

**BOWIE STATE UNIVERSITY
STUDENT HANDBOOK**

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BOWIE STATE UNIVERSITY STUDENT HANDBOOK

INTRODUCTION

This handbook serves as an informative source concerning University policies on governance, student code of conduct, student support services and undergraduate and graduate student government. Its content is not intended to cover the entire scope of all rules and regulations, but it is designed to give general guidelines within which Bowie State University functions. Therefore, the reader should not expect to find published herein all rules and regulations of every unit of the University, but should consider those areas mentioned significant in maintaining a wholesome atmosphere for study and academic and social progress.

This handbook has been prepared under the supervision of Vice President for Student Affairs to serve as a ready reference to the major policies relevant to students at Bowie State University. Many of the policies are presented in an abridged form. More detailed statements may be obtained in the Office of Vice President/General Counsel in the Henry Administration Building. Where appropriate, the University administrative office charged with the responsibility for developing, changing, or implementing specific policies has been noted. Students should also consult the University Catalog and the Bowie State University Policies and Procedures Manual for other relevant policies. A copy of the Policies and Procedures Manual will be provided in each Administrative Office as well as the University Library.

No student handbook can anticipate every circumstance or question about policy, nor is it intended to be all-inclusive. This handbook is not a contract and does not constitute any sort of agreement, implied or otherwise, as to the terms and conditions of enrollment and attendance at BSU. In case of any conflict, the provisions contained in the appropriate source document will govern. This handbook reflects laws, regulations, policies, and/or procedures generally applicable at the time of publication. This handbook and/or any such laws, regulations, policies, and/or procedures contained herein may from time to time be modified, amended or rescinded by the State of Maryland, the University System of Maryland or Bowie State University. Any memorandum, or other means of communicating information about an amendment shall likewise not constitute a contract and is covered by the disclaimer in this paragraph.

NOTICE TO THE UNIVERSITY COMMUNITY

It is the policy of Bowie State University (BSU) to provide equal opportunity of access to academic and related programs to all of its University community. Therefore, BSU does not discriminate against any individual on the basis of race, color, religion, age, ancestry or national origin, sex, sexual orientation, disability, marital or veteran status. All policies, programs, and activities of BSU are and shall be in conformity with all pertinent Federal and State laws of nondiscrimination including, but not limited to: Title VI and Title VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; The Equal Pay Act of 1963; The Age Discrimination Act; The Americans with Disabilities Act of 1990; Section 504 of the Rehabilitation Act of 1973; Federal Executive Order No. 11375 (11246 amended); and Article 49B of the Annotated Code of Maryland. This commitment applies to all areas and shall be extended to all persons.



**Office of the Vice President
for Student Affairs**
Henry Administration Building
14000 Jericho Park Road
Bowie, Maryland 20715-9465

A Message from the Vice President for Student Affairs



Dr. Artie Lee Travis
Vice President for Student Affairs

The Division of Student Affairs at Bowie State University is dedicated to supporting a community of scholars, providing a strong foundation for co-curricular learning, promoting personal growth, and providing opportunities for students to develop life-long skills. The division strives to foster in students a sense of citizenship, leadership, and social responsibility. It is a meaningful and significant complement to the academic program. The Division also embraces the Core Values that we hope will be a guiding force in your learning process at Bowie and beyond. Those values are easy to say... it is our hope that they will be easier to embrace...Accountability, Civility, Diversity Excellence, and Integrity. The division operates a broad based program that reflects the ethical philosophy of the University and the interests of the student community. We are dedicated to providing a secure living and learning community that engages each student, residential or commuter, graduate or undergraduate, in intentional co-curricular experiences.

The Division of Student Affairs comprises the following: ATOD (Alcohol, Tobacco and Other Drugs), Career Services (Co Op and International Student Services), Counseling Center, Student Life (Student Government Association, Greek Life, Orientation, Commuter Programs, and Student Clubs and Organization) Residential Life Programs and Housing (to include Christi McAuliffe Residential Community), Judicial Programs, the Wiseman Student Centre (Conference Services and Recreation and Intramural Programs), Cheerleading Programs, Leadership Programs, the Henry Wise Wellness Center, and Campus Police.

Whether you are a new student, returning student, parent, or friend, you will find the Bowie State University community a very welcoming and warm place. At every turn, you will find faculty, staff, administrators, and fellow students extending a welcoming hand. We want every day at Bowie State University to be a great day for you.

It is important for you and your Bowie State University experience, that you read this Student Handbook from cover to cover. The will lay out a brief history of Bowie State University, discuss community standards, rules and philosophies, and describe many of the services on campus that are designed to support your success as a student. This handbook will provide you with information that will be vital to you as you navigate the campus and the community at large. If you have any concerns or questions about its contents, ask a member of the Student Affairs staff for assistance.

I strongly encourage you to participate in the life of the Bowie State University community and to celebrate its history as the oldest HBCU in the State of Maryland and the fourth oldest HBCU in the nation. It is also important to celebrate its distinction as a destination for many that are seeking an outstanding educational experience. Take advantage of the opportunities to learn from the wealth of experiences from professors and your classmates. Learn from each other, whether you are from another county, state or another country or if you practice a different cultural or religious faith. Grow from each other, whether you participate in athletics, the Symphony of Soul, University

Singers, or a Greek organization. Excel with your peers, whether you major in science, politics, education, computer sciences, communications, nursing or music.

If you want to take the best from Bowie when you graduate in four years with a respected degree or if you join a club or organization; serve in a leadership role; volunteer on campus, around the corner, or in DMV. Take advantage of internship opportunities; write for the student newspaper; become a resident assistant; try out for the track team or the football team, softball or any of the other intercollegiate sports that are at BSU. In your free time audition for a play or the Bowie State University Singers; join the GSA or the SGA. Whatever it is that you already enjoy doing or want to try, you have that opportunity at Bowie State University.

Let me also encourage you to note the importance of reading e-mail sent to your account once you arrive on campus. The administration uses e-mail to keep the university community informed regarding academic affairs and university business. If you use a personal email account, please make certain that you forward your Bowie State University email account to the one that you will use on a regular basis. Important information regarding university business, activities and alerts are transmitted to your student email on a regular basis. It is also very important that you sign up for BEES (the Bowie Electronic Emergency System)... it will phone you, text you, or email you important alerts regarding campus emergencies. Forwarding your email and signing up for BEES is easy to do!

Congratulations on making Bowie State University your home for the next few years. On behalf of the fine staff in the Division of Student Affairs, I bring greetings. We are dedicated to you and to your achievement of your goals.

Welcome to Bowie State University!!!!!!

BOWIE STATE UNIVERSITY - YESTERDAY AND TODAY

Bowie State University is an outgrowth of the first school opened in Baltimore, MD, on January 9, 1865, by the Baltimore Association for the Moral and Educational Improvement of Colored People, which was organized on November 28, 1864 to engage in its self-appointed mission on a statewide basis. The first normal school classes sponsored by the Baltimore Association were held in the African Baptist Church located on the corner of Calvert and Saratoga streets. In 1868, with the aid of a grant from the Freedmen's Bureau, the Baltimore Association purchased from the Society of Friends a building at Courtland and Saratoga streets for the relocation of its normal school until 1883, when it was reorganized solely as a normal school to train Negro teachers.

The Baltimore Normal School had received occasional financial support from the City of Baltimore since 1870 and from the state since 1872. In 1871, it received a legacy from

the Nelson Wells Fund. This fund, established before Wells' death in February 1943, provided for the education of freed Negro children in Maryland. On April 8, 1908, at the request of the Baltimore Normal School, which desired permanent status and funding as an institution for the education of Negro teachers, the state legislature authorized its Board of Education to assume control of the school. The same law re-designated the institution as a Normal School No. 3. Subsequently, it was relocated on a 187-acre tract in Prince George's County and by 1914, it was known as the Maryland Normal and Industrial School at Bowie.

A two-year professional curriculum in teacher education which started in 1925 was expanded to a three-year program. In 1935, a four-year program for the training of elementary school teachers began and the school was renamed Maryland State Teachers College at Bowie. In 1951, with the approval of the State Board of Education, its governing body, Bowie State expanded its program to train teachers for junior high schools. Ten years later, permission was granted to institute a teacher-training program for secondary education. In 1963, a liberal arts program was started and the name was changed to Bowie State College.

In 1970, Bowie State College was authorized to grant its first graduate degree, the Master of Education. A significant milestone in the development of the graduate studies at Bowie State was achieved with the Board of Trustees' approval of the establishment of the Adler-Dreikurs Institute of Human Relations in 1975. Currently, the University offers bachelor's and master's degree programs and one doctoral degree in educational leadership. Included in the inventory of degree programs is the Bachelor of Arts, Bachelor of Science, Bachelor of Science in nursing, Master of Arts, Master of Arts in teaching, Master of Education, Master of Science, Master of Science in nursing, Master of Business Administration and Master of Public Administration.

On July 1, 1988, Bowie State College officially became Bowie State University, a change reflecting significant growth in the institution's programs, enrollment and service

to the local area. On the same day, the University also became one of the constituent institutions of the newly formed University System of Maryland.

In 1995, Bowie State University won an 11-year \$27 million award from the National Aeronautics and Space Administration/National Science Foundation to become one of only six national Model Institutions for Excellence in science, engineering and mathematics. This award significantly strengthened the institution's academic infrastructure and enhanced an already excellent computer science and technology program that has consistently ranked first in the nation in graduating African American students with master's degrees.

Bowie State University, throughout its history, has achieved major milestones in spite of limited resources. In spring 2005, with the unveiling of the supercomputer that was built by Bowie State University faculty and students, Bowie State University emerged as a leader among higher education institutions in computing power. At the time of its unveiling, Bowie State's supercomputer was the fastest supercomputer of all higher education institutions in the state of Maryland, the eighth fastest in the United States and among the top 200 fastest in the world.

Among the nation's leaders in teacher education, with 50 years of successive accreditation by the National Council of the Accreditation of Teacher Education (NCATE), it stands to reason that Bowie State University's first doctoral program would be in the field of education. For the first time in the history of the University, Bowie State University conferred an earned doctorate, with 16 persons receiving the Doctorate in Educational Leadership, during the May 2005 commencement.

**BOWIE STATE UNIVERSITY
SUMMARY MISSION STATEMENT**

CURRENT CARNEGIE CLASSIFICATION: Master's (*Comprehensive*) Colleges and Universities I (*MA I*)

Mission Statement 2011

Bowie State University provides high-quality and affordable educational

opportunities at the bachelor's, master's and doctoral levels for a diverse student population of Marylanders and the global community. Building on its legacy as the state's oldest historically black institution, Bowie State is a regional comprehensive university with liberal arts educational programs designed to broaden the knowledge base and skill set of students across disciplines and to enable students to think critically, value diversity, become effective, socially responsible leaders, function competently in a highly technical world, and pursue graduate and professional study.

The University is committed to increasing the number of students who earn advanced degrees in all disciplines, with special focus on computer science, business, the health sciences, information technology, the natural sciences, education, and related interdisciplines. Academic integrity, the common good, constituent needs, market demands, and emerging challenges serve as important bases in the University's efforts to develop educational programs and improve student access to learning opportunities.

Vision

Building on its image as a student-centered institution and its history as an HBCU, Bowie State University will provide its diverse student population with a course of study that ensures a broad scope of knowledge and understanding that is deeply rooted in expanded research activities. The University excels in teacher education and will become the premier teacher of teachers. Through the integration of internal business processes, technology, and the teamwork of administrators, faculty and staff, the University will be recognized statewide as a model of excellence in higher education for the effective and efficient use of human, fiscal, and physical resources.

Constituencies Served

Description of Student Body

The University's primary service areas include Prince George's County, Anne Arundel County, Montgomery County, and Baltimore County, as well as Baltimore City. Students also are drawn from Southern Maryland, the District of Columbia, and various States and foreign countries.

Bowie State University's undergraduate programs are designed to serve the higher education needs of high school graduates and continuing education students. Undergraduate admission is based on high school academic performance and standardized test scores (SAT or ACT). The University is committed to recruiting and admitting a mix of students that reflect a growing population of honor students; students who meet or exceed the college preparatory curriculum requirements for Maryland and the University's standard admission criteria, and students with moderate to low academic profiles who demonstrate leadership qualities, display academic potential, and exhibit the motivation to learn.

Bowie State University's Graduate School serves a diverse student population by expanding educational opportunities beyond the baccalaureate level. The Graduate School places an emphasis on meeting the needs of individuals who have defined career goals as well as students preparing for further graduate studies. Graduate admission is based on grade point average, faculty recommendations, and a demonstrated capacity to perform at the graduate level.

Characteristics of Faculty

The faculty at *Bowie State University* consists of a diverse group of individuals professionally prepared at some of the most prestigious institutions in the world. Currently, 82% of the faculty hold terminal degrees in their respective disciplines; 69.6% of the faculty are tenured or on tenure-track; and many have distinguished themselves through scholarship/research and service. A highly qualified group of adjunct faculty complements the full-time faculty. The Institution will continue to recruit, develop, and retain faculty holding terminal degrees who are committed to teaching, mentoring, and scholarship.

Partnerships

Formal and informal partnerships with several Maryland school districts enable *Bowie State University* to assert a positive influence on public education in the State. Collaborative relationships with business and government entities enable the University to enhance the economic and technological development of the region. Moreover, *Bowie State University* reaches beyond the campus to offer programs with regional community colleges and in Europe, Asia, and South America. The University also serves as a regional resource through faculty consultants, scholarly initiatives, and artistic exhibitions and performances.

Institutional Program Emphasis

Bowie State University is a leader in the infusion of technology into the curriculum while retaining its role as an institution grounded in the liberal arts. *Bowie State University* offers an array of undergraduate programs in the arts, sciences, education, communications, social sciences, business, human services, and technology. Students also can earn licensure in nursing and education.

At the graduate level, the focus is on enhancing the knowledge and skills of employed professionals, as well as supporting the career aspirations of college graduates. In addition to the degree programs in administrative management, organizational communications, computer science, management information systems, education, counseling, nursing, english, mathematics, and nursing, students can also earn advanced certification in business, communications, computer science, counseling, human resource development, and mathematics. The University is committed to increasing the numbers of persons from under-represented groups who earn advanced degrees in computer science, mathematics, and information technology. In addition to the Educational Leadership program, the University proposes to develop other doctoral programs in keeping with its strengths in various academic areas.

Strategic Plan Goals

Goal 1: Provide high-quality and affordable academic programs and support services for all students.

Goal 2: Support growth by enhancing recruitment, access, and retention efforts University-wide.

Goal 3: Promote regional economic and workforce development.

Goal 4: Increase the University's external funding.

Goal 5: Promote effective and efficient use of institutional resources.

Goal 6: Enhance the University's image.

Core Values

Excellence
Civility
Integrity
Diversity
Accountability

OVERALL ORGANIZATION & STRUCTURE OF THE UNIVERSITY SYSTEM OF MARYLAND

University System of Maryland Headquarters.

System Headquarters serve as the nerve center of the University System of Maryland. Under the direction of the Chancellor, System Headquarters supports the Board of Regents in governing USM, assists the USM institutions in fulfilling their distinct missions, and facilitates partnerships among institutions within and beyond the University System. Through leadership, strategic planning, and resource management, System Headquarters enhances the quality and accessibility of the System's services to the people of Maryland. For more information, contact USMH at (301) 445-2740.

Governance of the University System -Board of Regents

The Board of Regents of the University System of Maryland is vested with the governing authority over the University System of Maryland. The Board consists of 17 members. The Governor, with the consent of the Maryland Senate, appoints sixteen members; 15 of them have five-year terms; one student of the University System of Maryland is appointed for a one-year term.

Individual Institutions

The eleven listed institutions are the degree-granting components of the University System of Maryland.

- ◆ Bowie State University
- ◆ Frostburg State University
- ◆ Towson University
- ◆ Univ. of Maryland, Baltimore
- ◆ Univ. of Maryland, College Park
- ◆ University of Maryland, University College
- ◆ Coppin State University
- ◆ Salisbury State University
- ◆ University of Baltimore
- ◆ Univ. of Maryland, Baltimore County
- ◆ Univ. of Maryland, Eastern Shore

Organization of the University

President: Mickey L. Burnim, Ph.D.

Interim Provost, Vice President for Academic Affairs: Karen Johnson-Shaheed

Chief of Staff: William P. Marable, Ph.D. **Acting**

Vice President for External Relations: Maitland Dade, M.A.

Vice President for Administration and Finance: Karl Brockenbrough, Ph.D.

Acting Vice President for Information Technology: Al Valbuena, M.S.

Vice President for Student Affairs: Artie Lee Travis, Ph.D.

ACADEMIC REGULATIONS

Regulations governing academic performance at Bowie State University are contained in the University Catalog that includes a comprehensive discussion of regulations, requirements and information on academic performance and related subjects.

Academic Services

The Office of Academic Affairs is located on the second floor of the Henry Administration Building. The Office is managed by the Provost and Vice President for Academic Affairs.

Advisors

Advisors are assigned to Bowie State University students in their respective academic departments. Advisors assist students in developing a degree plan. Students may work with the same advisor throughout their college career or request a change though their department or through the office of Academic Affairs.

Class Cancellation

When severe weather creates hazardous road conditions in the area or response to other emergencies, classes may be canceled or postponed. Notice of cancellation will broadcast on the following radio and television stations: 680 AM (WCBM-Baltimore); 1430 AM (WNAV-Annapolis); 1300AM (WFBR-Baltimore); 630 AM (WMAL-DC); B-104 FM (Baltimore); 1500 AM and 107.7 FM (WTOP-DC); Channel 2 (WMAR-ABC, Baltimore); Channel 4 (WRC-NBC, Washington); Channel 5 (WTTG-Fox, Washington); Channel 7 (WJLA-ABC, Washington); Channel 9 (WUSA-CBS, Washington); Channel 11 (WBAL-NBC, Baltimore); Channel 13 (WJZ-CBS, Baltimore). Notices will also be delivered via the Bowie Electronic Emergency System (BEES) and on the Bowie website.

Transfer Students

After a transfer student has been accepted by the University, it is his/her responsibility to obtain from the appropriate department head or designee a statement of all necessary courses or other requirements for graduation. In addition to meeting all course requirements, a transfer student must complete a minimum of one full year of residence at the University to qualify for a degree from Bowie State University. A full year of residence is defined as two semesters, with minimum load of 12 credits each semester.

STUDENT SERVICES

Bookstore (Curtis Carr)

The Bookstore provides academic support services to the entire University community. In addition to academic support services, students, faculty, staff, and visitors can purchase official licensed BSU clothing, supplies, and gift items.

Regular Hours of Operation

Monday – Thursday 9:00am – 6:00pm

Friday 9:00am – 4:00pm

Saturday and Sunday **CLOSED**

Auxiliary Services

The Office of Auxiliary Services is located in the University Wiseman Student Centre, Room 118. The office is responsible for management of the University Bookstore, Food Services, The BowieCard and vending operations.

The management staff of all Auxiliary Services operations continually strives to provide quality service in a clean and comfortable environment and to assure that customer encounters with each operation are pleasant. The managers and directors are committed to enhancing the campus experience. Students are encouraged to ask questions and to make comments and suggestions. Feel free to call or visit the Office of Auxiliary Services or any of the area managers or directors as they are here to serve you. For more information, call (301) 860-3792.

Commuter Affairs and Special Programs

Commuter Affairs & Special Programs is coordinated through the Office of Student Life. This program is designed to offer two important services to the students attending Bowie State University. First, it addresses the needs of our commuter student population by providing information about public transportation and shuttle bus services, off-campus housing resources, campus programs and activities and involvement opportunities. Meetings are held periodically with commuter students to discuss their needs and concerns. Second, this program offers opportunities for all students to get involved in the community by providing special programs and activities. The overall goal of Commuter

Affairs & Special Programs is to connect students to the University through involvement, programs, and services.

Vice President for Students Affairs

The Vice President for Students Affairs and Campus Life serves in an advocacy, advising, and supervising capacity for individual students and recognized student organizations, as well as student government. The Vice President's office is a clearinghouse for student concerns, questions, problems, and complaints. The VP manages the University's Judicial System, University Wellness Center, Student Life, Career, Cooperative Education, & International Student Services, Wiseman Student Center (Conference Services), Intramural and Recreational Services, Residence Life, Greek Affairs, Commuter Student, University Cheerleaders, and ATOD. While responsible for the quality of student life, the VP oversees the development of a campus-wide environment and climate that is conducive to promoting learning, personal development and social behavior appropriate for optimum student growth and development.

Office of Student Life

The Office of Student Life strives to connect academic and out-of-class experiences through the development of programming and leadership development opportunities. The office offers programs and services which intentionally guide, challenge and support holistic student learning and growth, foster a lively campus environment, and establish a diverse, interactive and responsive learning community. The Office of Student Life houses the following: Commuter Affairs and Special Programs, Greek Life, Student Clubs and Organizations and New Student Orientation. In addition, the Office serves as the general advisor of the Student Government Association (SGA).

Services for Individuals Living with Disabilities

It is the policy of Bowie State University to ensure that all University facilities, services, and accommodations are accessible to individuals with disabilities in accordance to the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Reasonable accommodations will be provided for those students who properly register with Disability Support Services.

Disability Support Services provides students with disabilities several support services, including advisement, counseling, and special assistance in school-related matters. The Office recommends accommodations for courses; extended testing hours, note takers, scribes, readers, taped texts, and sign language interpreters. This Office also manages the ADA Resource Center that houses adaptive equipment for the needs of disabled students.

Financial Aid

The Office of Financial Aid offers financial assistance to students in the form of federal and state programs that provide scholarships, grants, loans and work study to assist eligible students in pursuing their academic goals. Students interested in seeking financial assistance must complete the Free Application for Federal Aid (FAFSA) at www.fafsa.gov. Students must include our school code (002062) in order for us to receive an electronic record required for processing.

The office is located in the Henry Administration Building, Suite 1100. Our regular office hours are Monday, Tuesday, Thursday, and Friday from 8 a.m. to 5 p.m. and Wednesday from 8 a.m. to 7 p.m. You can reach us by telephone at 301-860-3540, or send us an email at financialaid@bowiestate.edu.

Financial aid counselors are assigned by the first letter of your last name. Counselors are available for appointments during the following times: Monday and Wednesday 1:00 p.m.- 4:00 p.m. and Tuesday and Thursday from 9:00 a.m. - 12:00 p.m.

The process of applying for aid can seem complicated and time consuming, and we want to make it a pleasant experience for you. Our website includes an overview of the aid programs offered at the University and how to apply. Financial aid policies may change because of federal regulations or University decisions; therefore, some information on this site may change.

We look forward to helping you meet your educational goals and wish you success.

Food Services

University Food Services are provided by Thompson’s Hospitality. The food operations include the Lucy Whatley Dining Hall, the Bulldog Café, the Bowie’s Loop, a faculty restaurant and many more venue options, all serving the needs of the faculty, staff, residents, and commuter students. All of the above are located in the Wiseman Student Centre. In Martin Luther King Jr. Building, located on the first floor, there is Outtakes, which serves coffee, pastries, sandwiches, and more. Located in the Center of Business and Graduate Studies, is the Marvelous Market. And last but not least is the Alex Haley Convenience Store, which is located in the Alex Haley Residential Complex, for all your grab and go needs.

