

- If the accused is a student, a complaint may be filed with the Student Judicial Programs Officer who is in charge of student discipline. The telephone number is 301-809-4055.

B. Disciplinary Proceedings

The accused (alleged perpetrator) and the accuser (alleged victim) are entitled to the same opportunities to have others present during a University disciplinary proceeding. Further, both the alleged perpetrator and the alleged victim shall be informed of the outcome of any investigation by campus police or the Student Judicial Programs Officer. The offense must be reported according to Federal reporting mandates and Maryland State law.

C. Possible Sanctions

- Student – The range of judicial system penalties for students shall include, but not be limited to, the following: alteration of class schedule, disciplinary suspension, interim suspension and expulsion.
- Faculty and other employees – The range of employment penalties for faculty and employees shall include, but not be limited to, one or more of the following: counseling, reprimand, suspension or termination of employment.

VI. Education Coordinator

The Director of Health Services, located in the Health and Wellness Center (301) 860-4170, is the University coordinator for educational programming promoting awareness of sexual assault, including but not limited to rape, acquaintance rape and other sexual offenses defined in this policy. (S) He can be contacted for information about programs that promote awareness of what constitutes sexual assault, how to prevent it and what the University’s procedures are for handling reports of alleged sexual assaults. Upon request and as needed, (s) he can also be contacted to provide specialized training to those who might be involved in providing services to or interacting with alleged victims.

The Director also ensures that copies of the USM policy and the University’s procedures concerning sexual assault are distributed to all students, faculty members and employees, are posted in appropriate locations throughout the campus and are published in appropriate University publications.

Sexual Harassment State Code 29. DFR 1601

Excerpted Sexual Harassment Policy

(For a full copy of this policy, refer to the BSU Policies and Procedures Manual, Policy No- VI. 120)

It is the policy of Bowie State University (BSU) to ensure that all students, faculty, and staff, work and learn in an environment that is free of sexual harassment. Sexual harassment is a form of illegal sex discrimination. Sexual harassment between faculty and students or supervisors and subordinates exploits the unequal power structure inherent in these professional relationships and will not be tolerated by Bowie State University. Sexual harassment may occur between people of the same or different genders. Sexual harassment is an infringement on the individual’s right to work and study in an environment free from unwanted sexual attention, and sexual pressure of any kind. Finally, all acts of sexual harassment and/or retaliation by BSU faculty, students, staff, volunteers, and third party contractors are expressly prohibited.

With this Policy in place, the University places its communities on notice that sexual harassment, within the University workplace and its educational programs, will not be condoned and/or allowed to interfere with the mission of the University. More importantly, BSU, together with the University System of Maryland, adopts a zero tolerance for all complaints of sexual harassment and/or discrimination. Persons in violation of this Policy will be subject to disciplinary action and/or other appropriate sanctions, including, termination of employment or expulsion from an educational program of the University.

For the purpose of this policy, BSU adopts the sexual harassment definition promulgated by the United State Equal Employment Opportunity Commission (29 D.F.R. 1601). Unwelcome sexual advance, unwelcome requests for sexual favors, and other behavior of a sexual nature constitute sexual harassment when: (1) submission to such conduction is made either explicitly or implicitly a term or condition of an individual’s employment, (2) submission or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive environment.

To avoid misunderstandings about what might constitute sexual harassment, the following guidelines should be followed. Please note that sexual harassment is not limited to the examples shown.

- Repeated, unwanted social invitations should be avoided.
- No touching. This includes no hugging, massages, fanny pats, etc., or behavior that, if it occurred to a stranger on the street, would subject the employee to charges of molestation, indecent exposure, assault, or rape. Sexual gestures or other offensive body movements are also prohibited.
- No sexually suggestive or abusive talk, including “dirty” or gender-related jokes meant to demean.

- No offensive printed or written materials, including sexually offensive cartoons, lists of sexual jokes, or any material that inappropriately raises the issue of sex.
- No use of descriptive words, when not the subject of an academic or business matter, that includes parts of the anatomy or either sexes genitalia.

An individual who believes that he or she has been the target or victim of sexual harassment or retaliation should report such conduct immediately to the Equal Employment Opportunity Officer located in the Office of Human Resources.

Non-Academic Grievance Procedure for Students

Students who feel that they have a non-academic complaint(s) against a faculty member, administrative staff or other personnel at the University have a right to have their concerns addressed. This does not include those complaints that are filed alleging acts of discrimination on the basis of race, color, religion, age, ancestry or national origin, sex, sexual orientation, disability, or marital or veteran status. Such complaints are to be filed with the Equal Employment Opportunity Officer located in the Office of Human Resources. The following procedure should be used to address non-academic complaints:

Step One. Informal Resolution

The student should first attempt to resolve the complaint through informal discussion with the person against whom the complaint is made. If the complaint is not resolved at this level, or if an informal resolution is not appropriate then the student should proceed to Step Two.

Step Two. Formal Resolution

A formal complaint in writing should be made to the person with a copy to the immediate supervisor requesting a meeting with the person and the supervisor to resolve the complaint. A copy of the complaint should be forwarded to the Dean for Students Affairs and Campus Life. The supervisor should investigate the complaint and respond in writing to the complainant within five (5) working days. A copy of the supervisor's response should be forwarded to the Dean For Students Affairs and Campus Life.

Step Three. Non-Academic Grievance Board

Students who are not satisfied with the outcome at Step Two level should request in writing a hearing with the Non-Academic Grievance Board to the Dean for Students Affairs and Campus Life. The Board will be composed of: one faculty member (appointed by the Provost); one administrator (appointed by the President); one classified employee (appointed by the Human Resource Office); and two students (appointed by the Student Government Association). The Board shall be convened by the Dean for Students Affairs and Campus Life (or designee) within five (5) working days of receipt of the complaint. The Board shall render a decision in writing to the student within 24 hours of the hearing with a copy to the Office of the Dean for Students Affairs and Campus Life.

Step Four. Appeal

If the student is not satisfied with the outcome of the Non-Academic Grievance Board, the student may appeal the decision to the area Vice President. The appeal must be in writing stating the specific reason(s) for the appeal. The decision of the area Vice President will be final. The area Vice President's written decision will be forwarded to all parties within five (5) working days and recorded in the Office of the Dean for Students Affairs and Campus Life.

ALL PROCEEDINGS ARE TO BE KEPT CONFIDENTIAL

Student Rights and Responsibility

Joining the Bowie State University (BSU) family is an honor and requires each individual to uphold the policies, regulations, and guidelines established for students, faculty, administration, professional and other employees, and the laws of the State of Maryland. All members are required to adhere to and conform to the instructions and guidance of the leadership of their respective area. Therefore, the following are expected of all BSU students:

- To respect himself or herself
- To respect the dignity, feelings, worth, and values of others
- To respect the rights and property of others and to discourage vandalism and theft
- To embrace diversity, while striving to learn from differences in people, ideas, and opinions
- To practice personal, professional, and academic integrity, and to discourage all forms of dishonesty, Plagiarism, and disloyalty to the Student Code of Conduct
- To foster a personal and professional work ethic within the BSU family
- To encourage a fair, productive atmosphere among peers
- To be fully responsible for upholding the BSU Student Code of Conduct