<p>Hashish Oil More than 1 kilogram</p>	<p><b>Second Offense:</b> Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.</p>
<p>Marijuana less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight)</p>	<p><b>First Offense:</b> Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual.</p> <p><b>Second Offense:</b> Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.</p>
<p>1 to 49 marijuana plants</p>	<p><b>Second Offense:</b> Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.</p>
<p>Hashish 10 kilograms or less</p>	<p><b>Second Offense:</b> Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.</p>
<p>Hashish Oil 1 kilogram or less</p>	<p><b>Second Offense:</b> Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.</p>



## State of Maryland Penalties and Sanctions Relating to Alcoholic Beverages and Controlled Substances

All members of the Stevenson University community are subject to the alcohol laws of the state of Maryland. Under the laws of Maryland, no individual under the age of 21 may purchase, possess, or consume alcoholic beverages. Violators of this law face a fine of \$500 for a first offense and \$1,000 for second or subsequent offenses (Md. Crim. Law Section 10-119(h)(1)(i)&(ii)). If you are over 21 and knowingly furnish alcohol to a minor, you face a fine of up to \$2,500 for a first violation and a fine of up to \$5,000 for a second or subsequent violation (Md. Crim. Law Section 10-119(h)(2)(i) & (ii)). Furthermore, if you are under 21 and in possession of a fake ID, you face a fine of up to \$500, up to two months in prison, 12 points on your license, and suspension or revocation of your driver's license (Md. Crim. Law Section 10-119(k)(ii)(3)).

The state of Maryland also aggressively enforces impaired driving laws. The penalties for being found guilty of Driving Under the Influence of Alcohol (DUI) are a \$1,000 fine, up to one year in jail, 12 points on your license, and license revocation for up to 6 months. The penalties for being convicted of Driving while Impaired by Alcohol (DWI) is a \$500 fine, up to one-year imprisonment, 8 points on your license, and up to 120-day license suspension. The penalties of violating either law are higher for a second offense and they are substantially higher if you are transporting a minor at the time of the offense or for a third offense. For additional information regarding these laws, students and employees should refer to [Maryland's Motor Vehicle Administration](#).

All members of the Stevenson University community should be aware that important changes to Maryland's drunk driving laws will take effect on October 1, 2016. On this date, Noah's Law will take effect. [Noah's Law](#) will significantly expand [Maryland's Ignition Interlock Program](#) and will also significantly increase driver license suspension periods for individuals arrested for impaired driving. For additional information, students and employees should refer to [Maryland's Motor Vehicle Administration](#).

All members of the Stevenson University community should be aware that while the state of Maryland has decriminalized marijuana in amounts of less than 10 grams, the use of marijuana at Stevenson University remains a violation of Stevenson's Policy Manual. Likewise, drug paraphernalia used to smoke marijuana is also a violation of Stevenson's Policy Manual despite the fact that paraphernalia has been decriminalized in the state of Maryland.

Sanctioning guidelines for the state of Maryland may be found by accessing the following link provided by the Maryland State Commission on Criminal Sentencing Policy (MSCCSP): <http://www.msccsp.org/Files/Guidelines/offensetable.pdf>. Specific information related to alcoholic beverages may be found on page 2 of the MSCCSP document. Information related to CDS & paraphernalia may be found beginning page 7. Finally, information related to Prescription Drugs and Other Substances may be found on page 38. For convenience, the below chart provides a summary of sanctioning guidelines for selected offenses. However, students and employees are encouraged to review all the relevant sanctioning guidelines in the MSCCSP document.