Hours of Operation

Dining Hall

Monday-Friday
 Breakfast: 7:00am – 9:00am
 Cont. Breakfast: 9:00am – 10:00am
 Lunch: 11:00am – 2:00pm
 Dinner: 4:00pm – 6:30pm

Bulldog Café

Monday – Thursday
 8:00am – 4:00pm
Friday
 8:00am – 2:00pm
Sat & Sun CLOSED

Bowie’s Loop

Monday- Thursday
 11:00am – 8:00pm
Friday
 11:00am – 4:00pm
Sat & Sun CLOSED

Weekends/Holidays

Brunch: 10:30am – 1:30pm
 Dinner: 4:30pm – 6:00pm

Gold Room

Monday – Friday
 11:00am – 2:00pm

C- Store

Monday - Sunday
 5:00pm – 11:30pm

Marvelous Market

Monday – Thursday
 8:30 – 7:00pm
Friday
 8:30am – 2:00pm

Outtakes

Monday - Thursday
 8:30 – 7:00pm
Friday
 8:30am – 2:00pm

Henry Wise Wellness Center

For the convenience of students, medical advice and emergency care for minor illnesses are available in the Henry Wise Wellness Center. Nurse practitioners, registered nurses, and physicians are available during scheduled hours. All full-time undergraduate students are required to pay a health fee that entitles them to many services. Other services are available at a nominal cost. All new full-time students (undergraduate and graduate) are required to submit a Bowie State University Entrance Health Medical History prior to admission, including a report of immunizations.

Bowie State University students are required to have health insurance that covers expenses incurred for medical conditions beyond the scope of the Health Center. A low-cost group Accident & Sickness insurance policy designed especially for Bowie State University students is available through the University. Referral services are also available through the Center. Bowie State University is an institutional member of the American College Health Association (ACHA). A complete description of health services is available in both the Office of Student Affairs and Campus Life and the Henry Wise Wellness Center (located in Christa McAuliffe Residential Complex). For more information, call 860-4171.

Counseling Services - Thurgood Marshall Library, Suite 001

Personal, social, career, and academic counseling are provided by trained counselors in the offices of Counseling Services. Counselors assist with various types of issues such as stress, interpersonal relationships, career exploration, academic problems, values clarifications, and coping with grief. Methods include individual, couples, and group counseling. Crisis intervention also is provided.

Assessment of problems may be conducted utilizing instruments that focus upon such issues as college adjustment, self-esteem, self-concept, anger expression, and career issues. Workshops on topical issues are provided. Support groups also are offered. Additionally, training for paraprofessionals and students enrolled in practicum or internships is offered. For more information, call 860-4161 or 860-4164.

BSU Policy on HIV/AIDS (VI – 11.00-Excerpt)

This policy is designed to address those issues that pertain to the Acquired Immune Deficiency Syndrome (AIDS). AIDS results from infection from the Human Immunodeficiency Virus (HIV). HIV is transmitted to individuals only by intimate sexual contact (vaginal, anal, and oral), by blood contact as with HIV contaminated needles or HIV-containing blood transfusion, and by mother-to-child transmission. Authoritative medical opinions from the United States Public Health Service, the Centers for Disease Control and Prevention, and the American College Health Association all state there is no risk of acquiring AIDS by ordinary social or occupational contact such as working with, sitting near, or living in the same residence with a person living with HIV/AIDS. Further, there is no risk in eating food handled by such person(s), being coughed or sneezed upon; and/or swimming in a pool with persons living with HIV/AIDS.

Bowie State University's policy on HIV/AIDS consists of several issues pertaining to key AIDS – related issues. Specifically, the policy consists of a set of medical and counseling procedures addressing this issue, as well as a set of non-discrimination policies. Thus, this policy flows from a set of basic assumptions, of which are primary: The University's role and responsibility are educational ones; the goal of the University is to focus on prevention; prevailing medical evidence confirms that HIV/AIDS is not transmitted by casual contact; and the policy needs to be sufficiently flexible to allow decisions to be made on a case by case basis without surrendering its consistency of purpose.

The educational responsibility of the University, with the assistance from the Alcohol, Tobacco and Other Drug (ATOD) Prevention Center and Student Health is to distribute comprehensive, up-to-date information about HIV/AIDS and other sexually transmitted diseases, including information about symptoms, diagnosis, treatment, prevention, and methods of transmission to our students.

Student Judicial Programs

The Student Judicial Programs Officer (SJPO) administers and enforces the Student Code of Conduct. The SJPO is primarily responsible for the overall coordination of all disciplinary proceedings on campus and the recommendation of educational sanctions offered to students for an infraction of the University's policies and procedures. The SJPO conducts student hearings; ensures standards of due process; and consults with faculty, staff, and students regarding student conduct issues.

Thurgood Marshall Library

The Thurgood Marshall Library supports the University's mission of teaching and learning with a collection of over 280,000 volumes (physical and electronic), over 700 academic subscription titles, an electronic portal to over 70 databases via <http://researchport.umd.edu>, as well as videos and DVD recordings, and an experienced staff. The library's two floor facility has computers for research purposes, group study facilities, individual study carrels, two conference rooms, WiFi, photocopying machines, and seating capacity for more than 300 patrons.

As a member of the University System of Maryland and Affiliated Institutions (USMAI), students also have access to the collections of seventeen university libraries in the state of Maryland through the portal <http://catalog.umd.edu>. A daily delivery between the participating libraries is provided to assist patrons in obtaining materials from other libraries in the system. In addition, all registered patrons have access to Illiad, which is a resource sharing system, for materials not available within the USMAI. Visit the library's website at: <http://www.bowiestate.edu/academics/library/> for additional information.

Library Hours

Monday - Thursday: 8:00 a.m. - 11:00 p.m.
Friday: 8:00 a.m. - 5:00 p.m.
Saturday: 9:00 a.m. - 6:00 p.m.
Sunday: 1:00 p.m. - 9:00 p.m.

Possible variations to this Fall and Spring schedule are announced and/or posted. The Library is generally closed according to the University's schedule for observed holidays.

Lost and Found

For items lost or found, students are advised to consult the Wiseman Student Centre or the Campus Police.

Mail

United States mail is delivered and picked up at the mailroom located in the Maintenance Building. Resident students may pick up their mail and packages in the University Housing Office. Students will be notified of certified or express mail and packages through a "Mail Alert" notification. Counter service is available between 11:00 a.m. to 12:00 p.m. and 2:00 p.m. to 4:30 p.m. daily, during the regular academic school year. Students are advised against receiving cash through the mail.

Media Operations

The Office of Media Operations (OMO) provides centralized and coordinated media-based instructional technology support to the University community. The Media Center provides direct classroom instructional support services and a variety of instructional technology equipment and materials as well as training in the use of instructional technology equipment. Media Center personnel also set-up, deliver, and retrieve instructional technology equipment to and from classrooms. The viewing room has a seating capacity of fifteen (15), is equipped with a 32-inch television, DVD player, a VHS videocassette recorder and a computer and is available for video screening, small class seminars and presentations. Additionally, the Media Center provides transparency production, audio duplication for Foreign Language courses, and lamination services. Request for services must be made at least 24 hours in advance at 301-860-3900 or come to the Media Center on the lower level of the Library, Suite 080. The hours of operations are: Monday – Thursday 8 am – 9:30 pm; Fridays 8 am – 4:30 pm; closed on Saturdays and Sundays. OMO ensures that Smart classrooms equipped with Smartboards, visual presenters, VCRs, DVDs, LCD projectors, and other instructional technology equipment are operational and maintained. Furthermore, OMO maintains two electronic classrooms located on the lower level of the Library, Suite 080, which are equipped with video cameras, an instructor's computer, microphones, visual presenters, VHS recorders, and Smart boards. These technology-enhanced classrooms are also equipped with the University System of Maryland's Interactive Video Network (IVN), which transmits and receives via Internet protocol distance education programs from other IVN affiliates and organizations across the country and the world. OMO personnel are responsible for training and assisting instructors and students in the use of Smart classroom equipment in all buildings. The Teleconference Center is located in the OMO Suite, Room 080K, and is equipped with the USM IVN system. Teleconferencing services include

videoconferencing for professional development and organizational and/or University of Maryland System meetings and must be requested at least 2 weeks in advance. OMO provides technical assistance in the planning and implementation of special events occurring on the Bowie State University campus. Services include providing LCD projectors, public address systems and videoconferencing.

Office of Information Technology

The Division of Information Technology (DIT) is charged with providing technology services, access of information, and administrative support systems for faculty students, staff, and administration of Bowie State University. In addition, DIT is responsible for creating a technology infrastructure to support electronic communication – voice, video, and data – now and into the future. DIT operates under the direction of the CIO and Vice President for Information Technology.

For assistance:

- Email: help@bowiestate.edu
- Phone: (301) 860-4357 or (301) 860-HELP
- Walk-in: Thurgood Marshall Library, 2nd Floor
Support service associates are available
Monday-Thursday, 8 a.m.-6 p.m. and Friday, 8 a.m.-5 p.m.

Undergraduate Computing Lab Hours

Regular Semester:

Mon.-Thursday	8:00 AM – 12:00 midnight
Friday	8:00 AM – 10:00 PM
Sat.-Sun.	10:00 AM – 9:00 PM

Graduate Computing Lab Hours

Regular Semester:

Mon.-Thursday	1:00 PM – 12:00 midnight
Friday	1:00 PM – 10:00 PM
Sat.-Sun.	10:00 AM – 9:00 PM

Instructional and Training Lab – By reservation only

University Police

The Bowie State University Police Department, headquartered in McKeldin Gym, is here to serve the University community. To report a crime, suspicious activity or a motor vehicle accident, just call the BSUPD at (301) 860-4040 or the emergency hot line at 301-860-HOTT (4688). An officer will be dispatched to the location of the incident on campus or a report can be made in person to the duty desk of the BSUPD in McKeldin Gym.

When requesting reports, the case number, reporting officer's name and badge I.D. number must be provided. In addition, crime prevention information and request for speakers can be obtained by calling the BSUPD.

The University Police are authorized to:

- Enforce BSU parking rules and regulations through the issuance of parking citations and towing;
- Enforce Federal, State, County, and local criminal laws through criminal arrest, criminal summons, or citations;
- Enforce Code of Student Conduct through campus referrals associated with the Division of Student Affairs and Campus Life;
- Investigate all reported crimes.

Campus Escort Service

A campus escort service is available to all campus residents, staff, and visitors. To utilize this service, call (301) 860-4040. Escort service hours are between 7:00 p.m. - 5:00 a.m.

Motor Vehicle Registration on Campus

All students, faculty, staff, all part-time and contractual employees, vendors, contractors, telecommuters, visitors and guests must obtain a parking permit to be allowed to park a vehicle on the Bowie State University Campus.

Parking Permits:

To obtain a parking permit for the current year, fees may be paid at the Office of Student Accounts, or payment may be made by calling 1-866-364-5826 the Interactive Voice Response (IVR) to pay over the phone. Please know your student I.D. or staff employee I.D. to process this transaction, or students, faculty or staff may pay with their **Bowie Card** if funds are available at the Department of Public Safety (DPS) Communications Office in Robinson Hall or the DPS Parking Office in McKeldin Gym.

The valid receipt or confirmation number is given to the DPS Parking Office located in Robinson Hall or McKeldin Gym; an *Application for a Parking Permit* is filled out; and the permit is issued. Hours of operation are from 8:30 a.m. to 4:30 p.m., Monday through Friday in McKeldin Gym or from 7:00 a.m. to 10:00 p.m. in Robinson Hall at the Police Communications Office. Temporary parking permits are available at no cost when a parking permit has not been transferred to the vehicle being driven.

Freshmen resident students do not have the privilege of having a vehicle on campus.

Students may park only in the parking lots designated on the parking permit. At no time shall parking be permitted along yellow curbs, grass areas, sidewalks or concrete loading areas, including areas surrounding trash dumpsters. Failure to comply with the parking regulations will result in vehicle's owner receiving a parking citation and/or towing of the vehicle. Towed vehicles require a release form from the BSUPD before the vehicle can be retrieved from the towing company.

State of Maryland Motor Vehicle Requirement

As of October 1, 1992, the Motor Vehicle Administration requires all students enrolled in an accredited University and operating an out-of-state vehicle in the state of Maryland to obtain a non-resident vehicle permit from the MVA if the vehicle will be operating in the State of Maryland for more than thirty (30) days. The non-refundable registration fee for the non-resident vehicle permits is \$27 for a year. It can be renewed annually as long as the student is still attending school in Maryland and the registration is current. Failure to obtain the non-resident vehicle permit will result in a fine of \$270 and/or revocation of tags. Any questions may be directed to the MVA at 410-768-7174.

Campus Visitors

All persons visiting or conducting business on the campus must report to the BSUPD for a visitor's parking permit before parking on campus. Violators are subject to being ticketed and/or towed. Visitor's permits are available 24-hours a day in Robinson Hall. Visitor permits may also be obtained from the McKeldin Gym Police Office Monday through Friday, 8:30 a.m. to 5:00 p.m. All criminal or suspicious activity, no matter how small or minor the incident, should be reported. With everyone's help, the BSUPD, and the community can work together to make the campus a safer environment to live, work, and obtain an education. The BSUPD provides 24-hour service. The numbers are 860-4040 or 301-860-HOTT (4688). All calls that are received are recorded and logged as to time, date, caller and message.

PRISEM Tutoring Center

FREE Tutoring services are available to **any** Bowie State University student. Tutors are available in English, Science, Mathematics Computer Science, History and other disciplines. Tutoring may be by appointment (strongly suggested) but walk-ins are welcomed. For further information, please contact the PRISEM Tutoring Center at (301) 860-3999 or Ms. Theresa Dupree at 301-860-4464.

Hours of Operation

Monday – Friday	8:00 a.m. – 12:00 a.m.
Saturday	9:00 a.m. – 12:00 a.m.
Sunday	10:00 a.m. – 9:00 p.m.

Wiseman Student Centre

The J. Alexander Wiseman Student Centre is the community center of Bowie State University for all members of the University family. Services located in the Centre include: The BSU Bookstore, Business & Auxiliary Services (Bowie Card), Conference Services, Food Services, Career, Cooperative Education, and International Student Services, Wiseman Student Centre Office, meeting rooms, Game Room, Student Life, Automated Teller Machine (ATM), and Student Government Association Office.

The Wiseman Student Centre Office sponsors a variety of programs and provides services for students, faculty, staff, alumni, and guests. The use of University facilities, space, and supporting services is administered through the Wiseman Student Centre Office. A copy of the Conference Services Packet is available in this office.

Academic Advisement Center

The Academic Advisement Center (AAC) at Bowie State University is committed to assisting students in identifying and completing their educational goals in a friendly, helpful, and professional environment. The Center's professional advisors deliver services to all students at the University, but they focus primarily on the advisement, development, and retention of first- and second-year students.

Academic Advisement is mandatory for all undergraduate students enrolled at Bowie State University. Therefore, at the end of New Student Orientation, all entering first-year and transfer students with less than 59 credits are assigned an Academic Advisor. Transfer students with 59 credits or more are to report to their respective academic departments for advisement.

In accordance with university policy, students are required to declare a major after two semesters and no later than the FALL of their third semester. Transfer students must declare a major no later than the end of the first semester of enrollment at the University (Bowie State University Undergraduate Academic Catalog 2010-2011, p. 103). For additional information please contact the office at 301-860-4071.

Career Services, Cooperative Education & International Student Services

Career, Cooperative Education, & International Student Services provides programs and services to prepare students for meaningful career and successful entry into the work force. Cooperative Education and internship opportunities, programs, and seminars are provided, thus allowing students to develop their skills and prepare for careers in business, industry, government, and education while completing their degrees. Programs and services include career outreach programs and employment fairs, a campus recruitment program, internships, career counseling, a career library and computer lab, career-related software, graduate/professional school counseling, employment opportunities and workshops/seminars. Office resources and services are also available to Bowie State University alumni. This office also provides advisement and cross-cultural counseling for international students. In addition, a series of international activities and

presentations are offered each semester to enhance inter-cultural awareness and understanding.

Cooperative Education at Bowie State University is based on the principle that well educated individuals can develop most effectively through an educational pattern that, at regular intervals, plunges them into the reality of the world beyond the boundaries of the campus. The program has an inter-related experience and study content, carefully planned and supervised to produce educational results for each student involved. Please refer to the Career Services page on the university's website or contact Career Services (ext. 3825) for more information.

Honors Program

The major benefit of any honors program is intellectual growth, which results from meeting rigorous intellectual challenges. The goals of Bowie State University's Honors Program are to provide to well-motivated and highly talented students additional challenges and appropriate rewards for meeting the challenges; to foster excellence in scholarship during the entire four-year college experience; and to develop a group of students from the freshman to senior year levels who can serve as academic models. Additionally, the Honors Program has three major components: rigorous academics, cultural enrichment, and community service.

Admission to the Honors Program is competitive. Students who meet the criteria for admission to the program may apply. Matriculating students, both full and part-time, are welcome in the program. To apply for the Honors Program, obtain an application packet from the Honors Program Office in the Thurgood Marshall Library, Suite 279. For additional information, please call 301-860-4090.

New Student Orientation

The New Student Orientation Program at Bowie State University is designed to:

- encourage students to take full advantage of University programs and services;
- to enable them to achieve maximum academic, personal and career development;
- to familiarize students with University regulations and policies;
- to assist students with course selection and to provide students with an opportunity to meet members of the faculty, staff and peer leaders.
- New Student Orientation is committed to making the student's transition to Bowie State University as smooth as possible.
- For additional information, please contact the Office of Student Life at 301-860-3835.

Student Support Services

The **Student Support Services** program (SSS) is designed to provide support to two hundred low-income, first generation, and disabled students attending Bowie State University. Once accepted into the program, TRIO Achievers (SSS participants at Bowie State University) are offered individual writing and study skills instruction, tutorial services, personal counseling, workshops, and a variety of other academic support services. TRIO Achievers have exclusive access to a computer and printing lab, graduate school resources, dinner theaters, dance performances and much more. Services are available to participants from freshmen year until graduation, and all services are free of charge. Students are encouraged to start working with us during their first year at Bowie State University; however, we always welcome the opportunity to work with continuing students throughout the academic year.

The Bowie State University Student Support Services program receives 100% of its funding from a grant from the U. S. Department of Education.

OFFICE OF RESIDENCE LIFE

Living in the residence halls at Bowie State University is an important component of a student's total learning and personal growth experience. It provides a unique

opportunity for students to participate in campus life to the fullest extent possible because of its proximity to cultural, intellectual, and social events. The idea of residence hall living is to create and maintain an environment that is conducive to the total development of each member of the community. The Residence Life Staff, composed of resident assistants and senior staff, is strongly committed to this ideal.

Residence hall living provides a variety of challenges and opportunities for each resident student. Although this unique living environment offers a large degree of freedom, it imposes an obligation on the resident student to use this freedom wisely. In addition to assuming the responsibility for his/her own behavior, every resident must respect the needs and concerns of others.

Each resident student enters a contractual agreement with the Office of Residence Life and therefore, should be familiar with the terms of this agreement as stated in the Residence Hall Contract, Policies and Procedures and this Student Handbook. This handbook, which is available to all residents at check-in, is designed to familiarize each student with all aspects of the residence halls at Bowie State University. **All new and returning students who wish to reserve a space in the residence halls must sign a one (1) year housing contract.** In addition, students must pay a \$200 application fee and a \$100 refundable security deposit. The room selection process for remaining students generally occurs in April. The deadline for receipt of applications for all new/transfer students is May 1.

Residence Hall Association/Hall Council

Each residence hall has a Hall Council. This body is made up of residents of that hall and is elected by members of that hall. The purpose of the Hall Council is to promote community among residential students through a variety of activities and programming. The Residence Hall Association (R.H.A.) is a programming board made up of resident students. These students are elected by the resident population, they are responsible for campus wide programming in the residence halls.

STUDENT LIFE

Introduction

Student Life is the department of the University that is designed to complement the academic experience. Activities encompass all dimensions of student development and are intellectually stimulating, culturally enriching, and recreational. Programs include, but are not limited to, lectures, speakers, panel discussions, cultural fairs and festivals, awareness days, and concerts.

Programs are provided in collaboration with all aspects of the campus community. The Office of Student Life is responsible for coordinating leadership training for student leaders, both current and emerging. The leadership training services include topics relevant to leadership development, time management, goal setting, critical thinking, conflict resolution, budgeting and fiscal management, parliamentary procedures, and volunteerism.

Commuter Affairs and Community Service opportunities are also provided within the office. Commuter Services include providing information about campus activities, off-campus housing, public transportation, and shuttle bus schedules. Meetings are held periodically with commuter students to discuss their needs and concerns.

Involvement in extracurricular activities is very important to the educational and social development of students. This section offers a general listing and brief description of the Student Government Association, clubs, organizations, Honor Societies and Greek-letter fraternities and sororities. As a member of the student body at Bowie State

University you have a right and a responsibility to become involved in the Student Government, the organization that affects all undergraduate students on campus. You are encouraged to participate in the Student Government by sharing your concerns and ideas with your Branch Representative/Executive Officers, or by running for a position and being elected one of the members.

OFFICE OF STUDENT LIFE GENERAL POLICIES & PROCEDURES

GUESTS AND VISITORS:

Visitors and guest may utilize University facilities for events sanctioned by the Conference Services Department provided they conduct themselves in accordance with standards established for members of the University community.

Individuals can't obstruct or disrupt normal activities on campus, interfere in any way with the usage, access to or enjoyment of University facilities by students, faculty, or staff, or act so as to threaten or endanger the property, health or safety of others. Some campus events and University facilities may be subject to further limitations.

Each individual is liable for his/her action at all times regardless of his/her mental or physical state. Registered Student Government Association clubs/organizations are not allowed to sponsor anyone or any company without prior written approval from the Vice President of Student Affairs. Each club/organization sponsoring an event at BSU is responsible for the behavior of its members and guests.

Any person, who has been previously told to leave the campus by a University official, may not utilize or be present at or on University facilities or property for any reason on any occasion without first having obtained written permission from the Dean for Student Affairs and Campus Life or designee. An individual or group of individuals who are not members of the campus community may be asked to leave the University.

DANCE/PARTY/BALL:

In compliance with University policy, the Office of Student Life requires that any registered club or organization having or co-sponsoring a dance/party on campus must comply with the guidelines. The University reserves the right to investigate band(s), and/or DJ(s) prior to their appearance on campus. Where there are possibilities of disturbances, and concerns for the safety and welfare of students and guests, band(s) and/or DJ(s) will not be permitted to appear on campus.

For the purposes of this policy, "dance", "party" and "ball" shall be considered one and the same; and may be used interchangeable herein. The established hours for dances/parties/balls are 10:00 p.m. to 2:00 a.m. Friday and Saturday. On other days the dances/parties/balls must end by 12:00 a.m. The only exception to these times may be given during Homecoming under the approval of the Vice President of Student Affairs. A pre and post meeting must be conducted for these types of events. Advisor(s) must remain on-site throughout the entire event or the event will be delayed or canceled. If the dances/parties/balls are being held by more than one club/organization, then the advisors from each must be present throughout the entire event. Check with the Conference Service Department for details on policy and procedures.

RETAIL SALES:

Registered student organizations have the right to retail (vend) on campus with prior approval and completion of necessary paperwork. If a club/organization has off-campus vendors as part of their event, you must receive prior approval for each vendor

from the Conference Service Department. Restrictions apply due to University contracts and agreements.

GAMBLING:

1. Student organizations will be permitted to hold raffles on the campus.
2. Organizations who wish to conduct a raffle must have prior approval from the Office of Student Life. A complete list of raffle guidelines must be submitted to the Office of Student Life to ensure the integrity of the raffle.
3. No other games of exchange for money are permitted on campus (i.e. lottery, lotto, dice, or card playing, etc.).

OUTDOOR ACTIVITIES:

No loud noises (music, bands, DJ's, bull horns, etc.) before 3:00 p.m. Monday through Friday.

SAFETY AND SECURITY POLICY:

University Police and Security shall be required for all parties. Security is the sole responsibility of the Bowie State University Police Department.