<b>Offense</b>	<b>Source</b>	<b>Felony or Misd.</b>	<b>Max Term</b>	<b>Fine</b>
<b>Alcoholic Beverages</b> Intoxicated and endanger safety of person or property; or intoxicated or drink alcoholic beverage in public place and cause public disturbance	2B, §19-101 2B, §19-102 (penalty)	Misd.	90 Days	\$100
<b>CDS and Paraphernalia</b> Manufacture, distribute, or dispense controlled dangerous substances near schools or on school vehicles, 1 <sup>st</sup> offense	CR, §5-627	Felony	20 Years	\$20,000
<b>CDS and Paraphernalia</b> Manufacture, distribute, or dispense controlled dangerous substances near schools or on school vehicles, subsequent	CR, §5-627	Felony	40Y  Mandatory Minimum = 5Y	\$40,000
<b>CDS and Paraphernalia</b> Using minors for manufacture, delivery, or distribution of controlled dangerous substances.	CR, §5-628(a)(1)	Felony	20Y	\$20,000
<b>Prescription Drugs and Other Substances</b> Harmful substances – distribution; possession with intent to distribute; instruction in the unlawful inhaling; or distribution of butane can to minor, 1 <sup>st</sup> offense	CR, §5-627	Misd	18M	\$1,000
<b>Prescription Drugs and Other Substances</b> Harmful substances – distribution; possession with intent to distribute; instruction in the unlawful inhaling; or distribution of butane can to minor, subsequent	CR, §5-627	Misd	18M	\$1,000
<b>Weapons Crimes – In General</b> Possess, use, wear, carry, or transport a firearm in a drug offense, 1 <sup>st</sup> offense	CR, § 5-621	Felony	20Y  MM = 5Y	

<b>Weapons Crimes – In General</b>	CR, § 5-621	Felony	20Y	
Possess, use, wear, carry, or transport a firearm in a drug offense, subsequent			MM = 10Y	

**Pertinent Baltimore County Maryland Code Provisions\***

**Public Consumption of Alcoholic Beverages - § 17-1-103**

Students and employees should be aware that in Baltimore County, Maryland, a person may not possess an alcoholic beverage in an open container (1) On public property, property used by the public, or a highway; or (2) In a vehicle that is located on public property, property used by the public, or a highway. A person who violates this section is guilty of a misdemeanor. (1988 Code, § 20-2) (Bill No. 114-99, § 3, 7-1-2004)

**Synthetic Cannabinoid -§ 17-1-118**

"Synthetic cannabinoid" means a material, substance, compound, mixture or preparation in any form that would reasonably indicate under all circumstances to be synthetic marijuana, including but not limited to products known as Spice, K2, Scooby Snax, Potpourri, or any other name.

"Synthetic marijuana" means a psychoactive substance or compound created with man-made synthetic chemicals that, when consumed or ingested, mimics the intoxicating effects of marijuana THC, the psychoactive ingredient in the naturally grown marijuana plant.

A person may not purchase, use or possess a synthetic cannabinoid. A person may not distribute a substance: (i) That the person represents is any form of synthetic cannabinoid; (ii) That the person intends for use or distribution as a synthetic cannabinoid; or (iii) Under circumstances that one reasonably should know that the substance will be used or distributed for use as a synthetic cannabinoid.

A person who violates this section is guilty of a misdemeanor and on conviction is subject to a fine not exceeding \$500 or imprisonment not exceeding 60 days or both. Property seized in connection with enforcement of this section is subject to forfeiture in accordance with the drug asset forfeiture statute set forth in §§ 12-101 - 12-505 of the Criminal Procedure Article of the Annotated Code of Maryland. (Bill No. 77-10, § 1, 11-19-2010; Bill No. 78-13, § 1, 3-13-2014)

\*Each of the above laws do allow for certain exceptions, though these exceptions are limited and may not apply to most students and employees. Those who may wish to view these exceptions are encouraged to refer to the Baltimore County Code.

## **VII. Drug Conviction and Financial Aid Eligibility**

Under the Higher Education Act, a student may become ineligible for federal student aid upon conviction of any offense involving the possession or sale of illegal drugs while receiving Title IV federal financial aid. Federal aid includes Federal Direct Loans, Federal Direct PLUS Loans, Federal Direct Graduate PLUS Loans, Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Federal Work-Study, and Perkins Loans.

### **Penalties for Drug Convictions**

#### **Possession of Illegal Drugs**

First Offense: Ineligible to receive aid for 1 year from the date of conviction

Second Offense: Ineligible to receive aid for 2 years from the date of conviction

Third and Subsequent Offenses: Indefinite ineligibility from the date of conviction

#### **Sale of Illegal Drugs**

First Offense: Ineligible to receive aid for 2 years from the date of conviction

Second and Subsequent Offenses: Indefinite ineligibility from the date of conviction

### **How to Regain Eligibility**

A student can regain eligibility for federal student aid funds by successfully completing a drug rehabilitation program. To be sufficient to reinstate financial aid eligibility, the program must include at least 2 unannounced drug tests AND be recognized as a Federal, State, or local government agency program. A student will regain eligibility on the date of successfully completing the program.