BSU Police Officers scheduled to work an event shall have the sole discretion of determining the status of security-related problems with regard to the event. Individuals shall be asked to leave or face arrest if trouble arises. If a more serious problem develops, University Police shall have the right and authority to terminate the event. More specifically:

1. Anyone found in possession of illegal weapons and/or drugs will be arrested.
2. Anyone found in possession of mace or small knives will not be allowed to enter and/or will be asked to leave those items at the door.
3. Anyone caught fighting (student and/or guest) will immediately be removed from premises, referred to the Student Judicial Programs Officer and/or arrested. In some circumstances, the party may be terminated.
4. Anyone caught vandalizing state property will be arrested.
5. Intoxicated and/or obviously impaired persons will not be admitted. **NO**

EXCEPTIONS!

All capacities for parties shall be in accordance with the established capacity limits for each venue. University Police and the building manager on duty shall enforce this guideline.

PLEASE SEE THE PARTY GUIDELINES, AVAILABLE IN THE OFFICE OF STUDENT LIFE, FOR MORE DETAILS.

ALCOHOL BEVERAGE POLICY:

Possession, use or distribution of alcoholic beverages is prohibited on University property. Please see the full University Drug and Alcohol Policy for complete information.

RETAIL SALES:

Registered student organizations have the right to retail (vend) on campus with prior approval. Dates are scheduled on a first come basis. Off-campus vendors may retail once approval has been granted through the Wiseman Student Centre.

GAMBLING:

4. Student organizations will be permitted to hold raffles on the campus.
5. Organizations who wish to conduct a raffle must have prior approval from the Office of Student Life. A complete list of raffle guidelines must be submitted to the Office of Student Life to ensure the integrity of the raffle.
6. No other games of chance for money are permitted on campus (i.e. lottery, lotto, dice, or card playing).

FOOD CONCESSIONS:

Food concessions are another form of retailing. Often student organizations request hot dog, donut, ice cream, and candy sales. We strongly advise students to pay close attention to food storage and preparations. Students may contact the local health department for a list of regulations concerning cooking, storage and serving temperatures. The University reserves the right to deny vending (food concessions) to any organization or club. In addition, prior approval must be obtained from Food Services.

OUTDOOR ACTIVITIES:

Any organization requesting to host an event outdoors must get special permission from the Director of Student Life and the Vice President for Student Affairs. No outdoor event will take place before 3:00 p.m. to avoid causing disturbances to classes that may be in session. This policy includes, but is not limited to, cook-outs/barbeques, basketball tournaments (outdoor courts), DJ's on the yard, etc.

USE OF VENDORS:

There may be times where outside vendors may need to be contracted for an event on campus. An outside vendor is any person or company that provides a service or product for an event sponsored by a University department or registered organization. If a vendor is providing entertainment, they must use the University's standard contract for entertainment/cultural events. A copy of this contract can be obtained from the Office of Student Life. Once the contract is completed, the event must be approved by the Vice President for Student Affairs and taken to the Director of Procurement for final signature. Only the Director of Procurement is allowed to sign off on any contractual agreement made between any University department/organization and an outside vendor. A list of outside vendors for particular Student Life services is maintained in the Office of Student Life. The University is not responsible for any agreement made between an organization and an outside vendor.

The following guidelines will be in place for the Office of Student Life when using outside vendors:

1. Contact the vendor and arrange for the service that is needed.
2. Once the specific service is communicated, get price, contact and billing information, federal ID number or social security number of vendor (if applicable), and any other information that is needed to process paperwork.
3. If the service requires the use of the University's contract, fax a copy of it to the vendor and have them complete all relevant areas of the document. Once this is complete, forward the contract to the Vice President for Student Affairs signature. After the Vice President signs the contract, the Director of Procurement needs to sign the contract.
4. Once the contract is approved, then you can begin the financial paperwork for payment. Please notify the vendor that payment could take at least one (1) month.
5. It is the practice of the Office of Student Life to respond to all vendors that send information to our office. This response will be in a form letter that notifies the vendor we have received the information.

OFF-CAMPUS PROGRAMS:

Any organization/department sponsoring an event off-campus is subject to all BSU on-campus event policies. All events off-campus must have prior approval from the Office of Student Life and the Vice President for Student Affairs. A list of all students attending off-campus events must be kept on file in the Office of Student Life.

OFF-CAMPUS STUDENT TRAVEL:

Any student organization or campus group sponsoring a trip off-campus which transportation is being provided by the sponsoring group must have each student complete a travel release form before they can participate in the event. This form can be obtained from the Wiseman Student Centre's Office of Student Life, Room 137 and copies of the form should be submitted before the scheduled trip.

OFF-CAMPUS HOUSING:

Members in the community who wish to be added to the list of Off-Campus Housing must complete the form furnished by the Office of Student Life. The Coordinator of Commuter Affairs and Community Service will maintain the Off-Campus Housing list along with designated staff. The listings are checked periodically to ensure that they are current.

An Off-Campus Housing Guide is made available for BSU students who seek off-campus accommodations. Though the guide is meant to be helpful, all off-campus renting experiences are different. Students should use caution when looking to rent off-campus and make sure that they do not enter into an agreement that is overwhelming. The Coordinator of Commuter Affairs and Community Service can assist students in this process if requested.

OUTSIDE ACCOUNTS:

Student organizations are not allowed to have outside accounts for any state funds. Any activity that receives Student Government assistance will have the amount contributed by SGA deposited in the SGA account through the Office of Student Accounts. The only exception to this policy is those organizations that are chapters of national organizations such as the fraternities and sororities.

TICKETING:

The University's Ticket Policy will govern those student events that require the sale of tickets. No student group is allowed to print its own tickets for an event that will take place on University property.

EXCLUDED ITEMS:

Due to the dynamic nature of this office, there may be some policies that are not covered. In the event that an issue arises that this manual does not provide a policy for, the office will institute a temporary policy until a permanent policy can be put in place. The temporary policy will become effective only when the approval of the Dean for Student Affairs and Campus Life is granted.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association, SGA, is the governing board for the student body and the clubs and organizations on the campus. The SGA exists to promote the general welfare, to secure freedom and justice, to foster warmer human relationships and respect for the rights of all students at Bowie State University. In addition, the SGA has as its mission to promote cultural and societal involvement and to preserve and protect the ideals upon which Bowie State University was founded.

The positions of Miss & Mr. Bowie and Student Activities Coordinator fall under the auspices of the SGA. Miss & Mr. Bowie represent the SGA and the University. The Student Activities Coordinator promotes an environment conducive to the growth and development of students through the implementation of diverse programs. The SGA is financially supported by student activity fees.

**BOWIE STATE UNIVERSITY
STUDENT GOVERNMENT ASSOCIATION CONSTITUTION**

Preamble

Whereas, the mission of Historically Black Colleges and Universities is to educate and develop individuals to assume leadership in their communities, it is necessary that this tradition be upheld. We, the undergraduate students of Bowie State University, in order to secure to ourselves the right of self-government and a holistic education, while sustaining and fostering the mission, and ideals upon which this university was founded, do hereby establish this constitution to be the fundamental law governing the student body. This document shall also serve to ensure undergraduate students' roles and responsibilities in overall university governance.

ARTICLE I *Name, Membership, and Purpose*

Section I

The name of the organization that will be the voice and governing body of the undergraduate students at Bowie State University shall be referred to as the Student Government Association of Bowie State University, herein after referred to in this governing document as SGA

Section II

All undergraduate students enrolled at Bowie State University, as so defined by the office of the Registrar and/or the Office of Student Affairs and Campus Life shall be a member of the SGA. All students who meet the necessary qualifications shall be eligible to participate as an officer in the SGA.

Section III

The governing structure of the SGA shall consist of three distinct and separate branches that operate interdependently: Executive, Legislative, and Judicial.

Section IV

The purpose of the SGA shall be as follows:

1. The SGA shall provide for effective student representation in planning, execution, and evaluation of all activities affecting the Bowie State University student community.
2. The SGA shall serve as a forum whereby student opinions, views, and aspirations may be properly discussed and acted upon.
3. The SGA shall function as an effective, efficient, and responsive means of coordinating, and monitoring all student affairs.
4. The SGA shall take all necessary steps to protect the welfare of the student body and to ensure each student the opportunity to develop into a productive Bowie Man and a Bowie Woman.

ARTICLE II *Executive Branch*

All executive powers herein granted shall be vested in the Executive Branch of the SGA. The role of the Executive Branch shall be to enforce and execute the actions of the Legislative Branch and the rulings of the Judicial Branch either upon its own initiative or with the aid of the other Branches.

The Executive Branch shall be comprised of the Executive Cabinet and Executive Aides. The Executive Cabinet, headed by the President, shall include the President, Vice President, the four Class Governors, and the Executive Member-at-Large.

The Student Activities Coordinator, SGA Treasurer, Executive Secretary, Mr. and Miss Bowie State University, and the Solicitor General and Aids deemed by the President of SGA shall be Executive members with privileges and authority. However, the Solicitor General will reside in their distinct respective branch.

Section I

The role of the Executive Cabinet shall be to:

1. The Executive Cabinet shall assist the President on rulings relative to bills passed by the Senate by recommending passage or rejection of such proposed legislation.
2. The Executive Cabinet shall recommend to the President removal of officers from the Executive Cabinet. All recommendations need to be in writing, signed and dated.
3. The Executive Cabinet shall assist in keeping the President of SGA informed on all matters pertinent to the student body.

Section II President

The role of the President shall be as follows:

1. The President of the Student Government Association will call and preside at all executive and joint executive-legislative meetings and will vote only in the case of a tie.
2. The President or designee, by virtue of the position, will automatically be one of the student representatives on the BSU University Council and will serve on all University committees that require such representation.
3. The President will meet with the University President once a month during the regular semester.
4. The President will provide the student body each month with information concerning the operation and activities of the Student Government Association and about general university/system wide issues.
5. The President will present to the Senate on the seventh week of both regular academic semesters a comprehensive report on the State of the SGA.
6. The President will be bound by the oath of office to provide leadership for the student body.
7. The President will appoint students to represent the university at intercollegiate and national activities; will advise the Senate for its approval; and will submit proposals including the budget to the Senate of such appointments.
8. The President must execute bills passed in the Senate and approved by the Executive Branch.
9. The President shall have veto power of all legislation passed by the Student Legislative Branch (Student Senate) within ten (10) school days.
10. The President will appoint and receive Ambassadors, and appoint committees to non-policy posts, without Legislative approval.
11. The President-elect will have the power to appoint people to any elected office in the event that no one seeks to run for that perspective office.
12. In the event that no one seeks to run for the office of the President of the SGA, the existing President of the SGA will have the authority to appoint a successor with the approval of the existing Senate.
13. The newly appointed President will have the authority to appoint a Vice-President with the approval of the existing Senate.
14. The President will reserve the right to declare a state of emergency and to use such powers as deemed necessary until the next regularly scheduled meeting of the Senate.
15. The President will have the power to call emergency meetings.
16. The President shall have the power to call the Senate to a special session.

17. In case of the removal of the President of the SGA from office or in case of the President's absence, resignation, death or inability to discharge the duties of the office, the line of succession is as follows: Vice-President, Senior Class President, and Junior Class President.
18. The President is authorized to act in the best interest of the student body and the SGA during the summer months. Some decisions made, such as appointments to policy posts and appointment of the Treasurer, will be valid for the summer, but will require legislative approval when the newly elected Student Legislature reconvenes.
19. The President shall have the authority to suspend, with the majority vote of the Executive Branch, any SGA officer for failure to fulfill three (3) or more duties as assigned within a semester. Suspensions may not last longer than a period of thirty (30) days.
20. The President shall have the authority to suspend or expel any "appointed" officer without Executive Branch approval.
21. The President will have their room charges covered by SGA. This remuneration will not include board charges, which will be the responsibility of the SGA President. Should he/she elect to receive a stipend in lieu of having their room charges paid for, the amount of the stipend can exceed \$1,000, but will not exceed the highest semester rate of the traditional residence halls.

Section III Vice President

The Vice President shall serve a dual role by acting as co-chair of the Executive Branch and chair of the Senate. Additional roles and responsibilities of the Vice President are stated in Article IV, Section III of this Constitution.

1. The Vice President will, at all times, work in close cooperation with the President of SGA.
2. As a member of the Executive Branch, the Vice President will present all bills passed in the Senate to the Executive Cabinet for approval or veto. The Vice President will keep the Executive Cabinet and the President informed of all Senate activities.
3. In case of the removal of the Vice President of the SGA from office or in case of the Vice President's absence, resignation, death or other inability to discharge the duties of the office, the line of succession is as follows: Senior Class and Junior Class President.
4. The successor to the office of the Vice President will only hold office temporarily, and elections will be held by the Senate for a new Vice President within 72 hours of the original vacancy.
5. The Vice President will have the authority to act in the best interest of the student body and the SGA during the summer months. Some decisions made will be valid for the summer, but will require legislative approval when the Student Senate reconvenes.
6. Additional roles and responsibilities of the Vice President are stated in Article IV, Section III of this Constitution.
7. The Vice President will have their room charges covered by SGA. This remuneration will not include board charges, which will be the responsibility of the Vice President. Should he/she elect to receive a stipend in lieu of having the room charges paid for, the amount of the stipend can exceed \$1,000, but will not exceed the highest semester rate of traditional residence halls.

Section IV Class Presidents

The role of each Class President shall be as follows:

1. The Class President of the various Executive Branch member classes will serve as liaisons between their respective classes and the Executive Branch.

2. The Class President will inform their constituents of Executive Branch action, and they will inform the Executive Branch of their class actions.
3. The Class President will submit proposals to the Executive Branch for their approval.
4. The Class President will carry out duties and directives as assigned by the Executive Branch Chairperson.
5. The Class President will attend all Executive Branch meetings or send a delegate.
6. The Class Presidents are required to meet with Class members once a month to give updates on relevant issues.
7. The Class President shall prepare a monthly report to be submitted to the Executive Branch outlining all activities that occurred during the month.
8. Additional roles and responsibilities of the Class Presidents are stated in Article IV, Section III of this Constitution.

Section V Executive Branch Member-at-large

The role of the Executive Branch Member-at-Large shall be as follows:

1. The Executive Branch Member-at-Large is not responsible to any particular class or organization but instead represents the general welfare of the student body.
2. The Executive Branch Member-at-Large will only vote with the general welfare of the entire student body in mind.
3. The Executive Branch Member-at-Large must participate on at least one committee and in one SGA project during each semester.
4. The Executive Branch Member-at-Large must attend all Executive Branch meetings.
5. The Executive Member-at-Large is responsible for following up on all official student complaints submitted to the Student Government Association.
6. The Executive Branch Member-at-Large will receive a stipend in an amount determined by the Finance Committee.

Section VI SGA Treasurer

The role of the Treasurer shall be as follows:

1. The Treasurer will be appointed by the President of the SGA with the approval of the Senate at the first scheduled meeting of the fall semester.
2. The Treasurer will keep an accurate record of all income and expenditures of the SGA and its members Organizations whenever State funds are used.
3. The Treasurer will give a full financial report bi-weekly to the President of the SGA, all SGA Officers, and the Assistant Director of Student Life.
4. The Treasurer will prepare a monthly full financial report and make it available to the Student Body.
5. The Treasurer shall make monthly reports to the Senate at the end of the month.
6. The Treasurer, along with the President of the SGA and the Assistant Director of Student Life, shall be the only authorized signatures on all financial transactions. Failure to follow this will result in impeachment.
7. The Treasurer will submit all budget transactions to the Assistant Director of Student Life for verification of funding and approval.
8. The Treasurer, along with the President, will meet twice a month with the Assistant Director of Student Life, for the purpose of being knowledgeable of the University's budget process and reconciliation of budget records.
9. The Treasurer will serve as the chair of the Finance Committee.
10. The Treasurer shall work with the class Comptrollers on keeping their cabinets in budget.
11. The Treasurer will receive a stipend in an amount sanctioned by the Finance Committee.

Section VII Executive Secretary

The role of the Executive Secretary shall be as follows:

1. The Executive Secretary shall be appointed by the President of SGA without Senate approval.
2. The Executive Secretary shall keep an official record of all bills, proposals, resolutions passed by the Senate, and job descriptions of all SGA officials, elected and/or appointed.
3. The Executive Secretary shall keep an accurate roll of all active officials of SGA.
4. The Executive Secretary shall keep and report the minutes of all Executive Cabinet and Student Body meetings.
5. The Executive Secretary shall coordinate the clerical duties of all SGA personnel.
6. The Executive Secretary shall receive a stipend in an amount sanctioned by the Finance Committee.

Section VIII Student Activities Coordinator

The role of the Student Activities Coordinator shall be as follows:

1. The Student Activities Council shall be under the leadership of a Student Activities Coordinator.
2. The Student Activities Coordinator is responsible for SGA events regardless of branch origin.
3. The Student Activities Coordinator is responsible for submitting a schedule of events to the Executive Cabinet one month prior to the start of a new semester or as indicated by the SGA President.
4. Periodic updates on events will be furnished by the Student Activities Council upon request from the SGA President or Vice-President and/or Assistant Director of Student Life.
5. Conference or other professional development opportunities relevant to planning campus activities.
6. The Student Activities Coordinator should work closely with the Treasurer as all funding for programming has to be presented to the Finance Committee for approval.
7. The Student Activities Coordinator should meet at least bi-weekly with the Assistant Director of Student Life or designee for the purpose of coordinating/updating events and activities schedules.
8. The Student Activities Coordinator will receive a stipend in an amount as determined by the Finance Committee.

** The Student Activities Council will consist of eight (8) students – including the Student Activities Coordinator and will be responsible for the planning and coordination of all events that are sponsored by the SGA. The Council should prepare and make available an activities calendar of all proposed events for the semester for the approval of the Assistant Director of Student Life. The membership of the Student Activities Council should come from the Senate. The membership will be appointed by the Student Activities Coordinator with the approval of the Executive Branch.*

Section IX Mr. and Miss Bowie State University

The role of Mr. Bowie and Miss Bowie State University shall be as follows:

1. Mr. Bowie and Miss Bowie State University shall represent the SGA and the University at official functions as designated by the SGA President.
2. Mr. and Bowie State University shall both establish and maintain a platform.
3. Mr. Bowie and Miss Bowie State University shall serve as ambassadors of the University and the SGA.

4. At the beginning of their reign, Mr. and Miss Bowie State University shall create an advisory committee consisting of the Assistant Director of Student Life, the SGA President and four advisors of choice, two chosen by Mr. Bowie State and two chosen by Miss Bowie State.
5. During each regular semester Mr. Bowie and Miss Bowie State University will be required to perform at least three off campus community service projects each semester. Each project should be unique and may not mimic any community service project done by any student and/or student leader and/or student organization in the past calendar year. Each project should enhance not only the student body but also the community around Bowie State University. Each project must be approved by the Executive Cabinet, Mr. and Miss Bowie Advisory Council, and the SGA Advisor(s). Each project shall be documented and reported to the SGA President and the Mr. Bowie and Miss Bowie State University Advisory Council respectively. Should Mr. Bowie and Miss Bowie State University fail to meet or perform the requirements of the title, their crown shall be removed.
6. In case of removal from office or resignation, death, or other inability to discharge the duties of Mr. Bowie and Miss Bowie State University, the line of succession shall be as follows: first runner-up, second runner-up, etc. In case there exists no runner-up, the SGA President along with the Mr. Bowie and Miss Bowie State University Advisory Committee shall have the power to designate the manner in which the new Mr. Bowie and Miss Bowie State University is selected.
7. Mr. Bowie and Miss Bowie State University shall receive financial support for sponsored activities and events as decided by the Finance Committee. A proposed budget should be submitted for approval at the start of every semester outlining all projected activities, service projects and events.
8. Mr. and Miss Bowie State University shall raise funds to help with the cost of pageants, activities, and travel.
9. Mr. Bowie and Miss Bowie State University shall serve on committees as designated by the SGA President.
10. Mr. Bowie State University shall organize the Mr. Bowie State University competition, and Miss Bowie State University will organize the Miss Bowie pageant. This will be done in conjunction with the Assistant Director of Student Life or designee, the Elections Committee and the Mr. and Miss Bowie Advisory Committee.
11. Mr. Bowie and Miss Bowie State University shall have their room charges covered by SGA. This remuneration will not include board charges, which will be the responsibility of Mr. Bowie and Miss Bowie State University. Should Mr. and Miss Bowie elect to receive a stipend in lieu of having their room charges paid for, the amount of the stipend can exceed \$1,000, but will not exceed the highest semester rate of traditional residence halls.

Section X Bowie State University Royal Court

There shall be two attendants to Mr. and Miss Bowie State University and they shall be officially named Mr. and Miss Black & Gold and Mr. and Miss Essence. These positions are not SGA officer positions and will not have representation on the Executive Board, unless they are designated by Mr. Bowie and Miss Bowie State University to represent them. In this event, there shall be only one vote submitted for Miss BSU and one submitted for Mr. BSU.

The roles and responsibilities of the attendants to Mr. and Miss Bowie State University are as follows:

1. Shall be appointed by Mr. Bowie and Miss Bowie State University. They must meet the qualifications set forth for all appointed SGA positions and the

- approval of the Mr. Bowie and Miss Bowie State University Advisory Committee;
2. Shall assist Mr. Bowie and Miss Bowie State University with their platforms and programs; along with the Bowie State University Royal Court.
 3. Be prepared at all times to fill in for Mr. Bowie and Miss Bowie State University when needed;
 4. Shall assist the Bowie State University Royal Court with programs.
 5. Assist and provide input and feedback to Mr. Bowie and Miss Bowie State University in determining all programs done on behalf of the Royal Court.
 6. Assist Mr. Bowie and Miss Bowie State University in producing monthly reports to SGA informing them of the status of the Royal Court (i.e., upcoming events, needs, outcomes of programs, etc.); and
 7. Represent the BSU Royal Court at all on and off campus programs and events when such representation is deemed appropriate.
 8. In case of removal from office or resignation, death, or other inability to discharge the duties of *Mr. Bowie and Miss Bowie State University, the new Mr. Bowie and Miss Bowie State University are able to choose new attendants.

Section XI Classes of Student Government Association

Sub-Section I

The Senior, Junior, Sophomore, and Freshmen classes shall have representatives that will work on their behalf. The class cabinets shall be composed of four basic officers, the Class President, Class Vice President, the Class Royals, the Class Treasurer, and the Class Secretary.

Sub-Section II Class President

1. Class President shall have all powers granted in the Executive Branch article of the Constitution.
2. Class President shall deliver a "State of the Class" address to the full Senate and the student body at the beginning and end of each semester.
3. Class President shall meet with their constituents twice a month.
4. Class President shall have the power create positions for their respective cabinets. Each position created must include a detailed description of the position to be given to the Executive Secretary and Solicitor General. Class Presidents shall also be able to remove officers from their cabinet with the full support of their class cabinets. When removing persons from positions, valid reasons should come from the breaking of job description and/or the Student Code of Conduct.
5. Class President shall be bound by the oath of office to provide leadership for their respective student body.
6. Class Presidents shall have the ability to assign additional duties to their officers.
7. Class Presidents shall receive a stipend in an amount as sanctioned by the Finance Committee.

Sub-Section III Class Vice President

1. Class Vice President shall assist the Class Presidents in presiding over all class meetings.
2. Class Vice President shall perform all designated duties of the Class President in their absence.
3. Class Vice President shall see to it that all functions of class committees are carried out.
4. Class Vice President shall be the Senate representation for their respective classes. They will report to their Presidents and cabinets on all Senate activities.

5. Class Vice Presidents will serve as the executive board for the Senate. Their roles and responsibilities will be outlined in accordance to the Vice President's agenda. The Senior Class Vice President will serve as the Vice Chairperson of the Senate. The Junior, Sophomore, and Freshman Vice Presidents will serve as Executive Senators.