### **Free Application for Federal Student Aid (FAFSA)**

A question on the FAFSA form asks if the student has ever been convicted of a drug-related offense. Failure to answer this question will automatically disqualify the student from receiving Federal aid. Falsely answering this question, if discovered, could result in fines up to \$20,000, imprisonment, or both.

### **Convictions During Enrollment**

According to the United States Department of Education, if a student is convicted of a drug offense after receiving Federal aid, he or she must notify the Financial Aid Department student. Further, the student will be ineligible for further aid and will also be required to pay back all aid received after the conviction.

## **VIII. Health Risks Associated with the Abuse of Alcohol**

The [Substance Abuse and Mental Health Services Administration](#) (SAMSHA) and [The National Institute on Alcohol Abuse and Alcoholism](#) provide detailed information regarding the health risks associated with the abuse of alcohol. The information provided below was taken directly from their websites and was retrieved on July 17, 2016.

According to SAMSHA, excessive alcohol use, including underage drinking and binge drinking (drinking 5 or more drinks on a single occasion for men or 4 or more drinks on an occasion for women), can increase a person's risk of developing serious health problems, including brain and liver damage, heart disease, hypertension, and fetal damage in pregnant women. According to the Centers for Disease Control and Prevention (CDC), alcohol use causes 88,000 deaths a year. The National Institute on Alcohol Abuse and Alcoholism provides the following information on how alcohol can affect your body:

**Brain:** Alcohol interferes with the brain's communication pathways, and can affect the way the brain looks and works. These disruptions can change mood and behavior, and make it harder to think clearly and move with coordination.

**Heart:** Drinking a lot over a long time or too much on a single occasion can damage the heart, causing problems including: Cardiomyopathy (Stretching and drooping of heart muscle); Arrhythmias (Irregular heart beat); Stroke; High blood pressure.

Research also shows that drinking moderate amounts of alcohol may protect healthy adults from developing coronary heart disease.

**Liver:** Heavy drinking takes a toll on the liver, and can lead to a variety of problems and liver inflammations including: Steatosis, or fatty liver; Alcoholic hepatitis; Fibrosis; Cirrhosis

**Pancreas:** Alcohol causes the pancreas to produce toxic substances that can eventually lead to pancreatitis, a dangerous inflammation and swelling of the blood vessels in the pancreas that prevents proper digestion.

**Cancer:** Drinking too much alcohol can increase your risk of developing certain cancers, including cancers of the: Mouth, Esophagus, Throat, Liver, and Breast.

**Immune System:** Drinking too much can weaken your immune system, making your body a much easier target for disease. Chronic drinkers are more liable to contract diseases like pneumonia and tuberculosis than people who do not drink too much. Drinking a lot on a single occasion slows your body's ability to ward off infections – even up to 24 hours after getting drunk.

More information may be found at [Beyond Hangovers: understanding alcohol's impact on your health](#), which is provided by the National Institute on Alcohol Abuse and Alcoholism.

## **IX. Health Risks Associated with the Use of Illicit Drugs**

The [Substance Abuse and Mental Health Services Administration](#) (SAMSHA) and [The National Institute on Drug Abuse](#) (NIDA) provide detailed information regarding the health risks associated with the use of illicit drugs. The information provided below was taken directly from their websites and was retrieved on July 16, 2016.

### **Cocaine**

According to SAMSHA, cocaine has two main pharmacological actions. It is both a local anesthetic and a central nervous system stimulant—the only drug known to possess both of these properties. The effects experienced in the early stages of cocaine use include a generalized state of euphoria in combination with feelings of increased energy, confidence, mental alertness, and sexual arousal.

As users come down from their cocaine high, some experience temporary, unpleasant reactions and after effects, which may include restlessness, anxiety, agitation, irritability, and insomnia. With continued, escalating use of cocaine, the user becomes progressively tolerant to the positive effects while the negative effects, such as a dysphoric, depressed state, steadily intensify. Prolonged use may result in adverse physiological effects involving the respiratory, cardiovascular, and central nervous systems. Cocaine use may also result in overdose and death.