Sub-Section IV Class Royals

1. The Class Kings and Queens shall represent their respective classes at official functions as designated by their Class President.
2. The Class Kings and Queens shall serve as ambassadors of their respective classes, the University, and the SGA.
3. The Class Kings and Queens shall perform two community service projects each semester, which should be approved by their Class Governor and the class advisor. These community service projects should be original and should be designed to enhance their respective classes and the university.
4. The Class Kings and Queens shall be part of the University Royal Court.

Section XII Pan Hellenic Council Representative

There shall be an elected Pan Hel representative, elected by Pan Hellenic Council that will sit on the SGA Executive Board. Duties for this position will be outlined by the SGA President and the Pan Hellenic Council.

ARTICLE III

Section I Membership

The Senate shall consist of a President (Vice President of SGA), a Vice Chairperson, Senators from all registered student organizations and classes, a Senate Member-at-Large, and Legislative Aides.

Section II Duties of the Senate

The Senate shall be the voice of the students at Bowie State University. The duties of the Senate shall be as follows:

1. The Senate shall meet at least twice a month. The meetings shall be scheduled at the conveyance of the majority of the full Senate or when designated by the Senate Chairperson.
2. The Senate shall not assemble during Mid-Term and Final Examination periods.
3. The Senate shall maintain an official record of its actions to be made available to the public on request.
4. The Senate shall override a presidential veto with a two-thirds vote.
5. The Senate shall conduct official business only when a quorum is in attendance. A quorum shall constitute a simple majority of all seats. If there is a problem with this, the Senate Chairperson shall be able to determine a new quorum.
6. The Senate shall be able to determine by a two-thirds approval the rules of its proceedings and publish them as a Senate Code. If the code is established, all Senators shall be bound to follow the code.
7. The Senate shall operate during the summer and winter with the Senators in the immediate area. Official actions of the Senate shall be reviewed and may be repealed at the first Senate meeting of the semester if deemed necessary by the full Senate.
8. The Senate shall approve by a two-thirds vote all SGA bills, proposals, ordinances, and resolutions designed to generate funds or revenue.
9. The Senate shall approve the annual SGA budget.
10. The Senate shall review and approve budgets of all SGA departments and branches.

11. The Senate shall recommend sanctions be imposed against any registered student organization violating the Student Code of Conduct.
12. The Senate shall approve by two-thirds vote resolutions reflecting the opinions of the student body.
13. The Senate shall have the power to request the appearance of any SGA personnel, all elected student members, members of all campus organizations, and all other students to testify when deemed necessary.
14. The Senate shall confirm with a two-thirds vote Legislative Aides.
15. The Senate shall have the sole power to grant the President of SGA powers of legislative address to for the removal of all SGA personnel, excluding officials of the Legislative and Judicial Branch.
16. The Senate shall have the sole power to impeach, and remove from office all SGA Officials and all other student elected officials.
17. The Senate shall place all officials under oath of affirmation during an impeachment trial. The Senate Vice-Chairperson shall administer the oath. No person shall be convicted of impeachment and removed from office without the occurrence of three-fourths vote of the members present which shall constitute a quorum of the Senate.
18. The Senate shall call a general referendum of the Student Body in order to render a decision regarding proposed legislation.
19. The Senate shall be able to hold public open meetings from which no one may be excluded. By a two-thirds vote of the Senate, it may go into closed session to discuss private deliberations.
20. The Senate shall take any necessary suitable action to fulfill the duties and powers expressed or implied in this Constitution.

Section III Senate Chairperson

The role of the Vice President shall be as follows:

1. The Vice-President will serve as Senate Chair Person of the Senate and will call and preside over all meetings of said body and vote only in the case of a tie.
2. The Senate Chairperson will keep the Senate abreast of communications received by the SGA.
3. The Senate Chairperson must act in accordance to the directives in bills passed by the Student Senate and approved by the Executive Branch.
4. The will delegate responsibility to Student Senate members as necessary for the proper functioning of the SGA.
5. The Senate Chairperson will have the power to levy fines on Student Senate member organizations for tardiness or absence from any portion or all of the regularly scheduled Student Senate meetings and for disorderly conduct. The schedule for fines is as follows:
 - a. Tardiness = \$.25 per minute (after a grace period of five minutes)
 - b. Absence = \$10
 - c. Out-of-order = \$ 5
6. With Senate approval, The Senate Chairperson shall present any organization that does not meet requirements with a hearing.
7. The Senate Chairperson may appoint a committee to execute a desired SGA function in accordance with the stated purposes of this Association.

Section IV Vice-Chairperson

The Senior Class Vice President will serve as the Vice Chairperson of the Senate. The Vice Chairperson shall conduct all business of the Student Senate in the absence of the Chairperson. In addition, the Vice Chairperson shall represent the Student Senate during times when the Vice President is called to act on behalf of the Executive Branch.

Section V Senators

The role of the Senate Representatives, from hereafter called Senator, shall be as follows:

1. Class and Club Senators will be elected by the numbers of the classes and clubs respectively. Each residence hall will have the status of a club and will have only one Senator in the Senate.
2. Each Senator will have one vote in the Senate
3. Each Senator will keep all constituents informed of SGA legislation, administrative action and all other issues that concern directly or indirectly the student body.
4. Each Senator should be aware of SGA programs and projects and keep all constituents informed of such
5. Each Senator should be aware of student needs and propose programs to address those needs
6. In the event that a Senator is a member of more than one organization, he or she may only represent one at any meeting.
7. Each senator performs duties as assigned by the Chairperson and/or the Vice Chairperson

Section VI Student Senate Member-At-Large

The Student Senate Member-At-Large will be appointed by the Executive Member-At-Large. The role of the Student Senate Member-At-Large shall be as follows:

1. Student Senate Member-At-Large will have the same duties and obligations as other Senators as stated in Article IV, Section V of this Constitution
2. The Student Senate Member-At-Large must participate on at least one committee and in one SGA project during each semester in office. Failure to do so will result in the removal from office of that Member-At-Large.
3. A Student Senate Member-At-Large who has three (3) absences or accumulates twenty (20) minutes in tardiness will be dismissed

Section VII Legislative Branch Secretary

The role of the Legislative Branch Secretary shall be as follows:

1. The Legislative Branch Secretary will be appointed by the Vice-President of the SGA.
2. The Legislative Branch Secretary will prepare the agenda for meetings, keep and read the minutes of the meetings, maintain communication between branches with respect to the instruction and reports, act as custodian meetings, maintain communication between branches with respect to instruction and reports, act as custodian of the Legislative Branch Records and perform all other duties as assigned by the Vice-President of SGA.
3. The Legislative Branch Secretary will receive a stipend in an amount as determined by the Finance Committee.

**Legislative Aides may be appointed to assist officials of the Senate by a two-thirds vote of the Senate.*

Section VIII Student Senate Requirements for Organizations and Clubs

An organization or club must meet the following requirements before it can be eligible for admission as a voting member of the Student Senate:

1. The organization or club must have at least seven (7) active members*.
2. The organization or club must present a list of officers to the Legislative Branch Chairperson.
3. The organization must present a list of current members to the Legislative Branch Chairperson.
4. The organization or club must have a current constitution on file with the Legislative Branch at the beginning of each academic year.

5. The organization must have a well-defined purpose that does not conflict with university guidelines, policies, and procedures.
6. The Student Senate must approve the admission of a new organization or club by a two-thirds (2/3) vote before the organization can become a voting member.

** Exceptions to this requirement can be made by the Assistant Director of Student Life/SGA Advisor.*

Section IX Representation of Classes and Organizations

1. Each class and member organization must provide at least one student per semester to serve on a SGA committee or assist in a project as requested by the President or Vice-President. Failure to comply with such a request will result in the suspension of that class or member organization from the Student Senate and the freezing of its funds for a period of one (1) months. At the end of that period, the organization will be readmitted to the SGA.
2. Each class and member organization will submit a monthly report that meets the following criteria:
 - a. Monthly reports should be submitted to the SGA the first Friday of each month that school is in regular session.
 - b. Each report should include the names of officers and members.
 - c. The report should include all actions taken, activities sponsored, funds requested and allocated, spent and/or returned to the SGA.
 - d. The report should indicate whether a member or officer has resigned, been impeached, or become inactive.
 - e. The report should include the number of meetings held during the month (the time, place, and attendance).
 - f. The report should address any problems or concerns being encountered by the organization.
 - g. The report should be typed.

** Failure of a class or organization to submit a monthly report will result in a fine determined by the Finance Committee. Failure of a class or organization to submit monthly reports for any three months of the regular school year will result in the freezing of that class' or organization's funds.*

3. Class and member organization Senators must attend Student Senate meetings. Failure of a class or club to attend any of three Student Senate meetings or failure to attend one third (1/3) of the regularly scheduled meetings will result in the freezing of the organization's or class' budget, and the suspension of that class or organization from the SGA for the remainder of that semester. Exceptions may be made at the discretion of the Chairperson.
4. Each class and member organization must meet at least once a month. Member organizations must maintain at least two-thirds (2/3) of the original number of members to remain active in the SGA.

Section X Finance Committee

The Finance Committee shall approve the budget for the Student Government Association. They shall also be responsible for approving all financial requests by registered clubs and organizations. The Committee will consist of six members, none of which can hold a position in SGA. The role of the Finance Committee shall be as follows:

1. The SGA Treasurer will act as Chairperson of the Finance Committee.
2. The Finance Committee shall be composed of six appointed members from the Senate.
3. The Finance Committee will formulate a proposed budget one month prior to the start of a new semester or as indicated by the SGA President.

4. The Finance Committee must meet at least every two weeks throughout the regular semester.
5. The Finance Committee will be responsible for establishing a means by which open communication regarding financial matters occurs between all branches.
6. The Finance Committee is solely responsible for informing and advising the President on all financial matters, transactions and/or problems relevant to the SGA budget.
7. During the first meeting of the Fall Semester, the Senate shall approve five members to serve on the Finance Committee. Three of the members must come from the Senate. The remaining two members will be selected by the Treasurer. All stipends for elected and/or appointed SGA officials, as stipulated in this Constitution, must be sanctioned by the Finance Committee*.
8. During the academic year when the Finance Committee is unable to meet (summer break, winter break, etc.) the SGA President, Vice-President, Treasurer, and the Assistant Director of the Office of Student Life (or his/her designee) shall act as the de facto Finance Committee, with the approval of the Vice-President of Student Affairs.

** Student stipends are a provision that this Constitution allows for students who dedicate their time and efforts to the positions that they were elected. Stipends are not meant to be designated as salaries for SGA officers. As such, stipend amounts cannot exceed one thousand dollars (\$1000.00) for any one position, unless outlined in this constitution. Stipend amounts maybe recommended to the Finance Committee but the final approval must come from the Assistant Director of Student Life or the Vice-President of Student Affairs and Campus Life.*

ARTICLE IV JUDICIAL BRANCH

All judicial powers herein granted shall be vested in the Judicial Branch of the SGA. The Judicial Branch shall be charged with the sole power to interpret the Constitution.

Section I Membership

The Judicial Branch will consist of the office of the Solicitor General, members of the Bowie State University Judicial Board, and the Residence Hall Judicial Board.

Section II Solicitor General

The Solicitor General serves as the general administrative officer for the University Judicial Board. The office of the Solicitor General shall be charged with the responsibility of enforcing the Constitution and the internal rules of procedure.

The role of the Solicitor General includes, but is not limited to, the following:

1. The Solicitor General shall ensure the enforcement of the Constitution and rules of the SGA.
2. The Solicitor General shall advise the Executive and Legislative branches involving all Constitutional and legal matters.
3. The Solicitor General shall become familiar with the duties of all elected and appointed officers of the SGA.
4. The Solicitor General shall be given access to any documentation pertaining to allocation or usage of funds by the SGA.
5. The Solicitor General shall be given access upon request to all original legislation pertaining to the amendments or revisions of the SGA constitution.
6. *The Solicitor General shall advise students of their rights when they have been charged with an offense*.
7. *The Solicitor General shall evaluate the judicial system at lease once each semester and submitting recommendations to the University's JAO*.

8. *The Solicitor General shall have the power to review issues and/or questions not covered through the constitution and create a response and/or mode of action to resolve such.
9. *The Solicitor General shall implement at least two educational programs for students per semester as it relates to the University Code of Conduct and other University policies regarding student rights and responsibilities*.
10. *The Solicitor General shall hear and decide on any and all grievances from clubs and organizations that are results of actions taken against them by either the Executive and/or the Legislative Branches*.
11. *The Solicitor General shall work collaboratively with the President and advising him/her on all constitutional questions*.
12. *The Solicitor General shall cite precedents for the judicial boards*.
13. *The Solicitor General shall recommend Board members to the Judicial Affairs Officer*.
14. *The Solicitor General shall implement a training program in conjunction with the Judicial Affairs Officer for participants in the University judicial system*.
15. *The Solicitor General shall resolve jurisdictional questions between SGA branches and clubs and organizations*.
16. *The Solicitor General shall be aware of reports of violations by students to any campus Judicial Board
17. The Attorney General must serve on at least one SGA committee and/or assist in special projects as designated by the President of SGA.
18. The Solicitor General will receive a stipend in an amount sanctioned by the Finance Committee.

ARTICLE V ELECTIONS

Section I Election Procedures

1. The undergraduate SGA elections will be held annually on the second Wednesday in April (This date may be altered by the Assistant Director of Student Life).
2. The elections campaign season will not last for longer than four weeks. The four week period will be determined by the Elections Committee.
3. Election specifics, i.e., time, place, date, to be determined by the Elections Committee. It is the responsibility of the Elections Committee to ensure that all mechanisms for the Elections are in place, i.e., voting machines, election monitors, etc.
4. All candidates for the Office of the President must have a Vice-Presidential running mate at the time of filing their application. This also applies to candidates running for class president but does not apply to candidates running for president of clubs and organizations unless otherwise stated in that club or organization's charter or constitution.
5. Elections shall be administered by an impartial committee of seven (7) students; four (4) members will be chosen by the Student Senate and three (3) will be appointed the highest ranking executive officer who is not a candidate for office in the elections, or if there is none, by the SGA Advisor.
6. The Elections Committee Chair shall be selected through an application process open to the undergraduate student body. Once applications are turned in, the Senate will approve five candidates that will present to the executive board, of SGA. The executive board will then select two candidates that will be interviewed by the Vice-President of Student Affairs. The Vice-President of student affairs will then choose the Election Chair. It shall be the Vice President's responsibility to see that the selection process has been completed.
7. All members of the committee shall be full-time students in good standing with the University.

8. No person holding any elected office under the SGA may be a member of the committee, nor can they endorse any candidate running for future office.
9. All applicants shall receive a copy of the Student Government Association highlighting pertinent areas for their interested position.
10. All applicants shall have the opportunity to receive pre-clearance before submitting their application.
11. Student Government Association officials are not allowed to endorse any candidate running for future office. If any Student Government official is accused of this, the Elections Chair will submit the case to the Senate with a suspension hearing to follow.
12. The Elections Chair must create and hold a Mr. and Miss Bowie State University Pageant that will reduce the number of candidates to two for each position. The pageant will be scored on a point system. The results of the pageant will declare the winner of Mr. or Miss Bowie State University in case of a tie.
13. In the case of a tie for the general elections for any elected position of the Student Government Association excluding Mr. and Miss Bowie State University, a re-election will be held one week following the original election in the same place, and at the same times, in order to break the tie. In case of a tie for Mr. and Miss Bowie State University, the candidate with the most points from the pageant will become Mr. and Miss Bowie State University.

Section II Elections Committee Chairperson

The responsibilities of the Elections Chairperson are as follows:

1. Applications for the Elections Committee Chairperson shall be available to the undergraduate student body.
2. After the submission of all applications, the Senate will select the top five candidates in no particular order.
3. The top two candidates will be selected by the current Executive Board of the Student Government Association.
4. The selection of the Election Committee Chairperson will be done by the Office of Student Life
5. ***Shall serve as the Chief Administrator for Student Government Association Elections***
6. ***Shall have the power after consultation with the Vice President of Student Affairs and Assistant Director of Student Life to authorize a “judicial forgiveness” policy for those candidates with judicial violation which were acquired during his or her freshman year or very minor judicial infractions.**
7. ***The term “minor” shall be defined by the Vice President of Student Affairs at the time of the respective election.**
8. To oversee the work of the committee
9. To represent the committee before the SGA and the administration
10. To act on behalf of the committee when it is unable to meet
11. To communicate with all candidates for SGA and Class positions on behalf of the committee when necessary

Section III Elections Committee

The responsibilities of the Elections Committee are as follows:

1. The Elections Committee is responsible for overseeing the election process and enforcing the election policies.
2. The Elections Committee shall set up a mandatory meeting with all candidates.
3. The Elections Committee shall organize at least two (2) candidate forums and the Presidential/Vice Presidential Debate.

4. The Elections Committee shall organize and distribute a calendar of election events to the candidates and the student body.
5. The Elections Committee shall meet at least once per month from December through February, and at least once per week in the month of March.
6. The Elections Committee has jurisdiction over all elections and programs associated with the election process.
7. Within the Elections Committee's responsibility should be to market Student Government Association on a university wide level.
8. No person holding any elected office under the Student Government Association may be a member of the Elections Committee.

Section IV Elections Administration

Applications shall be made available from the SGA Office and the Office of Student Life beginning the first school day in February.

1. Applications shall be turned in to the Office of Student Life on the fourth Wednesday in February **no** later than 5:00 p.m.
2. All information on the application shall be verified by the Office of Student Life.
3. Any false information on the petition will automatically disqualify the potential candidate from running.
4. All applicants will receive a copy of this policy and a list of the Elections Committee members' names and telephone numbers. From that point on, ignorance of the provisions of the policy shall not be accepted as any form of excuse for violations of the policy by a candidate.
5. The Elections Committee shall conduct at least one mandatory meeting of all candidates to impress upon them their rights and responsibilities.
6. All candidates must be present at this meeting. If the date and time of the meeting pose a conflict, the candidate must submit a written notice to the Elections Committee Chairperson at least 48 hours prior to the scheduled meeting. All available members of the Elections Committee must be present at this meeting.
7. The date and time of the meeting shall be published in the Elections Committee's Calendar of Events.
8. There shall be absolutely no write-ins or petitioners.
9. The polls shall be open on Election Day from 8:00 a.m. to 8:00 p.m. at areas designated by the Elections Committee with the approval of the Assistant Director of Student Life.
10. Election monitors will be assigned during the indicated hours by the Elections Committee Chairperson.
11. Two (2) voting machines shall be used in all SGA and Class Elections in each poll location.
12. Names of candidates will appear on the ballot exactly as they appear on the candidates' petition.
13. Candidates' names shall appear on the ballot in alphabetical order.
14. Candidates shall be notified promptly by the Elections Committee of their level of position and number on the ballot.
15. There shall be no absentee voting.

Section V Election Policy/Regulations

1. An individual or an organization will be considered an agent of a candidate or a ticket in any case where the person or organization has publicly endorsed a candidate or ticket. This also applies when a majority of the Elections Committee has sufficient reason to rule that a person or an organization is acting as an agent of a candidate or ticket. In any case, where a person or organization is acting as an agent of a candidate or a ticket they shall fall under the same regulations applicable to candidate(s).

2. No campaigning shall be allowed in any classroom while class is in session, or in any SGA sponsored event (except the candidate's forum).
3. Campaigning shall be defined as any written, printed, or spoken plea or statement supporting any candidate or ticket issued by the candidate or their agent.
4. All campaign literature, flyers, posters, etc. must be approved by the Office of Student Life and Wiseman Student Centre. Campaign materials should only be posted in designated areas. A copy of the University's posting policy shall be provided by the Elections Committee at the candidates' mandatory meeting.
5. Campaign material cannot be placed on any vehicles.
6. There shall be no campaigning or campaign literature within 50 feet of the polling site on Election Day. The polling site shall be defined as the building in which the elections is held.
7. Campaign literature must be removed from the election site prior to Election Day; candidates and their staff will be solely responsible for taking down their own literature.
8. Candidates are responsible for removing their campaign materials and for cleaning up the campus within 48 hours after the polls close. Candidates found by the Elections Committee to be in violation of this regulation shall be assessed a fine of one dollar (\$1.00) per day and fifty cents (\$0.50) per poster or flyer. These fines may be appealed to the Director of Student Life.
9. No slanderous or libelous statements shall be made by any candidate or agent of a candidate. No destruction of property shall be permitted. No behavior unbecoming of a candidate for office shall be permitted.
10. No SGA office supplies or monies may be used to facilitate a campaign.
11. In addition to the candidate forums sponsored by the Elections Committee, any other organization may sponsor such an event, provided that they are impartially conducted and a member of the Elections Committee is present.
12. Any complaint from a candidate(s) must be presented in written form and submitted to the Elections Committee Chairperson. Should the complaint be deemed legitimate by the Elections Committee, appropriate action will be taken within 48 hours of the initial complaint.

Section VI Elections Violations

Violation of any of the following shall result in immediate disqualification of candidate's petition for office if either of the following occurs:

1. Failure to notify the Elections Committee of inability to attend mandatory meetings within at least 48 hours of the meeting date
2. Failure to attend mandatory meetings
3. Failure to respond to an inquiry of the Elections Committee within 48 hours
4. Failure to adhere to any other election regulations outlined in this Constitution.

** Any candidate who has a grievance with the SGA Elections process should submit the grievance in writing to the Elections Chairperson and copy the Director of Student Life, for appeal purposes only. The grievance should clearly and concisely state the nature of the complaint. The Elections Committee will have 48 hours to respond, in writing, to any and all grievances. The candidate may appeal a grievance decision made by the Elections Committee to the Director of Student Life.*

Section VII Class Elections

1. Sophomore, Junior, and Senior Class officers shall be elected during the month of April, along with SGA officers.

2. Freshmen Class elections shall be held during the Fall Semester no later than the third Wednesday after
3. classes officially commence and shall be conducted by a committee appointed by the Vice President
4. with Executive Branch approval.
5. Candidates for all class offices are subject to the same application and election regulations and election
6. procedures as SGA elected officials.
7. Candidates for class offices must have at least a 2.5 GPA.
8. Candidates will gain approval to run for a class office only if their acquired credits and currently enrolled credits total the amount needed for that respective class (i.e. 30 – Sophomore, 60 – Junior, 90 – Senior).
9. Candidates who wish to hold the office of Class President must have a vice-presidential running mate. The same GPA and credit requirement will exist for Vice President candidates as well.

Section VIII Clubs and Organization Elections

1. Each club and organization must have its elections during the spring semester.
2. Elections must be held two weeks after the SGA elections.
3. After elections have been held, each club and organization must submit its new list of officers to the SGA
4. and the Office of Student Life before the end of the semester.

Section IX Inauguration Procedures

1. The President and Vice-President of the SGA will assume and maintain full responsibility of office from the day after graduation to the day of the following graduation.
2. At the inauguration of the SGA officers, they will take the following oath:

"I do solemnly affirm that I shall faithfully execute the duties of the office of (state office) and shall to the best of my ability uphold and defend the Constitutions of the Bowie State University and the Student Government Association."

3. There will be an understudy/shadowing period for each SGA elected officer beginning immediately upon the day of election and continuing until the assumption of full authority. During this period, the president-elect may make tentative appointments subject to the approval of the new Student Senate.
4. The inauguration of SGA officers elect shall take place during the Fall Convocation.
5. The inauguration of Sophomore, Junior, and Senior Class Officers shall take place during the Fall
6. Convocation.
7. The Freshmen Class Officers inauguration will be held no later than two (2) weeks after their election.

ARTICLE VI REQUIREMENTS FOR SGA ELECTED OFFICIALS

Section I President and Vice President

1. The President and Vice-President will be elected by plurality vote among the undergraduate student body.
2. Persons seeking the offices of the president and vice-president of the SGA will have a cumulative grade point average of 3.0 or better and will have no student code of conduct violation(s) or violation of Bowie State University Housing Policies and Procedures on record at the time of application for office. At the time of application, persons seeking the office of President or Vice President must have acquired forty-five (45) credit hours*. Both candidates must be in good standing with the university as stated in the student handbook, must be a full-time student, and must have attended Bowie

State University for at least one year, and must not have been absent from the University during the semester which immediately precedes elections.

Section II Executive Member-at-Large

1. The Executive Member-at-Large will be elected by plurality vote during SGA elections held in the month of April.
2. Persons seeking the office of Executive Member-at-Large must have a cumulative grade point average of 2.7 or better, must have acquired at least forty-five (45) BSU credits* and must have no student code of conduct violations or violation of Bowie State University Housing Policies and Procedures on record at the time of application.
3. The Executive Member-at-Large will assume and maintain full responsibility from the day after commencement to the day of the following commencement.

Section III Solicitor General

1. The Solicitor General will be elected by plurality vote of the student body.
2. Persons seeking the office of Solicitor General must have a cumulative grade point average of 2.7 or better, must have acquired at least forty-five (45) BSU credits* and must have no student code of conduct violations on record or violation of Bowie State University Housing Policies and Procedures at the time of application.
3. The Solicitor General will assume and maintain full responsibility of office from the day after commencement to the day of the following commencement.

Section IV Mr. and Miss Bowie State University

1. Mr. and Miss Bowie will be elected by plurality vote among the undergraduate student body.
2. The candidates for Miss Bowie and Mr. Bowie must have a 3.0 cumulative grade point average, and must have obtained at least forty-five (45) credit hours from Bowie State University at the time of filing an application*, and must have no student code of conduct violations or violation of Bowie State University Housing Policies and Procedures on record at the time of application.
3. The candidates for Miss Bowie and Mr. Bowie are subject to the same election procedures as all other SGA elected officials.
4. The candidates for Miss Bowie State University must be female and the candidates for Mr. Bowie State University must be male.

Section V Student Activities Coordinator

1. The Student Activities Coordinator will be elected by plurality vote of the student body during SGA elections held in April.
2. The person seeking the office of Student Activities Coordinator must have a cumulative grade point average of 2.7 or better, must have acquired at least forty-five (45) BSU credits and must have no student code of conduct violations or violation of Bowie State University Housing Policies and Procedures on record at the time of application.
3. The Student Activities Coordinator will assume and maintain full responsibility from the day after commencement to the day of the following commencement.

** Forty-five (45) credit hours is required for all student seeking to hold SGA positions. However, for transfer students the amount of BSU credits needed is thirty (30). Once transfer students have acquired thirty (30) BSU credits, they may run for a SGA position, assuming that they have transferred in at least fifteen (15) credits from their prior institution.*

ARTICLE VII IMPEACHMENT

In the case of an impeachment, a committee consisting of the Solicitor General, student senate, along with the Assistant Director of Student Life and the Vice President of Student Affairs will be responsible for the impeachment proceedings of the accused Student Government Association elected official.

Reasons for impeachment include but are not limited to failure to adhere to the duties of their position outlined in this constitution, treason, bribery, and misdemeanors.

A motion to impeach an elected official must be made by a member of the student senate and initially presented to the Solicitor General and will in turn present the motion to the student senate. Once the articles of impeachment have been recognized by the student senate, the articles must then be approved by a majority vote of the student senate before a hearing can commence. If the articles pass, with the Solicitor General presiding, the senate will then hold a hearing to try the accused individual. In order to find the accused individual responsible, the attending senate members must be at a two-third majority vote.

ARTICLE VIII REQUIREMENTS FOR NON-ELECTED POSITIONS

All students holding non-elected SGA offices, chairing committees, or representing the Association in any manner must be in good judicial standing with the University and must have at least a 2.5 grade point average.

ARTICLE IX ORDER OF PROCEEDINGS

All proceedings of this Association and the duties of the officers will be governed by Robert's Rules of Order.

ARTICLE X AMENDMENTS

Amendments to this constitution can be proposed/introduced in writing by any Branch of the Student Government Association or by any undergraduate student attending this institution through legislative representation. Amendments will become valid and part of this constitution only after the installation of the next Student Government Administration providing constitutional guidelines have been met.

ARTICLE XI EFFECTIVENESS OF CONSTITUTION

This Constitution shall become effective immediately upon receiving the approval of the **Assistant Director** of Student Life and the **Vice-President** of Students Affairs and Campus Life.

RECOGNITION OF STUDENT ORGANIZATIONS

Bowie State University recognizes that groups of its students may wish to form organizations intended to meet social, cultural, recreational, educational, political, or religious needs. When organizations are compatible with the objectives of the University as stated in its mission, the University welcomes and encourages the formation of such groups by its students.

Student organizations at Bowie State University serve a valuable educational function, offering students the opportunity to join together in political, cultural, and/or special interest issues settings, and to assume a special experiential component to their lives on campus, cementing the educational experience. In addition, student organizations contribute a range of perspectives to the overall University community, thereby enriching the academic environment. Organizations provide great opportunities for students to develop leadership experience, interpersonal relationships, and decision-making skills.

The Office of Student Life believes that one of its primary functions is to promote the growth and development of student organizations. However, the University does not have an obligation to register and provide supportive services to all organizations that may seek to become active on campus.

By becoming a registered student organization at Bowie State University, you have shown your interest in being an active part of this community, and a vital part of the educational process. Through the Office of Student Life, the University provides an orderly procedure for the establishment of student organizations, a wide variety of consultative and developmental services and resources, and within its capacity to do so, meeting space for organizational meetings and student sponsored activities. This guide will assist you while functioning as a registered student organization at Bowie State University.

Procedures for Obtaining Recognition

- **Obtain Registration Materials:** Students interested in starting a student organization should obtain a “Starter Kit” from the Office of Students Life, Wiseman Student Center 137. This kit includes important definitions, a sample constitution, regulations, services and benefits available for registered student organizations. Also included are the necessary forms to get you started.
- **Return Completed Registration Materials:** Return completed forms to the Office of Student Life. Be sure to include your Advisor’s Consent Form. Schedule a meeting with the Director of Student Life to review your registration materials including your constitution.
- **Registration Process Complete:** The Director of Student Life in conjunction with the Student Government Association will review the registration materials and inform you in writing of the status of your registration, if it has or has not been granted and the reasons why. Please note that your organization will need to submit a new form every year to be a registered organization. Once your constitution has been approved, however, you will only need to submit a registration, members roster, and advisors consent form. (Major activities will not be permitted during the probationary period.)
- **Meetings:** Attendance and full participation at the Student Senate meetings are required for all new organizations.

The following are criteria and requirements for all student organizations:

- **Name of Organization**
 - The name of your organization cannot duplicate that of an existing organization or University department. The name of your organization cannot serve to misrepresent the nature or purpose of the organization. BSU will not be responsible for the organization’s unpaid bills, contracts, or other business transactions.
- **Mailing Address**
 - A mailing address must be provided for official University correspondence throughout the year. Organizational mailboxes for registered student organizations are available in the Student Government Association Office in the Wiseman Student Center, Room 139.
- **President and Treasurer**
 - The names, addresses, social security numbers, and telephone numbers of your group’s presidents (or contact person) and treasurer must be provided. Officers must be currently enrolled

full-time students at BSU and they must have a minimum of at 2.0 cumulative grade point average.

- Advisors
 - a. Each officially recognized organization must have an advisor who is a full-time faculty or staff member. Student groups should try to find a faculty or staff member who is interested in their missions and who have knowledge of the University and its resources. An advisor may act in several roles, including teacher, coach, counselor, supervisor, advocate, mentor, and liaison with University faculty and administration. Groups may look to their advisors to attend meetings, to assist in training members, to ensure that members adhere to requirements, and to provide continuity when executive officers change. Most importantly, groups should look for faculty or staff members who are willing to provide counsel, service, dedication, and continuity with their organizations. In assuming this position, advisors should be aware of the following:
 - a. An advisor must be a full-time member of the faculty administration or staff. Community members who are alumni of fraternities and sororities and live in the area may serve as co-advisors to student organizations with the consent of the Director of Student Life.
 - b. An advisor must give approval for all financial transactions and off-campus activities. On the basis of such approval, University departments and outside agencies may require the advisor to act as a co-signer for financial obligations that are assumed by your organization.
 - c. In the execution of his/her responsibilities, an advisor may be required to sign legal instruments in a transaction as the duly authorized representative of the organization.
 - d. If your organization, its members, or advisor are found to have violated University policy or procedure, OSL will review the incident and take whatever action is appropriate.
- Constitution
 - Finally, your organization needs to have a constitution that clearly describes the purpose and operating procedures of the group. The constitution must be specific to the organization applying to register, a sample constitution is provided in this section. The majority of the members in your organization must be BSU students.
 - Organizations may not discriminate in membership on the basis of race, color, national origin, religion, gender, sexual orientation or disability.
 - National general Greek-letter fraternities and sororities, contact club sports, and a few other groups are exempt from Title IX which relates to discrimination based on gender.
 - An organization's constitution may not exclude or be exclusive to people of any religion or national origin. The membership article in a constitution whose purpose is in some way related to religion or national origin may be worded as "membership is open to all interested in..." or "membership is open to anyone interested."
- Change of Officers or Advisors
 - Whenever your organization experiences a change of officers or advisor due to elections, change of address, resignation or other happenings, a "New Advisor Consent" form must be completed. This form is available in the Office of Student Life.

- If an organization's advisor resigns, the organization's registration is automatically suspended until a new advisor is designated and the "Advisor's Consent" form is filed with the Office of Student Life.
- Assignment of Privileges
 - When your student organization becomes registered, you enjoy access to services, facilities, and programs of the University. This access is not assignable by your registered student organization to any other entity. Though organizations are free to co-sponsor and implement programs and activities with other entities, they may not use their organizational status simply to allow a non-registered group to access service, facilities, and programs as if the entity were in fact a registered group. Examples include making reservations for campus facilities, securing University-generated mailing labels or renting University equipment on behalf of the non-registered group.
- Representation of the Organization
 - In the course of utilizing campus facilities, services, and programs, your organization is required to identify the group by the name under which you are registered with the Office of Student Life. For example, printed materials that are publicly distributed, events that are held, and reservations that are made should all clearly indicate the name of the sponsoring organization and this name must be the name under which the organization is registered.
- Suspended Organization
 - If your organization is suspended from BSU for any reason, it may not re-register under a different name with the intention of functioning in the capacity of the suspended group. Judicial action may be taken against the organization and/or individuals in such a case.

Regulations Governing Recognized Student Organizations

1. Student organizations shall abide by the Code of Conduct, which can be found in this handbook in the Office of the Dean for Student Affairs and Campus Life.
2. An organization voting membership shall be composed of students currently enrolled in, and in good standing with Bowie State University. Participation in the activities of registered student organizations may be open to persons outside the University community by invitation of an organization, provided that such persons do not vote or hold office in the organization. BSU faculty and staff may be members of student organizations, but cannot hold office or vote.
3. An organization may not conduct activities or events in which the purpose or result is financial gain for individual members or associates of the organizations.
4. **The University's policy on HAZING applies to all student groups and organizations. Hazing is defined as any action taken or situation created intentionally or recklessly, whether on or off University premises, which endangers the mental or physical health or safety of a student, or produce harassment or ridicule. The hazing policy can be found in the Student Handbook.**
5. The role of the contact person is limited to student members and advisors only. BSU faculty and staff may serve in an advisory capacity to registered organizations.
6. Student organizations are required to have seven (7) members in order to register and remain an active organization. Group with less than seven (7) are

assigned to provisional status until further notice from the Office of Student Life or the appropriate membership is reached.

7. All organizations must re-register with the Office of Student Life the beginning of each Academic Year. Election results and officer forms must be filed in the Office of Student Life one week after election. To re-register your organization you must complete the organizational registration and advisor's consent form and return to OSL.
8. Student organizations are required to have on file, in the Office of Student Life, a Constitution, as part of their registration materials.
9. The Office of Student Life may suspend or revoke an organization's registration at any time for violating the above regulations. OSL may also deny an organization re-registration at the beginning of the academic year if the organization violates any of these regulations. All such decisions may be appealed through the Dean for Student Affairs and Campus Life. OSL may bring charges against organizations through the Judicial System for violations of these regulations, or for violations of the Student Code of Conduct. The procedures for adjudication of charges are outlined in this Judicial Handbook. Sanctions for violation of the "Code" may result in suspension or revocation of an organization's registration. If warranted, individual actions may be brought against members of an organization.

Definition of a Registered Student Organization

A student organization is defined as any registered group/organization at BSU which is directed and controlled by students and whose programs and activities affect the education process, promotes cultural understanding, and student welfare, and/or contributes to the overall community at Bowie State University.

Membership

Active membership in registered student organizations shall be limited to registered students, faculty and staff. All offices must be held by students. Faculty and staff who are not students shall not be eligible to hold an office other than advisor.

Registration

Registration approval is a function of the Office of Student Life. Registration shall be defined as the process whereby a student organization acquires eligibility to receive University support as described in these guidelines. The relationship between the University and registered student organizations generates neither a contractual-relationship between the University and the organization, nor a property right or expectancy in the organization of any sort. Duties performed and activities undertaken by registered organizations are not those of the University. **Please note: the title "Bowie State University" may not be used in conjunction with the name of the student organization without the approval of the President's Executive Council.**

Types of Registration:

- Continuing: Continuing Registration is granted to groups that are of a more permanent nature. This is an annual renewable registration, which requires a membership roster, annual renewable registration, which requires a membership roster, annual registration form, advisor's consent form, activity forms (to be submitted to the Office of Student Life) and attendance at Fall/Spring Leadership Retreat/Meetings.
- Provisionary: Provisionary Registration is granted for the expressed purpose of allowing a group of students the time to organize a permanent student organization. The registration is granted for a period of twelve (12) months. This may be renewed at the discretion of the Office of Student Life, following an evaluation of the organizations and its activities.

- **Probationary:** Probationary status is placed by the Office of Student Life upon a student organization which has been registered and involved in judicial violations and/or violations of University policies, procedures, and guidelines. While placed in this status, privileges granted to registered organizations may be partially or totally restricted or withheld. This probation is placed upon a group for a specified period of time. The probation may be removed and registration granted only after review and approval of the Office of Student Life and the Dean for Student Affairs and Campus Life.

Responsibilities of Organizations and Officers:

1. Student organizations shall abide by University regulations, as well as federal, state, and local laws.
2. A student organization shall abide by and be subject to the Code of Student Conduct.
3. A student organization shall not conduct commercial activities, which either directly or indirectly contribute to the private financial benefit of any person or of any organization, other than the student organization itself, or Bowie State University.
4. A student organization shall not discriminate in its admission to membership, in violation of applicable federal, state, local, law, or University regulations.
5. Should a student organization receive funds from the University, it shall abide by all State financial guidelines.
6. Officers are required to attend fall and spring leadership retreats and are encouraged to improve their leadership and interpersonal skills, through attendance at any meetings, workshops, and other opportunities provided by the Office of Student Life and Bowie State University.
7. Register all activities and events with the Student Government Association and Office of Student Life and follow the events and management guidelines established.

SERVICES AND PRIVILEGES AVAILABLE TO REGISTERED STUDENT ORGANIZATIONS

Registered Organization List: The student organization list is a listing of all the current registered student organizations. The list contains the name of contact person(s), and phone numbers.

Student Organization Directory: The Student Organization Directory lists all the student organizations that are chartered at BSU. It contains information on the mission/purpose of each organization, as well as valuable information on forming student organizations.

Student Organization Guide: This guide is a valuable resource for student organizations and their advisors. It contains detailed information regarding facilities scheduling, posting policies, alcoholic beverage policy, and events planning. This guide is given to all requesting student organizations during the Academic Year.

Mailboxes: SGA has a limited number of mailboxes available for registered student organizations. The mailboxes are located in the SGA Office. Students are encouraged to check their boxes daily throughout the business week.

Publicity/Advertising: Registered student organizations have the benefit of free publicity and advertising of their activities and events through University mediums. All flyers or other forms of advertisements/announcements must be approved by the Wiseman Student Centre before it is posted anywhere on campus.

Event Management: Staff members are available to assist and advise organizations and advisors on methods to manage, sponsor, advertise, sell tickets, and plan events.

Funding: Although limited, registered student organizations may request financial assistance from the Student Government Association.

Publications: Free copies of various publications, booklets, brochures, and magazines relating to legal issues, student leadership, and organizational development are provided to registered organizations.

University Services: Use of University services such as purchasing, printing, maintenance, motor pool, computer services, and general stores is granted with approval of and coordinated through the Office of Student Life.

Recognized Clubs and Organizations

All official extracurricular organizations, activities, and enterprises of students on the BSU campus operate under the broad guidance of the Office of Student Life and the Division of Student Affairs and Campus Life. The following organizations are currently functioning on the BSU campus:

African Student Association
American Marketing Association
Art Guild
Biomedical Club
Bowie Business Golf Club
Campus Ministries
Chara Dance Troupe
Circle K Club
Computer Technology Club
C-Unit Commuter Club
Dancing Divas
Education Club
English Club
Entrepreneurship Club
French Club
Global Development Services for Youth
Good Sisters
Gospel Choir
Graduate Student Association
Honda Campus All-Stars
Honor Student Organization
Human Resource Development Society
International Students Association
Jazz Band
Journalism Club
Latin/Hispanic Student Association
Management Information System Club
Math Club
Muslim Student Association
NAACP, BSU Chapter
National Association of Black Accountants
National Council of Negro Women
National Society of Black Engineers
Nursing Society

Pan-African Student Youth Movement
 Pedology Club
 Political Science Club
 Pre-Law Society
 Public Relations Student Society of America
 Psychological Society of BSU
 Residence Life Hall Council
 Righteous Ones
 Soccer Club
 Social Work Club
 Sociology/Criminal Justice Club
 Spanish Club
 Student Adlerian Society
 Student Athlete Advisory Committee
 Student Veterans Organization
 Symphony of Soul
 TRIO Student Advisory Board
 WBSU
 X'Clusives

Honor Societies

Alpha Kappa Mu National Honor Society	Phi Chi National Honor Society
Alpha Kappa Delta National Honor Society	Alpha Epsilon Rho National Broadcasting Society
Alpha Psi Omega Fraternity	Sigma Tau Delta National English Honor Society
Chi Eta Phi Sorority, Inc.	Chi Sigma Iota Counseling Academic and Professional Honor Society
Delta Mu Delta National Honor Society in Business Administration	Kappa Kappa Psi National Band Fraternity
Kappa Delta Pi National Education Honor Society	Tau Beta Sigma National Band Sorority
Phi Alpha Theta International Honor Society in History	

Greek-letter Fraternities and Sororities

Alpha Kappa Alpha Sorority, Inc.	Omega Psi Phi Fraternity, Inc.
Alpha Nu Omega Sorority, Inc.	Kappa Kappa Psi Fraternity, Inc.
Alpha Phi Alpha Fraternity, Inc.	Phi Beta Sigma Fraternity, Inc.
Delta Sigma Theta Sorority, Inc.	Sigma Gamma Rho Sorority, Inc.
Iota Phi Theta Fraternity, Inc.	Swing Phi Swing Social Fellowship, Inc.
Groove Phi Groove Social Fellowship, Inc.	Zeta Phi Beta Sorority, Inc.
Kappa Alpha Psi Fraternity, Inc.	

Pan-Hellenic Council

The Bowie State University Pan-Hellenic Council consists of two (2) voting representatives from each of the following organizations, if active on campus: Alpha Kappa Alpha Sorority, Inc., Alpha Phi Alpha Fraternity, Inc., Kappa Alpha Psi Fraternity, Inc., Omega Psi Phi Fraternity, Inc., Phi Beta Sigma Fraternity, Inc., Delta Sigma Theta Sorority, Inc., Sigma Gamma Rho Sorority, Inc., Zeta Phi Beta Sorority, Inc., and Iota Phi Theta Fraternity, Inc. This council is responsible for monitoring and regulating the activities of member organizations.

Council of Independent Organizations

In order to develop a spirit of coordination, cooperation, and fellowship among the various Greek-Letter Independent Organizations, there is a Council of Independent

Organizations, composed of two (2) representatives from each Greek-letter Independent Organization, if active on campus.

Organizational Requirements for Fraternities and Sororities

1. A social organization, fraternity, or sorority must maintain a cumulative grade point of 2.7 to remain active. The average is based on the sum of hours carried and grade points earned by all members of the chapter. Failure to maintain this average will result in the organization being placed on inactive status until such time as it does achieve the minimum average. Inactive status means that the organization may not sponsor public meetings, activities or social affairs, and may not conduct membership intake. This includes new members.
2. Each organization must file with the Office of Student Life and the Dean for Student Affairs and Campus Life, their advisors, and presidents of the Pan-Hellenic Council/Council of Independent Organizations, within one week after each semester begins, the names of active and inactive members of the organization. The same must be done after each intake process.
3. If an organization declared more than 1/4 of its members inactive for the computing of the organizations average, the organization will be considered inactive for that semester. Inactive members are those who have not paid the organizations fee, or on academic or social probation. Students not registered with the University shall not take part in the intake process.
4. Each organization is required to conduct its activities in a manner that will reflect credit on the University and be consistent with high standards of moral and ethical conduct.
5. Each organization shall ensure that the safety and health of all potential members are secure, at all times, during the intake process.
6. Each organization must have a campus faculty/administrative advisor. The organization shall submit the name of its advisor to the Office of Student Life at the beginning of each school year. The organizations shall be deemed inactive unless or until it complies with this regulation.

Intake Process

Any student who is enrolled in Bowie State University at the time of intake is eligible. The intake period shall be determined by the Pan-Hellenic Council as the fall semester for Council of Independent Organizations and the Pan-Hellenic Council. Any interested person, in consultation with the Office of Student Life may submit a letter of intent or an application form to the organization of his or her choice. Each organization shall keep letters of application on file at least one (1) year.

All interested persons shall be required to submit a health certificate to the President of each organization to which a student applies along with a copy to the advisors of the above-mentioned organizations at least two weeks prior to the commencement of the intake program. The health certificate must be filled out by a physician or nurse and must certify that the prospective does not suffer from any physical ailment or infirmity rendering him/her ineligible to participate in the activities. Organizations are responsible for ensuring that no prospective members are allowed to participate without first submitting the required health certificate. Failure to comply with the aforementioned will result in the organization being deemed inactive for the semester.

Withdrawals

Disassociating from an organization may be done by expressing desire to do so in a letter to the organization. The organization in turn shall inform the Advisor to the Pan-Hellenic Council/Council of Independent Organizations, and the Office of Student Life by means of a letter.

Penalties

Penalties shall be imposed for violation of regulations regarding the intake process. The following due process shall be adhered to in all such cases:

- All accusations shall be submitted in the form of a formal letter to the President of the Pan-Hellenic Council/Council of Independent Organizations signed by the individual or president of the accusing organization. It shall be the duty of the Pan-Hellenic Executive Council or Council of Independent Organizations Executive Council to decide whether or not an accusation merits a hearing, within three (3) days of receiving it. In all such cases, a preliminary hearing is held but the accused organization is not subject to disciplinary action as a result of said hearing.
- If the Pan-Hellenic Council/Council of Independent Organizations Executive Council decides that an accusation merits a formal hearing, the accused organization shall be notified in writing of the charge or charges made against it and the time and place where the hearing will be held. The letter of notification shall be dated at least three (3) days prior to the time designated for the organization's appearance before the Pan-Hellenic Council/Council of Independent Organizations Review Board composed of one representative of each organization and at least three (3) advisors. The letter of notification will specifically inform the organization that it may present witnesses at the arranged meeting to testify on its behalf. The accused organization shall be permitted to question its accusers regarding the violation.
- A record of the hearings before the Pan-Hellenic Council/Council of Independent Organizations Executive Council and Review Boards shall be made by the secretary of the Board/Council. This record along with a written decision relative to the charges shall be presented to the Office of Student Life.
- The organization affected has the right to appeal the decision to the Dean For Students Affairs. This appeal shall be written and submitted to the Dean For Students Affairs for referral no more than one day after the accused organization has been notified of the Review Board's decision. The right to appeal shall be based on new evidence.
- The Pan-Hellenic Council/Council of Independent Organizations Review Board may recommend probation or suspension for the following reasons: (1) brutal hazing practices, including paddling in connection with any of the organization's activities; (2) violation of regulations governing fraternities, sororities, and independent organizations (intake guidelines and initiation requirements).