Psychologically, the effects of chronic cocaine use are the opposite of the initial effects. These effects can include paranoia, confusion, and an inability to perform sexually. The chronic use of cocaine may also lead to acute adverse physiological effects to the respiratory, cardiovascular, and central nervous systems. Chronic cocaine use can also lead to hospital emergency room visits, prompted by chest pain or palpitations, psychiatric complaints ranging from altered mental states to suicidal ideation, and neurological problems including seizures and delirium.

More information may be found on the NIDA webpage entitled [DrugFacts: Cocaine](#).

### **Heroin**

According to SAMSHA, heroin is a powerful opiate drug. Heroin looks like a white or brownish powder, or as the black sticky substance known on the streets as “black tar heroin.” It is diluted with other drugs or with sugar, starch, powdered milk, or quinine before injecting, smoking, or snorting. Some of the physical symptoms of heroin are euphoria, drowsiness, respiratory depression, constricted pupils, nausea, and dry mouth.

A heroin overdose causes slow and shallow breathing, blue lips and fingernails, clammy skin, convulsions, coma, and can be fatal.

Many young people who inject heroin report misuse of prescription opioids before starting to use heroin. In addition to increasing the risk of overdose, the intravenous use of heroin places individuals at higher risk of diseases like HIV and hepatitis C.

More information may be found on the NIDA webpage entitled [DrugFacts: Heroin](#).

## **Marijuana**

According to SAMSHA, the short-term effects of marijuana include problems with memory and learning, distorted perception, difficulty in thinking and problem-solving, and loss of coordination. Among youth, heavy cannabis use is associated with cognitive problems and increased risk of mental illness. More information may be found on the NIDA webpage entitled [DrugFacts: Marijuana](#).

## **Prescription Drug Misuse and Abuse**

According to SAMSHA, prescription drug misuse and abuse is the intentional or unintentional use of medication without a prescription, in a way other than prescribed, or for the experience or feeling it causes. This issue is a growing national problem in the United States. Prescription drugs are misused and abused more often than any other drug, except marijuana and alcohol. This growth is fueled by misperceptions about prescription drug safety, and increasing availability. A [2011 analysis by the Centers for Disease Control and Prevention](#) found that opioid analgesic (pain reliever) sales increased nearly four-fold between 1999 and 2010; this was paralleled by an almost four-fold increase in opioid (narcotic pain medication) overdose deaths and substance abuse treatment admissions almost six times the rate during the same time period.

Prescription drug abuse-related emergency department visits and treatment admissions have risen significantly in recent years. Other negative outcomes that may result from prescription drug misuse and abuse include overdose and death, falls and fractures in older adults, and, for some, initiating injection drug use with resulting risk for infections such as hepatitis C and HIV. According to results from the 2014 NSDUH report, 12.7% of new illicit drug users began with prescription pain relievers.

More information may be found on the NIDA webpage entitled [DrugFacts: Prescription and Over-the-Counter Medications](#).

## **X. Health Risks Associated with the use of Tobacco Products**

According to SAMSHA, tobacco use is the leading cause of preventable illness and death in the United States. Although the adult smoking rate has declined to about 17%, currently more than 40 million Americans smoke. Cigarette smoking and exposure to tobacco smoke account for more than 480,000 deaths annually in the United States.

In addition, E-cigarettes typically contain nicotine which is known to be harmful to the developing brain and should not be used by teens or pregnant women.

According to the Center for Disease Control and Prevention (CDC)

- Smokers are more likely than nonsmokers to develop heart disease, stroke, and lung cancer.
- Smoking can cause cancer almost anywhere in your body.
- Smoking causes about 90% (or 9 out of 10) of all lung cancer deaths in men and women. More women die from lung cancer each year than from breast cancer.
- About 80% (or 8 out of 10) of all deaths from chronic obstructive pulmonary disease (COPD) are caused by smoking.

Cigarette smoking increases risk for death from all causes in men and women.