NOTHING IN THIS DOCUMENT SHALL PROHIBIT THE PRESIDENT OF THE UNIVERSITY OR HIS/HER DESIGNEE FROM TAKING IMMEDIATE EMERGENCY ACTION CONCERNING ALL ORGANIZATIONS WHENEVER THE INTEREST AND PUBLIC IMAGE OF THE UNIVERSITY IS AT STAKE. IN ADDITION, INDIVIDUAL MEMBERS OF ORGANIZATION ARE SUBJECT TO EXISTING JUDICIAL POLICIES RELATING TO STUDENT MISCONDUCT.

Hazing

The rules and regulations of the University prohibit any student from engaging in what is known as hazing or assisting any student in the commission of this offense. Any student found guilty is subject to immediate suspension from the University. Hazing is defined as follows:

"To annoy any student by playing abusive or ridiculous tricks upon him, to frighten, scold, beat, harass, subject to personal indignity, or force him/her to ridiculous, humiliating or painful things".

Bowie State University's Pan-Hellenic Council on March 5, 1986, approved the following practices to be included in its definition of HAZING:

- Abusive calisthenics
- Total or partial nudity
- Paddling in any form
- Creation of excessive fatigue
- Requiring apparel to be worn which is not normally in good taste
- Requiring degrading students in public
- Morally degrading or humiliating games and activities
- Late work sessions that may interfere with scholastic achievements
- Forced consumption of food or beverage
- Lists for which signatures must be obtained for purposes of harassment
- Servitude
- Assigning pranks such as raids
- Forced running or jogging
- Addressing pledges by names other than what is normally in good taste
- Expecting pledges to do anything members would not do themselves
- Lewd behavior
- Stranding any person in any way
- Dowsing with water or other liquids
- Blindfolding for the purpose of requiring any acts that may be dangerous
- Requiring the carrying of any obscene article
- Offensive contact with the person
- Boxing matches or other physical contact sports
- Transportation and abandonment
- Confinement to small, unventilated, unsanitary or unlighted areas
- Preventing the practice of personal hygiene
- Any acts which may result in mental or physical discomfort, marking for branding
- Profane, offensive, or verbal abuse
- Deception that creates fear or mental anguish
- Not allowing adequate time to sleep.

BOWIE STATE UNIVERSITY IS REQUIRED BY LAW, SENATE BILL 229, TO PROHIBIT HAZING AND TO IMPOSE APPROPRIATE DISCIPLINE IN ACCORDANCE WITH THE CODE OF CONDUCT ADOPTED BY THE UNIVERSITY.

State of Maryland Hazing Law

§ 268H. Hazing students prohibited

(a) Haze defined. -- In this section "haze" means doing any act or causing any situation which recklessly or intentionally subjects a student to the risk of serious bodily injury for the purpose of initiation into a student organization of a school, college, or university.

(b) Violation constitutes misdemeanor; penalty. -- A person who hazes a student so as to cause serious bodily injury to the student at any school, college, or university is guilty of a misdemeanor and, on conviction, is subject to a fine of not more than \$500, or imprisonment for not more than 6 months, or both.

(c) Consent of student not defense. -- The implied or expressed consent of a student to hazing may not be a defense under this section.

ATHLETICS

Bowie State University has a varied and comprehensive athletic program for men and women. Its varsity teams compete at the intercollegiate level in baseball, football, basketball, track, and tennis. Varsity athletics are administered by the Director of Athletics, who reports directly to the President. The athletic program has as its underlying purpose the development of educational values in the involvement of as many men and women as possible in some phase of the program. The athletic program is enhanced by our athletic and physical education complex.

Eligibility-NCAA (National Collegiate Athletic Association) and CIAA (Central Intercollegiate Athletic Association) regulations are applicable. Generally, this means that in order to participate on an intercollegiate athletic team, a student:

1. Must be eligible under the rules of the institution; the intercollegiate athletic conference of which the institution is a member; and the NCAA.
2. At the time of competition, must be registered as a full-time student as defined by the institution, which, in any event, shall not be less than twelve (12) semester hours or 12 quarter hours; and
3. Must not engage in more than four (4) seasons of intercollegiate competition.

Rules change from year to year. Each student-athlete must consult with his/her coach regarding specific eligibility. Newly enrolled transfer students who desire to compete in intercollegiate athletics should see the Athletic Director as soon as possible after enrolling. It is important that all student-athletes consult with the coach or the Athletic Director as soon as possible concerning eligibility questions.

Automobiles/Parking

Motor vehicles, including motorcycles and scooters, operated on the University campus (except Government-owned vehicles) must be registered with the Bowie State University Police Department (BSUPD). Only those faculty, staff, employees and registered students for the current academic year or relatives who own the registered auto will be permitted to display Bowie State University stickers on their vehicles. Temporary permits are available upon request to visitors to the campus and also to students and employees when driving vehicles not registered with the BSUPD. Temporary permits may be obtained in the BSUPD and must be displayed as directed by the BSUPD. Convenient parking places will be set aside and reserved for handicapped drivers who are eligible to register their vehicles with the Bowie State University Police Department. Inquiries regarding this policy may be directed to the Office of Campus Police in Robinson Hall or the Office of Student Judicial Programs in the Henry Administration Building.

Bowie Card

The BowieCard is the official identification card for Bowie State University. All students, faculty, and staff are required to have a BowieCard. To obtain a BowieCard, students must be registered for classes and bring their student ID number.

The BowieCard is a multi-functional card that combines and automates several University services and activities. It serves as the meal card, athletic access card, library card and much more! Additionally, when funds are deposited on the card, it becomes a debit card, which allows you to make "cash-free" purchases for food, snacks, copies, laundry, vending services, tickets to campus events and bookstore purchases. The card is non-transferable and should only be used by the person to whom it is issued. **One complimentary BowieCard is issued to incoming students, if lost, stolen or damaged there is a replacement fee of \$15.**

If your card is lost or stolen, it should be reported to the BowieCard Office immediately so that we may deactivate the card to avoid fraudulent use.

Meal cards misused or used by other individuals will be confiscated and students will be fined. If a meal card is lost, stolen, misplaced or otherwise unavailable, a replacement card is made and the student is charged. There is a charge for the Temporary Card not to exceed the cost of a Replacement Card.

The Temporary Card will cost \$2.00 per day not to exceed 7 days. The replacement fee for the Temporary Card will be \$15.00 for those students who do not return the Temporary Card.

Library

After the BowieCard is received, you must register your library number at the circulation desk at the Thurgood Marshall Library. The BowieCard may also be used at any University System of Maryland library. The BowieCard can be used for copy and print solutions if Bulldog Bucks are available on the card.

Non-Discrimination Policy

This University will not tolerate acts of discrimination against those persons living with HIV/AIDS or those persons, who because of their associations, who have friendships or family relations with persons that are either known or suspected of living with HIV/AIDS. This protection extends to all persons, including those persons with asymptomatic HIV (no signs or opportunistic infections present). Thus, the University does not discriminate against any student who has, or is suspected to have, HIV/AIDS symptoms or conditions; or a student that has a positive HIV/AIDS antibody test. Such discrimination is expressly prohibited in the following areas:

- Admissions
- Living on Campus
- Access to Facilities
- Athletic Programs
- Job Status and/or Promotions

For more information, contact the University Wellness Center. For students who feel they have been discriminated against in violation of this policy, contact the Equal Employment Opportunity Officer in the Office of Human Resources.

Establishment of Authorized Control/Police Force

A police force may be established under the general policies adopted by the Board of Regents of the State Universities and Colleges at any institution subject to the jurisdiction of the Board of Regents. A member of the police force at each institution shall be subject to the control and direction of the institution.

Powers

1. A police officer at a State University or College police force has all the powers granted to a peace and police officer in this state.
2. However, the police officer may exercise these powers only on property that is owned, leased, or operated by or under the control of the respective state University or College. The police officer may not exercise these powers on any other property unless:
 - a. Engaged in fresh pursuit of a suspect or offender;
 - b. Necessary to facilitate the orderly flow of traffic to and from property owned, leased, or operated by or under the control of the respective state University or College; or
 - c. Ordered to do so by the Governor.

Rules and Regulations

The Board of Regents has adopted rules and regulations that govern the operation and conduct of the police forces and police officers of the state Universities and Colleges.

Financial Policies

It is the policy of Bowie State University that all charges are due and payable at the time of registration. Cashier's checks, certified checks or money orders should be payable to Bowie State University for the exact amount of the charges. The University will pursue collection of all outstanding balances under regulations established by the State of Maryland. Accounts not paid to the University will be referred to the state of Maryland Central Collection Unit for possible legal action. Inquiries regarding payments, returned checks, refunds, and adjustments should be directed to the Office of Student Accounts.

Posters and Signs

Posters and signs to be distributed on campus must be approved by the University Wiseman Student Centre prior to posting. Those not appropriately certified will be promptly removed.

Sexual Relationships

Sexual relations should be governed by conscience, decorum, and concern for the rights of others. Responsible people are informed about birth control and sexually transmitted diseases including, but not limited to AIDS. Information is available to all students from residence hall staff members, the Division of Student Affairs and Campus Life, and the Health and Wellness Center, as well as a number of organizations in surrounding communities. Their addresses and phone numbers are located in the Health Center.

Solicitation

Peddlers and solicitors are not permitted in University buildings or on the Bowie State University campus without permission from the Wiseman Student Centre. Telephone soliciting is also prohibited at Bowie State University. Students aware of these activities should report them immediately to the Director of Residence Life or a Student Affairs and Campus Life staff member.

Transcripts and Financial Records

The Policy on Academic Transcripts and Financial Records sets out Bowie State University's policy on resident credit, calculation of grade point average and withholding academic and financial aid transcripts of students who are delinquent in the payment of their educational financial obligations. The full version of this policy is available in the Office of Enrollment, Recruitment, and Registration, the Financial Aid Office, and the Office of Student Accounts.

Sexual Assault Policy

I. Purpose

The policy serves to implement the University System of Maryland Policy on Sexual Assault. It also serves as a guide to students, staff and faculty when incidents on sexual assault occur on campus.

II. Applicability

Bowie State University's Policy on Sexual Assault is applicable to all Bowie State University students and employees, both faculty and non-faculty.

III. Policy Statement

A. Introduction

Bowie State University is committed to maintaining a working and learning environment in which faculty, staff and students can develop intellectually, professionally, personally and socially free from intimidation, fear, coercion, and reprisal. **Sexual assault is illegal.** The University will not tolerate illegal activity of any kind. Persons found in violation of this policy will be subject to disciplinary action and may be subject to arrest. To educate our community, seminars and workshops emphasizing safety and awareness of sexual assault will be sponsored by the Henry Wise Student Health and Wellness Center, Counseling Services, and the Office of Residence Life.

B. Definitions

The following policy recognizes two levels of sexual assault:

Sexual Assault I

By stranger or acquaintance, rape, forcible sodomy, or forcible sexual penetration, however slight, of another person's anal or genital opening with any object. These acts must be committed by either force, threat and intimidation or through the use of the victim's mental or physical helplessness of which the accused was aware or should have been made aware.

Sexual Assault II

By stranger or acquaintance, the touch of an unwilling person's intimate parts (defined as genitalia, groin, breast, or buttocks, or clothing covering them) or forcing an unwilling person to touch another's intimate parts. These acts must be committed either by force, threat, intimidation or through the use of the victim's mental or physical helplessness of which the accused was aware or should have been aware.

C. Protective Measures and Confidentiality

All persons who investigate sexual assaults or who assist victims of sexual assault shall maintain the strictest confidentiality in all matters pertaining to the victim and the investigation. Failure to exercise good faith in maintaining confidentiality may result in disciplinary actions and other serious sanctions.

D. Procedures to Follow if a Sexual Assault Occurs - If you are raped or sexually assaulted, you should:

- Get to a safe place as soon as you can;
- Try to preserve all physical evidence;
- Get medical attention;
- Contact the University police by calling 301-860-4040 or the Prince George's County Police by dialing 911;
- Talk with a counselor; and
- Contact someone you trust.

E. Initial Contacts –

1. Counseling Services, located on the third floor of the **Martin Luther King Building, 301-860-4164**, is one of Bowie State University's initial contact points to assist you following a sexual assault. When a report of sexual assault is made, a counselor will encourage you to contact law enforcement officials and obtain medical assistance as soon as possible following the incident so that you can receive guidance in the preservation of evidence needed for proof of criminal assaults and the apprehension and prosecution of the alleged perpetrator. If you request it, the Counselor will also assist you in contacting the proper law enforcement authorities, assist you with obtaining medical attention and provide transportation to the hospital or other emergency medical facility. The Counselor and other campus personnel retain the right to contact law enforcement officials directly where an issue of campus security is involved.

2. Campus Police – You may also wish to contact campus police at **301 860-4040**. If you are off campus, you can call 911 for local law enforcement officials.

3. Wellness Center- located on the lower level of Christa McAuliffe Residence Hall, **301-860-4170**. A sexual assault education program is located in the Wellness Center. The program consists of sexual violence workshops, information and referrals. A sexual assault program coordinator is available at **301-860-4173**. The program coordinator 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, she can also be contacted to provide specialized training to those who might be involved in providing services to or interacting with alleged victims.

The program is also responsible for ensuring 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.

F. Seek medical assistance

It is very important that you see a doctor as soon as possible after a sexual assault. A medical examination serves two (2) purposes: it ensures that you receive whatever medical aid you need and that any available evidence is collected. Counseling Services, (301) 860-4164 and Campus Safety 301-860-4040 will assist a victim in obtaining medical attention if the victim chooses, including providing transportation to the hospital or other emergency medical facility. A medical examination is always recommended even if you decide not to officially report the crime. It is a good idea to have evidence collected initially in case you decide to take legal action at a later date.

Immediate steps for self-care and safety – Immediately after the assault you may be in a state of shock. Usually, your first reaction will be to take a bath or shower. Please do not. Instead, wrap yourself in something warm such as a blanket or coat. Call someone to help you immediately. We recommend that you call the Counseling Services, 301-860-4164, for an initial contact. Victims react to this state of shock in different ways. Some are upset, angry or calm. Whatever your reaction, you may be able to make better decisions by talking to someone you trust or someone trained, instead of responding to your initial feelings immediately after the crime.

Staying warm, instead of cleaning up right away, will help you accomplish two important things: (1) you will be helping your body to recover from the shock due to the assault; and (2) you will not have disturbed or destroyed any evidence needed if you decide to prosecute.

It is extremely important that you:

DO NOT

- ◆ shower or bath
- ◆ brush or comb your hair
- ◆ douche
- ◆ urinate (if possible)
- ◆ change clothes
- ◆ eat or drink anything
- ◆ touch things at the crime scene

DO

- ◆ get to a safe place
- ◆ call the police for help
- ◆ lock doors and windows
- ◆ keep warm
- ◆ get medical attention
- ◆ write down all that you can remember
- ◆ take a change of clothes to the hospital or sexual assault center. If you must change your clothes, put them in a paper bag to give to the police (plastic destroys evidence)

G. Victim Services

1. The nearest hospital equipped with the Department of State Police Sexual Assault Evidence Collection Kit is **Prince George's Hospital Center**, 3001 Hospital Drive, Cheverly, Md. 20785. The telephone number is **(301) 618-3154**.

- a) The nearest sexual assault/rape crisis center is Prince George's Hospital Center, 3001 Hospital Drive, Cheverly, Md. 20785. The center provides free 24-hour support services for victims of rape, sexual assault and domestic violence. The telephone number is **301-618-3154**.
- b) The University Counseling Services provides individual and group Counseling for victims of sexual assault, sexual abuse and incest. The telephone number is **301-860-4164**.
- c) The Student Judicial Programs Officer in the Division of Student Affairs and Campus Life will provide assistance to students who report they are victims of sexual assault with a transfer to alternative classes or housing, if such alternatives are requested by the victim and are available, feasible and appropriate to the facts of the sexual assault reported. The telephone number is **301-860-3394**.
- d) The Director of Human Resources will provide assistance to student employees who report they are victims of sexual assault with an alternative employment situation if such an alternative is requested by the victim. The telephone number is **301-860-3450**.

IV. Victim Complaint

In addition to any criminal or civil procedures available under law, any act of sexual assault is a violation of this policy on sexual assault and may be a violation of BSU's Sexual Harassment Policy. If you wish to file criminal charges against a perpetrator of a sexual offense, contact Public Safety, 301-860-4040 or dial 911. If you wish to file a complaint under the University disciplinary system, follow the information outlined below:

A. Filing a complaint

- If the accused is an employee, a complaint may be filed with the Director of Human Resources, 301-860-3450.
- 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 301-860-3394.

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.

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 conduct 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 of 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 Vice President for Students Affairs. 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 Vice President for Students Affairs.

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 Vice President for Students Affairs. 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 Vice President for Students Affairs (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 Vice President for Students Affairs.

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

STUDENT RECORDS

[Family Policy Compliance Office \(FPCO\) Home](#)

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

FERPA gives students certain rights with respect to their education records:

- Students have the right to inspect and review their education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for students to review the records. Schools may charge a fee for copies.
- Students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the student has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the student in order to release any information from their education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

School officials with legitimate educational interest;

Other schools to which a student is transferring;

Specified officials for audit or evaluation purposes;

Appropriate parties in connection with financial aid to a student;

Organizations conducting certain studies for or on behalf of the school;

Accrediting organizations;

To comply with a judicial order or lawfully issued subpoena;

Appropriate officials in cases of health and safety emergencies;
and

State and local authorities, within a juvenile justice system,
pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell students about directory information and allow students a reasonable amount of time to request that the school not disclose directory information about them. Students wanting to withhold the release of their directory information must complete a REQUEST TO OPT OUT OF DIRECTORY INFORMATION form at <http://www.bowiestate.edu/academics/registration/forms/>. Submit the completed form to the Office of the Registrar in the Henry Administration Bldg, Suite 1200.

DISCIPLINARY PROCEDURES

SECTION I - Students are expected to maintain a high standard of conduct at all times. Since the University's role is to provide the best possible atmosphere for learning, students who violate the University's rules and regulations are subject to discipline. To the extent described below, the President of the University delegates authority over students to the Vice President for Students Affairs. The Vice President for Students Affairs supervises the Student Judicial Programs Officer who administers judicial procedures at the University and the Director of Residence Life who supervises judicial procedures for incidents occurring in the residence halls. The following policies apply to all undergraduate, graduate, and professional students of the University and all persons who are registered or enrolled in any credit or non-credit course or program offered by the University.

A. Initial Role of the Student Judicial Programs Officer

- The Student Judicial Programs Officer (SJPO) shall have responsibility for receiving or initiating complaints occurring outside the residence halls against students concerning their conduct when a complaint is received concerning conduct of another student. The SJPO shall make reasonable attempts to notify the student, in writing, of the specific charges against him/her of the hearing date at least seven (7) days before the hearing date.
- During the preliminary investigation of charges, the SJPO shall make an effort to arrange for the accused student to meet with his accuser in the presence of the SJPO. If an appropriate penalty can be agreed upon, the SJPO shall impose said penalty. The accused student retains the right to a hearing before the Hearing Board. In cases involving possible separation from the University, a hearing before the Hearing Board should be held.

B. Specifications of Fairness in University Student Disciplinary Hearings

Students have the following rights when they are charged with conduct that may result in suspension or expulsions:

1. Written notice of charges at least seven (7) days prior to a scheduled hearing. The notice requirement can be satisfied by personal service or by mailing a copy of the notice by certified mail with returned receipt requested to the accused student's last known mailing address, if residing on or off campus.
2. A fair and impartial hearing before the appropriate Judicial Board

3. An opportunity to review in advance any documentary evidence to be submitted at a hearing
4. The right to present a version of the facts through testimony and statements including the statements of witnesses
5. The right to hear all information against him/her and to have an individual provide legal counsel but not representation
6. A determination of the facts of the case based solely on what is presented at the hearing by the authority that holds the hearing
7. A written statement of the findings of fact
8. The right to have a taped or transcribed recording of the proceeding for the purpose of appeal

Procedures for Hearing Before University Judicial Boards

1. Hearings before the Judicial Board shall be conducted in such a manner as to ensure a just and fair deliberation. The hearing will be closed to members of the University community.
2. The accused student may challenge up to two members of the Board if sufficient cause can be given to have them removed. Sufficient cause can include prior conflicts but may not necessarily have the Board members removed. The Student Judicial Programs Officer, the Solicitor General, and the Chair will determine if removal is required. The Chair will then direct alternate members of the Board to replace those who are successfully challenged. If necessary, the Board will reconvene to acquire the alternate members.
3. If the accused student, after receiving appropriate notification of the date, time, and a hearing location, refuses to appear, the SJPO shall proceed in presenting the charges and evidence to the Board.
4. The University shall have the burden of proving that the student is responsible of the charge(s) by a preponderance of the evidence.
5. Witnesses who fail to appear when subpoenaed before the Judicial Board may be subject to disciplinary sanctions.
6. On behalf of the University, the charges and evidence may be presented by the SJPO or a representative of the SJPO.
7. The Board may address questions to any party or witness called by the parties, provided that the student charged shall not be compelled to testify against him/herself. The Board and/or student may request the SJPO to require the production of records or other exhibits. The student shall have the right to respond to any evidence introduced on behalf of the University.
8. The accused student may bring counsel to the Hearing but the counsel may not in any way represent the accused. Advice of a non-legal nature is all that is permissible.
9. Within seven (7) working days of the conclusion of the Hearing, the Judicial Officer shall submit a written report to the Dean for Student Affairs and Campus Life and the student(s) charged consisting of:
 - A. The notice of the charge;
 - B. A summary of the evidence presented;
 - C. The findings of the Board; and
 - D. The sanction(s) (if applicable).

10. The SJPO shall impose sanctions, which reflect the recommendations of the Board. The SJPO may not propose sanctions more severe than any recommended by the Board, but may substitute, eliminate, or augment sanctions, which call for probation. The student shall be notified in writing of the proposed sanctions and they shall become effective unless the student makes a written appeal to the Vice President for Student Affairs and Campus Life within seven (7) working days of written notification of the charges.

SECTION II

Judicial Boards. The University's judicial process is designed to serve both the interest of the institution and the student. There are two separate bodies within the system: the Bowie State University Judicial Board (BSUJB) and the Residence Hall Judicial Board (RLSJB).

A. Jurisdiction

The Residence Hall Student Judicial Board, managed by the Director of Residence Life, adjudicates cases involving violations of the residence hall contract and violations of the code, which occur in the residence halls. The Bowie State University Judicial Board is empowered to hear cases of any violations of the Student Code of Conduct regardless of the location of the incident and such violations, which may result in suspension or expulsion.

B. Residence Life Student Judicial Board Members

1. The Residence Hall Judicial Board (RLSJB) shall be composed of minimum of nine (7) students, one from each hall and chaired by the Assistant Director of Residence Life. Board members must have been in full-time attendance in the residence halls for at least one (1) full semester prior to their appointment, must be full-time students, and must reside in the residence hall throughout their period of service. They must have clear conduct records and must have and maintain a cumulative and semester grade point average of at least 2.5.
2. The Chair, with the right to vote, will be selected by the RLSJB from among its members.
3. Members of the RLSJB will automatically vacate their position if they fail to maintain a cumulative and semester grade point average of 2.5, if they incur disciplinary action, or if they move from the residence hall in which they are serving.
4. The terms of office appointed members of the RLSJB will be one year, commencing with the second Tuesday in October of the academic year and terminating at that meeting of the end of the academic year.
5. A quorum will consist of at least five (4) voting members. Decisions will be reached by a majority of those members present.