## **XI. Alcohol, Tobacco, and Other Drug Programs Available to Students & Employees**

### **Students**

Stevenson provides alcohol and drug education to all new students through new student orientation and through the students' required completion of the online educational program [MyStudentBody.com](http://MyStudentBody.com). During recent new student orientations, Stevenson has hosted the program *A Shot of Reality*, an improvised show that addresses issues such as binge drinking, health risks, alcoholism, drunk driving, assault, and alcohol related laws. MyStudentBody.com, which is a required component of the Stevenson University health form, focuses on three areas: alcohol, drugs and sexual violence.

Throughout the academic year, Stevenson University's Peer Educators, Responsible Education Awareness Leaders (REAL), under the supervision of the University's Wellness Center, provide educational programs to students on drug and alcohol related topics. Each year, Stevenson participates in the National Alcohol Screening Day (NASD) held in April. Stevenson continues to be one of the top ten screening sites in the country. In 2016, 606 screening forms were completed by Stevenson students. Counselors and educational materials are always provided to all participants. In addition, health professionals in the Wellness Center are available to provide assistance to students in a confidential fashion as well as to offer referrals to off-campus providers.

The Wellness Center sends B.R.A.D. cards (Be Responsible About Drinking) and a Blood Alcohol Content Card to students when they turn 21 (see [www.brad21.org](http://www.brad21.org) for more information). The goal of this program is to promote safe and responsible alcohol consumption when students celebrate their 21<sup>st</sup> birthday. Stevenson University's Office of Residence Life, in collaboration with the Wellness Center, provides alcohol education to students who are found responsible for violating the University's Alcohol Policy. In recent years, this education has involved having students view and discuss the HAZE video, a documentary that seeks to address the misuse and abuse of alcohol on college campuses. In addition, one-on-one education is provided when students violate the University's alcohol policy a second time as well as in cases of significant first-time alcohol violations.

Students who violate Stevenson University's drug policy, and who are permitted to remain enrolled at the University, are typically required to obtain drug education and treatment from a University approved off-campus provider.

Stevenson has a Substance Awareness Task Force (SATF) that meets on a monthly basis. The task force includes faculty, staff, and students. The mission of the task force is to support and promote healthy & safe life choices for all faculty, staff & students of the Stevenson Community through educational resources, alternative programming and positive reinforcement.

Finally, there are numerous off-campus resources that students may wish to explore, including those noted below. Students may wish to contact Stevenson University's Wellness Center for assistance in evaluating these options.

1. SAMSHA, the [Substance Abuse and Mental Health Services Administration](http://www.samhsa.gov), provides a [Behavioral Health Treatment Services Locator](http://www.samhsa.gov/behavioral-health-treatment-services-locator), which is a confidential and anonymous source of information for persons seeking treatment facilities in the United States or U.S. Territories for substance abuse/addiction and/or mental health problems.
2. SAMSHA also offers free and confidential information in English and Spanish for individuals and



family members facing substance abuse and mental health issues, 24 hours a day, 7 days a week. To access SAMHSA's National Helpline, call 1-800-662-HELP (4357) or use 1-800-487-4889 (TDD).

3. Maryland's [Behavioral Health Administration](#) offers valuable resources related to drug treatment and drug prevention.

4. A free support and resource to stop smoking: call 1-800-QUIT-NOW (1-800-784-8669) and visit [smokefree.gov/](http://smokefree.gov/).

## **Employees**

Employees may access alcohol and drug education through BHS, Stevenson University's Employee Assistance Program, by calling (800) 756-3277. For additional information, employees may contact the Office of Human Resources.

There are also numerous off-campus resources that employees may choose to explore, including those noted below.

1. SAMSHA, the [Substance Abuse and Mental Health Services Administration](#), provides a [Behavioral Health Treatment Services Locator](#), which is a confidential and anonymous source of information for persons seeking treatment facilities in the United States or U.S. Territories for substance abuse/addiction and/or mental health problems.

2. SAMSHA also offers free and confidential information in English and Spanish for individuals and family members facing substance abuse and mental health issues, 24 hours a day, 7 days a week. To access SAMHSA's National Helpline, call 1-800-662-HELP (4357) or use 1-800-487-4889 (TDD).

3. Maryland's [Behavioral Health Administration](#) offers valuable resources related to drug treatment and drug prevention.

4. A free support and resource to stop smoking: call 1-800-QUIT-NOW (1-800-784-8669) and visit [smokefree.gov/](http://smokefree.gov/).

## **XII. Distribution of the Annual Notification**

Stevenson University's Drug and Alcohol Prevention program will be distributed to the entire Stevenson University community (all students, faculty and staff) in accordance with the below procedures.

Stevenson University's Vice President for Student Affairs will be responsible for ensuring the timely distribution of the Drug and Alcohol Prevention program.

### **Students**

1. At the beginning of the fall and spring semesters, the entire Drug and Alcohol Abuse Prevention program will be emailed to all students (undergraduate and graduate/accelerated) enrolled in the institution. This email will be sent on the first day of the third week of the fall and spring semesters in order to allow for the completion of the add/drop period and thus ensuring all enrolled students receive this notification.

2. At the beginning of each non-traditional academic term, a separate email will be sent to new students enrolled in each of these terms in order to ensure they receive the Drug and Alcohol Abuse Prevention

program. Examples of non-traditional terms at Stevenson University currently consist of “8-week 1”, “8-week 2”, “5-week 2”, “Winterim” and the various summer terms. Students who are enrolled in “8-week 1” will be included in the email that will be sent the first day of the third week of the fall and spring semesters as described in number 1 above. Students enrolled in the other non-traditional terms, and who were not enrolled when the email was sent during the third week of the fall/spring semester, will receive an email that includes the entire Drug and Alcohol Abuse Prevention program. These emails will be sent two-days after the conclusion of the add-drop period for each of these terms. The Dean of Students will collaborate with the Registrar’s Office in order to produce an accurate list of students who should be included on these additional distributions.

3. A webpage has been created on Stevenson University’s external webpage at [www.stevenson.edu](http://www.stevenson.edu) and the internal portal page (SUNow Portal) detailing Stevenson University’s Drug and Alcohol Abuse Prevention program. The direct link to the page on the external website is: [www.stevenson.edu/alcohol-drugs](http://www.stevenson.edu/alcohol-drugs). These webpages have been created to facilitate ease of access. All e-mail notifications will provide a direct link to the external webpage: [www.stevenson.edu/alcohol-drugs](http://www.stevenson.edu/alcohol-drugs).

## **Employees**

1. At the beginning of the fall and spring semesters, the entire Drug and Alcohol Abuse Prevention program will be emailed to all employees employed at the institution. This email will be sent on the first day of the third week of the fall and spring semesters.

2. Employees will also receive information on where to access the Drug and Alcohol Abuse Prevention program and an overview of the program at their new employee orientation. By including this information in new employee orientation, Stevenson will ensure that employees who are hired at times following the distribution of the emails are informed of the Drug and Alcohol Abuse Prevention program.

3 A webpage has been created on Stevenson University’s external webpage at [www.stevenson.edu](http://www.stevenson.edu) and the internal portal page (SUNow Portal) detailing Stevenson University’s Drug and Alcohol Abuse Prevention program. The direct link to the page on the external website is: [www.stevenson.edu/alcohol-drugs](http://www.stevenson.edu/alcohol-drugs). These webpages have been created to facilitate ease of access. All e-mail notifications will provide a direct link to the external webpage: [www.stevenson.edu/alcohol-drugs](http://www.stevenson.edu/alcohol-drugs).

## **XIII. Biennial Review**

In accordance with the U.S. Department of Education’s *Drug-Free School and Communities Act*, Stevenson University will complete a biennial review of its drug and alcohol abuse prevention program. This review will be completed at the end of even numbered years and will examine the variety of programs that are being offered at Stevenson University to support healthy and safe life choices when it comes to alcohol and other drugs, the enforcement of the University’s policies when violations of the policies occur, and recommendations for any necessary changes. This review will be conducted by the Dean of Students in collaboration with Stevenson University’s Substance Awareness Task Force. The Substance Awareness Task Force is a committee chaired by Stevenson University’s Assistant Vice-President, Wellness Center and its membership includes the following: Vice-President, Student Affairs; Dean of Students; Director of Security (or designee); Director of Student Conduct; Nurse Practitioner, Wellness Center; and at least one representative from each of the following campus constituencies: Faculty, Athletics, Human Resources; Residence Life, Student Government, and Peer Education.