The Bowie State University Judicial Board Members

1. The University Judicial Board (BSUJB) shall be composed of four (4) students, including the Solicitor General, two (2) faculty members and three (3) administrators when available. The student members must have been in full-time attendance at the University for at least one full semester prior to their appointment, must have a clear conduct record, must have and maintain a cumulative and a semester GPA of 2.3.
2. The term of office for members of the BSUJB will be one year, commencing on the first Student Legislative meeting of the academic year.

3. Student members of the BSUJB will automatically vacate their office if they fail to maintain a cumulative and a semester grade point average of 2.3, if they incur disciplinary action, or if they cease to be full-time students.
4. A quorum will consist of at least five (5) voting members of the BSUJB. Decisions will be reached by majority vote of those members present. If regular board members cannot be reached, up to two students who are full-time students and have no disciplinary actions against them can be used in an emergency or during off semester months.
5. A special BSUJB will be selected for the Summer Session by the Solicitor General and the SJPO, which must have at least one staff or faculty member, two students, and one administrator (when available).
6. A Chair, with the right to vote, will be elected by the members of BSUJB. This Chair will be called the Chief Justice. The Chief Justice should be re-appointed as a member of the BSUJB the following year. The SJPO or designee will serve as ex-officio administrative secretary to the BSUJB, without the right to vote. A hearing will not be valid unless this person has been given the opportunity to be present.

D. The Role of the Solicitor General

The Solicitor General serves as general administrative officer for the Bowie State University Judicial Board. The duties of the Solicitor General include, but are not limited to, the following:

- Advising students of their rights when they have been charged with an offense;
- Evaluating the university judicial system at least once each semester;
- Reviewing constitutional questions which relate to the Student Government Association and making appropriate recommendations;
- Citing precedents for the judicial board;
- Recommending board members to the SJPO;
- Implementing a training program in conjunction with the SJPO for the participant in the University Judicial system;
- Resolving jurisdictional questions; and
- Being aware of reports of violations by students to any the University Judicial Board.

The University reserves the right to take disciplinary measures compatible with its own best interest. Please review the Bowie State University Code of Conduct

SECTION III: INTERPRETATION OF REGULATIONS

Section I. Student Code of Conduct

Bowie State University is a learning community. In order for the University to meet its educational goals, we must be a disciplined community. Such a community offers an environment that allows individuals to develop their full potential. To that end, the University has created a set of standards regarding personal conduct within this community. Personal responsibility and respect for others are the essential values underlying these standards.

Teaching students to accept responsibility for their behavior and to respect the rights of others is a high priority for our university community. The community benefits from this instruction through the improvement of the learning environment. Students become more productive when they have adopted these values. One of our responsibilities is to

challenge behavior that violates the rights of others or which violates the laws of the larger society.

By holding each student to a high standard of behavior, we both protect the campus community, and promote the moral and ethical development of students. In doing so, we also have an obligation to regard each student as an individual, deserving individual attention, consideration and respect. Behavior, which is prohibited by these standards, is outlined within the code. These standards arise from the important values of personal responsibility and respect for others. By presenting these to you, we hope to begin a process that will lead to your support of the guidelines and the values upon which they are based.

We believe that the educational focus of our institution will be served best by a serious commitment to helping students develop responsible personal attitudes and behavior. We feel it is our responsibility to establish behavioral guidelines that are stated clearly and to define the consequences for those acts outside of these guidelines.

We intend to fulfill this goal by making these guidelines and consequences well known to all members of our community. It is our hope that the response to these expectations will be a positive one that enables our community to better achieve its educational mission and to affirm the wholeness of that mission, inside and outside of the classroom.

Section II. Purpose, General Provisions & Philosophy

- A. The primary purpose of this Code of Student Conduct is to serve the interests of both the BSU community and the individual student by: (1) prescribing the standards of behavior conduct expected of students; (2) outlining actions which can be taken when misconduct occurs; (3) establishing procedures which ensure due process in the adjudication of complaints concerning students; and (4) imposing sanctions in the University setting to protect, deter, and educate students that violate the Code of Student Conduct.
- B. The Student Judicial Programs Office promotes the concepts of fairness and due process in judicial settings throughout the University community, while striking a balance between community standards and individual behavior through the educational development of students.
- C. All students are subject to the Code of Student Conduct. Individuals who are not currently enrolled at the University remain subject to the disciplinary process for conduct that occurred during any period of enrollment, for conduct that occurred during a period between any consecutive semesters, terms, or summer sessions for which they are enrolled, or for conduct that occurred during the time after admission to the University but prior to first enrollment, and for statements, acts or omissions related to application for enrollment.
- D. BSU is strongly committed to an academic environment which supports the humanity and dignity of all persons. As such, any behavior which threatens that principle shall be subject to severe sanctions. In this regard, any physical or sexual assault or other act which threatens the safety or well being of other persons shall be viewed as extremely serious and subject to the most serious sanctions, including suspension or expulsions from the University.
- E. BSU is also strongly committed to an academic environment that supports the health, safety, and well being of all persons. Any behavior that violates this principle shall be subject to severe sanctions. To that end, the possession, use, or

distribution of controlled dangerous substances or alcohol shall be viewed as extremely serious. Violations of this kind shall subject a student to the most serious sanctions, which may include suspension or expulsion from the University.

- F. The University is committed to an academic and employment environment free from unwelcome sexual advances, requests for sexual favors, and other forms of sexual harassment. Sexual Harassment is a form of sex discrimination and is illegal. Harassment and retaliation against persons filing discrimination charges is illegal. (For a full copy of the policy, refer to the BSU Policies and Procedures Manual, policy no. VI.120)
- G. All proceedings of the University's student judicial process are confidential in accordance with the Family Educational Rights and Privacy Act (FERPA), the University's Policy on the Disclosure of Student Records states that students' judicial and disciplinary records are educational documents. The Student Right-to-Know and Campus Security Act modified FERPA to allow institutions to inform victims of the outcome of student judicial proceedings regarding an alleged crime of violence as defined by the U.S. Code. The Student Right-to-Know and Campus Security Act was amended by the Higher Education Amendments of 1992 (sometimes known as the Campus Sexual Assault Victims Bill of Rights Act) requiring the University to inform the victim of an alleged sexual assault of the final outcome of student judicial proceedings against the charged student.

Although all Judicial Proceedings are considered confidential, FERPA permits and, in some cases, requires the release of these records, with and without notice to the student. Some of the exceptional circumstances recognized in FERPA include, but are not limited to, release in response to a subpoena, release of parents of income tax dependent students, and permissible disclosure to parents or legal guardians of the results of disciplinary hearings if the student is less than 21 years of age and has been found responsible for violating campus policy regarding the use or possession of alcohol or a controlled substance. The University may be compelled, under the Maryland Public Information Act, to release disciplinary records of students found to have committed crimes or violence and non-forcible sex offenses.

Section III. University Behavior Standard of Personal and Group Conduct

The following forms of conduct are prohibited by Bowie State University and are subject to disciplinary action. Attempts to commit acts prohibited by this Code shall be punished to the same extent as completed violations. Penalties for off-campus misconduct shall not be more severe than for similar on-campus misconduct. **(Excluding the Riot Policy, see Violation #31) University Judicial Action May be Taken in Addition to Actions Which May be Taken by Civil or Criminal Courts.**

1. Destructive Behaviors Involving Harm to Self and/or Others Arising From Psychological Issues

These are the procedures that will be conducted by Bowie State University in the event of an act of destructive behavior involving harm to self and/or others committed on the University campus. The University recognizes that these acts may stem from psychological problems. Bowie State University's procedures on destructive behaviors are applicable to all Bowie State University students.

Bowie State University is dedicated to providing an environment that provides for the physical, emotional, and psychological well-being of its constituents. Therefore, harm to self or others on the University campus will be addressed in a proactive manner. Harm to self may include, but is not limited to, such acts as

cutting, suicidal attempts, repeated accidents, or dangerous behaviors. Harm to others may include, but is not limited to, such acts as assault, sexual assault, or domestic violence.

Information regarding harm to self or others will be referred to such appropriate persons as Public Safety, Vice-President for Student Affairs, Director of the Henry Wise Wellness Center, and Counseling Services. Confidentiality of records and/or information will be appropriately maintained. Any Bowie State University student who has engaged in harm to self and/or others will be treated as a medical, psychological, and/or Public Safety emergency. A Public Safety representative will assist in making a general assessment of the potential emergency and contacting other appropriate personnel.

Once the problem has been deemed a medical or psychological emergency, Public Safety or the University Wellness Center staff will summons an ambulance and specify that the student be transported to the hospital. If the student refuses to be transported to the hospital, an emergency petition may be sought by Public Safety. In other cases, parents or guardians may be contacted and required to escort the student.

A written letter stating requirements for re-entry to the University will subsequently be provided to the student by the Office of Student Affairs. The letter will state that the student will not be allowed to return to class and/or the residence halls until cleared by his or her licensed mental health professional such as a psychiatrist and/or psychologist. When a student cannot speak or comprehend coherently, a family representative will be contacted and apprised of the need for medical documentation prior to clearance to return to the University.

If a student fails to provide the required medical documentation after proper notification, the Vice-President for Student Affairs or designee will intervene to ensure that the student is withdrawn from class and a notification of such will be provided to faculty.

A student involved in a situation involving harm to others will undergo a hearing conducted by the University Judicial Board. A Student may request an appeal of a decision rendered by the University Judicial Board by contacting the Vice-President for Student Affairs.

Upon re-entry to Bowie State University, a student may subsequently be required to see a counselor in Counseling Services or continue with a treatment plan with an outside professional. In some cases of harm to self or others, a student may be subject to an involuntary administrative withdrawal from Bowie State University.

2. Academic Dishonesty

Academic dishonesty is defined to include any form of cheating and/or plagiarism. Cheating includes, but is not limited to, such acts as stealing or altering testing instruments; falsifying the identity of persons for any academic purpose; offering, giving or receiving unauthorized assistance on an examination, quiz or other written or oral material in a course; or falsifying information on any type of academic record. Plagiarism is the presentation of written or oral material in a manner which conceals the true source of documentary material; or the presentation of materials which uses hypotheses, conclusions, evidence, data, or the like, in a way that the student appears to have done work which he/she did not, in fact, do. In cases involving academic dishonesty, a failing grade or a grade of zero (0) for either an assignment and/or a course may be administered.

Students who are expelled or suspended for reasons of academic dishonesty are not admissible to other institutions within the University System of Maryland.

3. Network System Misuse and Dishonesty

The University considers any misuse of its software programs to be a serious offense. A student may not attempt to degrade the performance of the software programs, to seek to penetrate its security, or in any way deprive other users of resources or access to the computer. Further violations include, but are not limited to, (a) using a computer account belonging to another individual without the explicit permission of that individual; (b) tampering with the operation of the University's software programs including both its equipment and its software; (c) using the system for commercial purposes; (d) using the network system to send abusive, obscene, or otherwise harassing communications.

4. Falsification of Information

Falsifications of information includes but are not limited to any form of providing false or misleading information, written or oral, in a manner which has the intent or effect of deceiving authorized university personnel, including members of judicial hearing panels, or of altering or falsifying official institutional records. Misrepresentation of oneself or of an organization as an agent of the University will also be considered a violation of this section.

5. Illegal Use or Possession of Alcoholic Beverages

Bowie State University does not encourage or support alcohol use on campus. Unauthorized possession, use, or distribution of alcoholic beverages is prohibited by any student or student group on campus or at University-sponsored events on and off campus. Authorization must be obtained by the Vice President of Student Affairs. Under no circumstances is alcohol permitted in any residential facility owned and operated by the University. According to Maryland law (HB 1395), anyone who willfully furnishes an alcoholic beverage to any individual under the age of 21 years can be charged a fine not exceeding \$1000 or 60 days imprisonment or both.

6. Misconduct Involving Illegal Drugs or Controlled Substances

The University prohibits the possession, use, distribution, or sale of any illegal drugs or controlled substances on the campus, the areas surrounding the campus, or at University-sponsored events on and off campus. Students found responsible of violating the policy (as set forth below), will be subject to disciplinary action which could include suspension from the University.

It is the expectation of Bowie State University that students, faculty, and staff who observe or suspect that a violation of the substance abuse policy is being committed in noted jurisdictions will report it to the appropriate authorities. While the major thrust of Bowie State University is drug education and prevention, the University will take appropriate disciplinary action to provide a drug free environment in which our students may grow intellectually and socially.

7. Obstruction of the Rights of Others

The University is committed to the maintenance of freedom of speech, press, expression, association, and access to the established educational facilities and processes. At the same time, the University will not tolerate willful efforts of

individuals or groups to limit the exercise of those freedoms by others or to disrupt the normal processes by which the University fulfills its educational mission. Accordingly, University action and/or appropriate public law enforcement action will be taken against persons who willfully limit the protected freedom of others through disorderly assembly, disorderly picketing, obstruction of free speech, press, expression, assembly or access to the facilities and processes of the University.

8. Disruptive Behavior

The University prohibits disorderly or disruptive conduct which substantially threatens, harms, or interferes with university personnel or orderly university processes and functions. Disruptive behavior includes indecent exposure, lewd behavior, bomb threats, false fire alarms and other actions which disrupt normal university functions, activities and processes. A faculty member may require a student to leave the classroom when his/her behavior disrupts the learning environment of the class. A student found responsible for disruptive behavior in the classroom may be administratively withdrawn from the course.

9. Discriminatory Conduct

The University prohibits acts of violence directed against individuals, groups, or institutions because of race, religion, ethnic background, sexual orientation and/or other forms of diversity.

10. Violence to Persons

The University prohibits acts of violence to other persons by individuals or groups. Acts of violence for the purposes of this section include assault, hazing, battery, and/or actions in reckless disregard of human life and safety. Assault includes verbal or written acts which place a person in personal fear or which have the effect of harassing or intimidating a person. Battery includes the unauthorized touching of another person. Students found responsible for violence to persons involving serious physical injury will be subject to a recommendation of suspension or expulsion from the University.

11. Theft, Destruction and Abuse of Property

The University will hold individuals or groups responsible for intentional or negligent acts involving completed or attempted damage to, abuse of, or theft of university or private property.

The term "theft" includes, but is not limited to, any act of shoplifting of university property whereby a person removes, possesses, conceals, alters the price tags or labels on, tampers with containers of, or otherwise appropriates goods or merchandise without authorization or proper payment. For the purposes of this section, property offenses include, but are not limited to: (a) malicious destruction, defacement, damage or misuse of university property or of private or public property; (b) misuse of any university issued property, e.g. ID cards, meal tickets, athletic equipment, etc, and (c) littering on campus or on private property. Individuals or groups found responsible for theft, destruction or abuse of property may be required to make just restitution for the loss of damage in addition to other sanction which might be imposed.

12. Firearms, Weapons and other Dangerous Contraband

The University prohibits the use or possession of firearms, weapons (such as, but not limited to knives, clubs, sticks, B.B. gun, modified equipment with the potential use as a weapon) or other dangerous contraband objects. This includes such items on one's person, in one's room, in one's automobile or in any other property or personal effects of any student at any time.

13. Violation of Fire and Other Campus Safety Regulations

The University and the State of Maryland prohibit the tampering with, removal of, setting off or damage to fire equipment or alarm systems in any university building when no fire or immediate danger of fire exists. Violation of other campus safety regulations is also prohibited by this section. These include, but are not limited to: (a) setting unauthorized fires; (b) turning in false fire alarms; (c) possession, use or threatened use of fireworks, bombs or explosive devices of any type; and (d) failure to comply with evacuation procedures.

14. Hazing

The University considers hazing, as defined below, to be indefensible and contrary to the interests of the university community. Hazing is defined, for the purpose of this section, as

- (1) any activity or action which subtly, flagrantly or deliberately demeans, embarrasses, threatens, invites ridicule or draws inappropriate or negative attention to a member, and/or an attitude which implies one member is superior to another or that initiation must be earned through personal services or meaningless activities for initiated members; and/or
- (2) actions which result in the impairment of academic performance or of the proper fulfillment of obligations to university sponsored groups; and/or
- (3) retaliation or threats of retaliation against persons reporting acts prohibited by this section. Any violation of the University's Hazing Policy will be considered a violation of this section.

15. Entry of Restricted Areas

Unauthorized entry or attempted entry of students into university buildings, rooms, or facilities, including residence halls during hours when such buildings or facilities are locked or closed to the student body and the public is prohibited. Failure or refusal to leave a university facility during or after normal operating hours, after being reasonably requested to do so by authorized university personnel, is similarly prohibited for the purpose of this section, such a request would be reasonable if the surrounding circumstances indicate that the person has no lawful business to pursue in the facility or is acting in a manner which is disruptive or disturbing to the normal educational or business functions of the University.

16. Ignoring or Refusing a Reasonable Request of Authorized University Personnel

The University and the State of Maryland require that individuals or group must comply with a reasonable and lawful request or direction by authorized university personnel in the performance of their official duties.

17. Violations of Federal, State, and Local Laws

Students are responsible for knowing and observing all local, state and federal laws. Action by law enforcement agencies, or lack of such action, will not preclude action by the University as well, in the event the misconduct in question also constitutes a violation of the Code of Conduct.

18. Misconduct of Registered Student Groups

The University reserves the right to take action against a student group for conduct prohibited by the Student Code of Conduct. Such acts of misconduct by students engaged in organized activities of registered student groups, including fraternities and sororities, athletic teams, whether committed on or off campus, are subject to disciplinary action. An “organized activity” is any activity which is conducted under the auspices, sponsorship, or supervision of a registered student group or recognized organization of the University.

19. Off-Campus Student Behavior

Individuals and groups sponsoring activities off-campus have a responsibility to conduct such activities within the laws and ordinances of the community. It is expected that students will conduct themselves in a manner that demonstrates their respect for the rights of others. The University reserves the right to take appropriate action when behavior of an individual, group, and/or organization interferes with the mission of the University and presents a danger to the health, safety, and well being of others.

20. Serious Criminal Offenses

Students accused of serious criminal offenses on- or off-campus shall be subject to University disciplinary action, including interim suspension, pending a prompt hearing. Serious criminal offenses shall include behavior which: (a) is defined as a felony under Maryland law, (b) indicates that the student constitutes a substantial danger to the safety or property of the University or members of the campus community, and (c) flagrant disregard for the law regarding violations of the substance abuse policy. **THE UNIVERSITY RESERVES THE RIGHT TO TAKE ACTION THROUGH ITS JUDICIAL SYSTEM PRIOR TO OR SIMULTANEOUSLY DURING THE DISPOSITION OF ANY ACTION THAT MAY RESULT FROM CRIMINAL PROCEEDINGS.**

21. Endangering the Health and Safety of Others

The University will hold individuals or groups responsible for actions which endanger the safety, health or life of any person.

22. Sexual Harassment (State Code 29.DRF 1601)

(This statement includes the sections of the University Policy on Sexual Harassment applicable to students. For the complete statement of the Bowie State University policy on Sexual Harassment, see excerpt of the Student Handbook.)

23. Sexual Offenses

The University System recognizes two levels of sexual assault:

a) **Sexual Assault I**

By stranger or acquaintance: rape, forcible sodomy, or forcible sexual penetration, however slight, of another person's anal or genital opening with any object. These acts must be committed either by force, threat, intimidation or through the use of the victim's mental or physical helplessness of which the accused was aware or should have been aware. [The complete policy can be found in the University's Policies and Procedures Manual—VI-1.30]

b) **Sexual Assault II**

By stranger or acquaintance, the touch of an unwilling person's intimate parts (defined as genitalia, groin, breast, or buttocks, or clothing covering them) or forcing an unwilling person to touch another's intimate parts. These acts must be committed either by force, threat, intimidation or through the use of the victim's mental or physical helplessness of which the accused was aware or should have been aware. [The complete policy can be found in the University's Policies and Procedures Manual—VI—1.30]

24. Standard of Appropriate Dress

This code is based on the theory that learning to use socially acceptable manners and to select attire appropriate to specific occasions and activities are critical factors in the total educational process. Understanding and employing these behaviors, not only improve the quality of one's life, contribute to optimum morale, and embellish the overall campus image; they also play a major role in instilling a sense of integrity and an appreciation for values and ethics. The continuous demonstration of appropriate behavior and dress insures that Bowie State University students meet the very minimum standards of quality achievement in the social, physical, moral and educational aspects of their lives—essential areas of development necessary for propelling students toward successful careers.

On this premise Bowie State University students are expected to Dress and Behave appropriately at all times.

25. Physical or Emotional Harassment

Harassment is defined as engaging in intentional conduct directed at a specific person or persons which seriously alarms or intimidates such persons and which serves no legitimate purpose. Such conduct may include: explicit or implicit threats, including gestures which place a person in reasonable fear of unwelcome physical contact, harm or death; following a person about in a public place or to or from his or her residence; making remarks in a public place to a specific person which are by common usage lewd, obscene, expose a person to public hatred or that can reasonably be expected to have tendency to cause acts of violence by the person to whom the remark is addressed; or communicating anonymously by voice or graphic means or making an anonymous or intentional telephone call whether or not a conversation ensues. This includes harassment via the use of technology.

26. Violating the Terms of a Sanction

The University expects students to accept responsibility and the consequences for their decisions and behavior. Students who do not complete an imposed sanction will be subject to additional sanctions.

27. Gambling

Gambling is prohibited throughout the campus. Gambling includes card playing, craps, or any other recreation which is done for money.

28. Residence Hall Violations

The terms and conditions of the Residence Hall Contract will be incorporated into the University standards of Personal and Group Conduct for those students who choose to live in campus residence halls. Students abide by the guidelines set forth in the contract when visiting the residence halls.

29. Other

At certain times, violations of University policies and regulations may occur which appear in other official publications of the University. In such cases, a specific reference to those policies, guidelines or regulations shall be made.

30. Non-Discrimination

Bowie State University has affirmed its commitment to maintaining a community where the rights of others are respected. Moreover, in the interest of individual and institutional protection against legal liability, it is imperative that all members of the University community be informed of policies regarding discrimination. Allegations of discrimination/harassment are generally investigated by the Equal Employment Opportunity (EEO) Officer, Mr. Glenn Isaac 301-860-3442.

31. Policy on Event-Related Student Misconduct

In accordance with the University System of Maryland Board of Regents Policy on Event-Related Student Misconduct (V-8.0), approved February 10, 2006, Bowie State University has developed this Policy to set forth the process for handling allegations of student event-related misconduct at the University—on- or off- campus.

Definition: Event-Related Student Misconduct shall be broadly defined in this policy as, but is not limited to rioting, assault, theft, vandalism, fire-setting, or other serious misconduct related to a University-sponsored event, occurring on- or off-campus, that results in harm to persons or property or otherwise poses a threat to the stability of the campus or campus community. The term “University-sponsored event” means any activity on- or off-campus that is initiated, aided, authorized or supervised by Bowie State University.

Jurisdiction: Any student misconduct that is a direct result of a University-sponsored event, on- or off-campus shall be deemed a violation of the Student Code of Conduct and will be subject to University judicial proceedings. For events that occur off-campus; the University must be notified in writing by an official law enforcement agency and/or person(s) directly affected by the misconduct. Upon receiving written notification, with supporting documentation the student will be subject to on-campus judicial proceedings, even if court proceedings are pending.

Disciplinary Proceedings: For a detailed outline of the University judicial proceedings, please refer to the Student Handbook. It is important to note that campus disciplinary action for event-related misconduct may take place regardless of the existence, status or outcome of any criminal charges in a court

of law related to the misconduct. Any decision to impose a sanction less than suspension or expulsion, for event-related misconduct must be supported by written findings and signed by the Vice President for Student Affairs. This stipulation will supersede any sanctioning guidelines established under the current Code of Conduct for unrelated misconduct. **A student suspended and/or expelled under this policy shall not be admitted to any other institution in the System during the term of the suspension/expulsion.**

A record of any suspension or expulsion under this policy shall be noted on the student's transcript.

Section IV. Sanctions

One or more of the following sanctions may be imposed for violations of the Student Code of Conduct. A hearing panel/officer may take into consideration several factors when determining an appropriate sanction. Such factors to be considered shall be the present demeanor and past disciplinary record of the offender, as well as the nature of the offense and the severity of any damage, injury, or harm resulting from it.

1. **Expulsion:** The hearing board/officer may recommend expulsion to the Office of the Vice President for Student Affairs. Expulsion constitutes permanent withdrawal by the President privileges of registration, class attendance, and the use of University facilities. Any student who is expelled shall not be entitled to any tuition or fee refund. Expulsion is permanently recorded on the student's academic record.
2. **Dismissal:** Dismissal is the withdrawal by the President of the University registration, permission to attend classes and of "University privileges" with no promise that the student may return. Dismissal is recorded in the confidential records of the Office of the Vice President for Student Affairs and in the student's academic record. A student who has been dismissed is not eligible for readmission sooner than one year following dismissal and then only upon approval by the President. The notation of the dismissal is removed from the academic record upon readmission.
3. **Disciplinary Suspension:** The hearing board/officer may recommend suspension to the Vice President for Student Affairs. Suspension involves separation of the student from the University for a specific period of time. Upon termination of the suspension, the student shall be considered for readmission in compliance with the academic admission standards in effect, and subject to review by the appropriate academic Dean. The term of suspension is recorded in the student's academic records. Any student who is suspended shall not be entitled to any tuition or fee refund.
4. **Disciplinary Probation:** Disciplinary probation is imposed for a specific period of time. The student on disciplinary probation may be subject to additional restrictions or obligations during the probationary period. While on probation a student may not represent the University in any capacity. A student on probation may not hold office in Student Government or any student organization.
5. **Loss of Privilege:** Loss of privilege is a withdrawal of a privilege or use of a service for a specified period of time.
6. **Disciplinary Reprimand:** Disciplinary reprimand involves formal written warning to the student or student organization that further misconduct may result in more severe disciplinary action.

7. **Suspension of Group:** Suspension shall consist of the withdrawal of an organization's recognition by the University for a stated period of time when an organization is found to have violated regulations. Suspension shall result in complete suspension of the activities of the group during the stated period of time and may also include conditions for removal of suspension.
8. **Organization Dissolution:** Organizational dissolution is a sanction imposed only upon student organizations guilty of serious and/or repeated violations of these standards.

The sanction involves permanent withdrawal of recognition by the University, denial of the use of University facilities or funds, and official dissolution of the organization on the campus.

9. **Restitution:** Restitution may be imposed on students whose violations of these standards have involved monetary loss or damage. Restitution as imposed by the hearing board/officer becomes a financial obligation to the University. A disciplinary hold shall be placed on the student's record until full restitution has been satisfied.
10. **Cancellation of Housing Contract:** The hearing board/officer has the option of recommending to the Director of Residence Life that a student's housing contract be cancelled if the seriousness of the violation warrants such action. Any student who has his/her housing contract cancelled shall not be entitled to any housing deposit or fee refund.
11. **Interim Suspension:** An interim suspension requires that a student immediately leave the campus. It may be imposed upon the student by the Vice President for Student Affairs with concurrence of the President when the Vice President has reason to believe:
 - the safety and well being of students, faculty and university property is in jeopardy, or the student's own physical or emotional safety is in jeopardy, or
 - the student poses an immediate threat of disruption or interference to the normal conduct of the University, or
 - there exists a flagrant disregard of the law regarding violations of the Substance Abuse Policy, i.e., public drinking, marijuana smoking, etc.

In enforcing this sanction, the Vice President for Student Affairs may rely upon information supplied by others. If any student returns to campus during his/her interim suspension, without written permission from the Vice President, unless he/she returns solely to attend a disciplinary hearing, he/she shall be subject to disciplinary dismissal, disciplinary expulsion, or criminal prosecution. Interim suspension is recorded in the confidential disciplinary records of the Vice President for Student Affairs.

12. **Other Sanctions:** Sanctions other than those described above may be imposed for violations of these standards according to the judgment of the hearing board/officer and, where applicable, the appropriate Dean or Vice President. For example, cases of academic dishonesty may lead to the vacating of grades or extra work assignments. In other instances, students' participation in extra-curricular or athletic activities may be limited. In response to other violations, the hearing board may impose constructive work assignments, community service, education conferences, referral to education programs (e.g., Alcohol, Tobacco, and Other Drug Prevention Program), fines or other appropriate sanctions.

Administrative Applied Sanctions

After a violation report has been filed, and responsibility has been established, the Judicial Programs Officer will determine whether or not an administratively applied sanction (AAS) may be used in dealing with the case. An administratively applied sanction may be imposed if the following criteria are met:

1. If there is an agreement on the referred person's part that the description is accurate and the violations did occur.
2. The violations constitute an infraction which, from the administrator's past experience, would result in a sanction of Disciplinary Reprimand and/or other sanctions.
3. The student(s) referred has no previous disciplinary record in the form of warning letters or referrals.
4. The referring party agrees to the use of an administratively applied sanction.
5. The administrator will discuss the AAS with the referred student, but it will not become official until all parties have agreed to its use and any requirements (i.e., projects, meetings, etc.) have been fulfilled. If these requirements are not met, a formal hearing will be convened. The administrator may require a hearing for a referral where an AAS could be applied if it is felt that the educational benefits can be best achieved by a formal hearing. A student who has received an AAS is not eligible to have any subsequent referral handled through an administratively applied sanction.

Section V. Appeals

Either the student charged or the person who filed the charge may appeal a decision of the Judicial Board. Request for review must be made in writing to the Vice President for Student Affairs within three (3) days of the notice of findings of fact and proposed sanctions. Request for review shall be promptly transmitted, along with appropriate hearing documents, to the Office of the Vice President for Student Affairs.

The findings of Judicial Boards may be reviewed based upon any of the following:

1. Decisions which are unsupported by substantial evidence in the view of the entire record.
2. Substantial departure from, or denial of, rights or provisions enumerated under "Procedures for Hearings Before Judicial Board.
3. New evidence discovered, previously unavailable which, if proven accurate, would substantially alter the decision as the guilt or innocence of the student charged or as to the sanction imposed.
4. A reasonable claim that the sanction imposed is disproportionate to the gravity of the conduct.

The accused student and the person who filed the charge shall be notified in writing of the decision on whether or not to grant the review on the decision upon which the review is granted. The Vice President for Student Affairs or his/her designee shall within five (5) days upon receipt of record, render a decision of the Judicial Officer, modify the decision, vacate the decision and/or remand the matter to the Judicial Board for reconsideration.

Section VI. Disciplinary Records

All disciplinary sanction records are maintained in the confidential file in the Office of the Vice President for Student Affairs for seven (7) years after a student has been found in violation of the Student Code of Conduct.

SUBSTANCE ABUSE POLICY AND PREVENTION PROGRAM

It is the position of Bowie State University not to condone or permit the possession, use, distribution, or sale of any controlled dangerous substance on the campus, the areas surrounding the campus, at University-sponsored events on and off the campus. It is the expectation of Bowie State University that students, faculty, and staff who observe or suspect that a violation of the substance abuse policy is being committed in noted jurisdictions will report it to the appropriate authorities. While the major thrust of Bowie State University is drug education and prevention, the University will take appropriate disciplinary actions to provide a drug free environment in which our students may grow intellectually and socially.

Sanctions

Students found responsible of drug related offenses are subject to campus disciplinary action, which provides for sanctions of varying severity- including suspension and expulsion. Students who are suspended from Bowie State University will be required to provide documentation that they have received treatment prior to readmission to Bowie State University. The campus police will be notified and the parent(s)/legal guardian(s) of students under the age of 21. Where deemed appropriate, referrals for drug treatment and counseling will be available. Campus disciplinary actions regarding drug abuse is grounded in the laws of the state of Maryland and of the United States. Therefore, more severe violations of the substance abuse policy, such as: possession with intent to distribute, purchasing for a minor, destruction of property or assault and battery while under the influence of substance use, may subject the student to immediate suspension and/or arrest.

In general, Bowie State University will rationally and non-discriminately impose penalties for drug related misconduct from the range of sanctions provided for in the Student Code of Conduct. Students facing suspension, dismissal or expulsion from Bowie State University and/or the residence hall are entitled to due process as outlined in the Student Handbook. In instances where outside criminal prosecution is pending, Bowie State University is not required to await the outcome before initiating proceedings to suspend, dismiss, or expel a student or to impose whatever other penalty is appropriate for the violation of University rules.

Student Alcohol Policy

Bowie State University maintains a zero-tolerance student alcohol policy. Students found responsible of violating this policy will be subject to disciplinary actions which could include suspension from the University.

Summary of Applicable Laws

Students and employees at Bowie State University are subject to Federal, state and local laws for the possession and distribution of illegal drugs.

Federal Laws

Federal law 21 USCA, sections 841 and 844 to 845a (1990), states that it is unlawful to possess any controlled substance.

For other illegal drugs, the penalty for simple possession is a fine of at least \$1000 and/or imprisonment for up to 3 years. The penalties increase if the possession includes intent to manufacture, distribute, or dispense a controlled substance, especially if done so near a

public or private elementary, vocational, or secondary school, or a public or private college or University.

Any person who violates this law shall also be liable to the U.S. for an amount up to \$10,000 in civil penalties.

The Drug Free Schools and Communities Act Amendment of 1989

Notwithstanding any other provision of law, no institution of higher education shall be eligible to receive funds or any form of financial assistance under any Federal program, including participation in any federally funded or guaranteed student loan program, unless it certifies to the Secretary that it has adopted and has implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees.

Maryland State Law

Md. Ann. Code Art. 27, section 286 (1999) states that any person who unlawfully manufactures or distributes any controlled dangerous substances may be fined up to \$25,000 and may be imprisoned for up to 20 years for a first offense. It is illegal in the state of Maryland, Md. Ann. Code Art. 27, sections 400 to 403B, for any person to misrepresent his or her age to obtain alcohol, or to possess alcoholic beverages with the intent to consume them. It is also illegal to furnish alcohol to a person under 21, or to obtain alcohol on the behalf of someone under 21. The penalty is a fine of up to \$500 for a first offense, and up to \$1000 for repeat offenses.

Local Laws

In Prince George's County, Code Section 14-151 to 14-155 (1995), it is unlawful for any person to use or possess with the intent of using or to sell any drug paraphernalia, with fines not exceeding \$1000 and possible imprisonment of up to six months. It is also illegal in Prince George's County to consume alcohol on any public property, street, or highway, with penalties including a fine of up to \$100.

PART I – Students

The Bowie State University Student Substance Abuse Policy has been adopted to comply with the letter and spirit of Maryland state laws regulating alcoholic beverages and with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226). The Office of the Dean for Students Affairs and Campus Life oversees the administration of this policy and adjudicates violations.

Substance Abuse Education

The use of controlled substances and the abuse of alcohol present a serious threat to individual health and everyone's safety. Moreover, the use of illegal drugs and the abuse of alcohol can result in less than complete reliability, stability, and good judgment which is inconsistent with the standards set for the faculty, staff, and students of this University.

The use, possession, and/or sale of illegal drugs are considered violations of Bowie State University's Student Code of Conduct. Any student who uses, possesses, or sells illegal drugs shall be subject to discipline, including mandatory counseling, suspension, or expulsion from the University. The University will take disciplinary action based on reasonable available information; such action will be independent of any civil or criminal processes precipitated by the same incident and will follow the policies and procedures of the University's judicial process.

Health Risks

Substance abuse is now recognized as the number one public health problem in the United States. Approximately 30% of all admissions to general hospitals and 50% of psychiatric hospitals have detectable substance abuse. Substance abuse accounts for approximately 150,000 deaths annually. This includes deaths from stroke, diseases of the

heart and liver, and all alcohol and drug-related suicides, homicides and accidents. Early detection can minimize or prevent the devastating consequences of substance abuse. The use or abuse of alcohol and other drugs increases the risk for a number of health related and other medical behavioral and social problems. These include acute health problems related to intoxication or overdoses (blackouts, convulsions, coma, death); physical and psychological dependence; malnutrition; long-term health problems including cirrhosis of the liver, organic brain damage, high blood pressure, heart disease, ulcers and cancer of the liver, mouth, throat, and stomach; contracting diseases, such as HIV/AIDS, through the sharing of hypodermic needles, pregnancy problems, including miscarriages, still births and learning disabilities, fetal alcohol syndrome (physical and mental birth defects); psychological or psychiatric problems; diminished behavior (hangovers, hallucinations, disorientation slurred speech); unusual or in appropriate risk-taking which may result in physical or emotional injury, or death; violent behavior towards others, such as assaults and rape; accidents caused by operating machinery while impaired; impaired driving resulting in alcohol and drug related arrests, traffic accidents, injuries, and fatalities; negative effects on academic or work performance; conflicts with co-workers, classmates, families, friends and others; conduct problems results in disciplinary actions, including loss of employment; and legal problems including imprisonment.

PART II – Prevention and Treatment Program

Alcohol and other drug abuse are major college student health concerns. Bowie State University's (BSU) substance abuse programs attempt to reduce the harm that is frequently associated with alcohol and drug abuse. Our programs described below emphasize preventive education and early intervention.

The programs avoid purposeful attempts to instill fear of alcohol and drugs. Instead, the attempt is to create a non-threatening environment for students, faculty, and staff. In such a setting, the encouragement of meaningful discussions and prompt reflection and increased understanding of alcohol and drug-related values, beliefs, and behavior takes place.

The following substance abuse programs are provided by BSU's substance abuse education/prevention program. Any student, faculty or staff experiencing substance abuse problems is encouraged, voluntarily, on a confidential basis to report the problem to the Alcohol Tobacco and Other Drug Prevention Center (ATOD) where professional assistance will be provided.

1. Educational and Activity Based Programs

This service offers to the campus community, a variety of programs designed to promote healthy living, while educating about the risks, consequences and possible outcomes of substance use and abuse. This includes: awareness weeks, safe break programs, educational substance abuse series for students referred through Student Judicial Programs, presentations during orientation, wellness programs as well as many others.

2. Alcohol and Drug Information Service

The ATOD Prevention Center is located in Robinson Hall, Room 117, (301) 860-4127. Students, faculty, and staff have ready access to the most recent information on alcohol and other drugs. Pamphlets, professional journals, books and videotapes are available for use. Posters and promotional materials are also available to anyone concerned about substance use and abuse.

3. Substance Abuse Peer Program

In this program, students are trained to become certified Peer Educators for the following reasons:

- a) to increase awareness of the efforts of alcohol and the consequences of high-risk drinking;
- b) to deliver accurate alcohol and drug information to peers through workshops in the classrooms and the residence halls;
- c) to promote constructive alternatives to substance use and abuse; and
- d) to provide resources and referrals for students.

4. Assessment and Referral Service

This service provides students an opportunity to meet individually with a professional counselor and discuss concerns they may have about their use of alcohol and drugs, or the use of a friend or family member. These issues are explored in a non-threatening manner, and student’s confidentiality is always insured. In addition, referrals to appropriate campus or community prevention and treatment programs can be arranged. To arrange for this service, contact the ATOD Prevention Center at (301) 860-4127.

5. Group and Individual Services

These free services are available to students and employees who are concerned about a possible addiction in their use of alcohol or other drugs. Treatment plans can be developed with individuals to help them achieve their goals.

Referral: Self-help and Treatment Program

Alcoholics Anonymous	(202) 966-9115
Al-Anon/Ala-Teen	1-800-356-9996
Alcohol Emergency Referrals	1-800-ALCOHOL
Drug Emergency Referrals	1-800-COCAINE
Prince George’s County Health Department	(301) 808-1830
Gay/Lesbian Hotline	(202) 833-3234
Md. State AIDS Hotline (HERO)	1-800-638-6252
Md. Employee Assistance Program	(410) 767-1013

Policy on Parent/Legal Guardian Notification of Alcohol and Controlled Substance Violations

The Higher Education Act Amendments of 1998 included provisions amending the Family Educational Rights and Privacy Act of 1974 (“FERPA”). Specifically, FERPA now authorizes higher education institutions to disclose to a student’s parent or legal guardian information regarding “any violation of Federal, State, or local law, or any rule or policy of the institution governing the use or possession of alcohol or a controlled substance, regardless of whether the information is contained in the student’s educational records.” Effective September 1, 2000, Bowie State University, in accordance with Federal law, will implement the following criteria for parent/legal guardian notification:

Part I: Such disclosures are authorized only if:

- 1. The student is under the age of 21; and
- 2. The institution has determined that the student has committed a disciplinary violation with respect to the use or possession of alcohol or a controlled substance.

Part II. In addition to part I, at least one of the criteria below must be met:

- 1. The incident involved significant property damage;
- 2. Medical attention to any person, including the student, was required as a result of the alcohol or drug- related behavior;
- 3. The student operated a motor vehicle while intoxicated or while under the influence of a controlled substance;
- 4. The student exhibited reckless disregard for personal safety and/or the safety of others; or

5. Evidence indicates that the student's alcohol or drug-related behavior interfered with the academic process of him/herself or others.

If you have received this information as an enclosure with a letter informing you of the outcome of a judicial hearing then your parent(s)/legal guardian(s) will be sent a letter informing them that you have been found responsible for a violation of the Student Code of Conduct involving alcohol and/or other drug.

**BOWIE STATE UNIVERSITY
SCHOOL OF GRADUATE STUDIES AND CONTINUING EDUCATION**

THE GRADUATE SCHOOL

The major goal of the Graduate School is to serve the community, state, and nation with appropriate graduate, professional level programs to meet demonstrated needs of the target population. In addition, a larger segment of the state and nation will benefit through the productive efforts of those students being prepared in the various graduate programs offered at Bowie State University.

The Graduate School delivers programs that are accessible and of high quality. Specifically, the Graduate School seeks to:

- foster greater depths of personal and professional development through pursuit of further education in various academic disciplines;
- provide opportunities to build greater professional competence through in-depth study in an area of concentration in an approved program;
- provide opportunities for educators to enhance their skills and knowledge through study of innovative trends and major issues in education;
- provide opportunities for educators to meet and/or maintain certification requirements set by the Maryland State Department of Education;
- provide training and experience in education, scientific, and behavioral research;
- fulfill the needs of those individuals who seek professional certification in certain career opportunities; and
- develop pragmatic elements appropriate to the liberal arts which contribute to cooperative community improvements in a pluralistic society.

The Graduate School provides qualified students with an opportunity to pursue advanced study leading to the Master of Arts degree, Master of Business Administration degree, Master of Education degree, and the Master of Science degree.

The Graduate School offers two (2) doctoral programs in Educational Leadership and computer science. It also offers nineteen (19) master's level programs twelve (12) graduate certificates and (2) post baccalaureate certificate programs . Below is a listing of current degree programs and Program Coordinators:

Applied and Computational Mathematics	Dr. Roman Sznajder	301-860-3360
Business Administration (MBA) with concentrations in: Accounting, Finance, Management, Marketing Management and General	Dr. Granville Sawyer	301-860-4231
Computer Science (Doctoral Program)	Dr. Manohar Mareboyana	301-860-3971
Computer Science (Masters Program)	Dr. Joan Langdon	301-860-4036
Guidance Counseling and Counseling Psychology – Adlerian	Dr. Cubie Bragg	301-860-3241

Guidance Counseling and Counseling Psychology – Eclectic	Dr. Frank Norton	301-860-3236
Educational Leadership Doctor of Education	Dr. Winona Taylor	301-860-3232
Elementary Education	Dr. Marion Amory	301-860-3129
English	Dr. David Basena	301-860-3678
Human Resource Development	Dr. Marsha Jackson	301-860-3108
Management Information Systems	Dr. Azene Zenebe	301-860-3641
Masters of Public Administration (MPA) with concentrations in: Public Policy and Management, Human Resources and General	Dr. David Abrahams	301-860-3637
Nursing	Dr. Elaine Ridgeway	301-860-3208
Organizational Communications	Dr. Pamela O'Brien	301-860-3703
Reading Education	Dr. Lucille Strain	301-860-3139
School Administration and Supervision	Dr. Christopher Sny	301-860-3138
Secondary Education	Dr. Bruce Crim	301-860-3127
Special Education	Dr. Thelon Byrd	301-860-3137
Teaching	Dr. Constance Brooks	301-860-3133

THE GRADUATE COUNCIL

The Graduate Council serves as policymaking and advisory body to the Graduate Dean in the consideration of all program matters and degree regulations and procedures at the graduate level.

The Graduate Council is composed of the graduate program coordinators from each department and one graduate student who is appointed by the Graduate Dean. The Provost and Vice President for Academic Affairs and the Graduate Dean serve as ex officio members of the Council with full voting rights. Council members must be full-time teaching faculty who hold the rank of Assistant Professor or above and teach graduate level courses.

The student Graduate Council member may serve up to three years but no longer than the completion of his/her degree. Terms of office for elected members are from July 1 to June 30. The Graduate Council involves other administrative offices, faculty, and part-time faculty when necessary to review and assess matters for discussion and action.

GRADUATE STUDENT ASSOCIATION

The Graduate Student Association (GSA) was formed to represent all graduate students of Bowie State University. It serves as a vehicle to express the needs, interests, and concerns of graduate students. It also provides graduate students with an opportunity to participate in social, academic, and professional pursuits. The Association also works with other graduate programs, graduate organizations and societies to assist with research and conference participation opportunities. The Association membership consists of all non-degree and degree seeking graduate students. Funding for the Graduate Student Association comes from the graduate student activities fee. If you have any questions,

ideas, or are interested in participating in the Graduate School Association (GSA), please call (301) 860-3406.

CONSTITUTION - GRADUATE STUDENT ASSOCIATION

ARTICLE I- IDENTIFICATION

SECTION 1

The name of the Organization is the Bowie State University Graduate Student Association, hereafter referred to as the GSA.

SECTION 2

The principle office of the GSA shall be located in the School of Graduate Studies and Research on Bowie State University's Campus.

SECTION 3

The fiscal year of the GSA shall be from July 1st to June 30th.

SECTION 4

The purpose of the GSA is:

- A. To represent all graduate students at Bowie State University
- B. To increase the visibility of and uphold and support the mission of Bowie State University.
- C. To provide a vehicle for graduate students to express their needs, interest, and concerns.
- D. To provide a vehicle for graduate students to participate in social, academic, and professional pursuits as participants of the GSA.

ARTICLE II – MEMBERSHIP

SECTION I

The membership of the GSA shall consist of all of the graduate students enrolled at Bowie State University. This includes non-degree students and fully and conditionally admitted degree-seeking students.

ARTICLE III- EXECUTIVE BOARD

SECTION I

The Executive Board shall exercise the authority of the GSA. The Board shall consist of the GSA President, Vice-President, Secretary, Treasurer, and the Program Representatives; all of whom are voting officers. The Program Representatives shall attend Executive Board and Open meetings. The Program Representatives shall have ad hoc responsibilities as identified by the Executive Board. The Program Representatives shall act as a liaison between the Executive Board and the general membership within the departments. One Program Representative shall act as chairperson of the Membership Committee.

ARTICLE V- ELECTION OF OFFICERS

SECTION I

All officers shall be elected for a term of one year, beginning in September and ending in May. With the exception of the Program Representatives, candidates may be nominated from the floor at the Annual Meeting, by petition signed by ten (10) or more graduate students and him/herself, or by recommendation of the Election Committee. A deadline for submission of nominations will be set by the Executive Board. The

Executive Board shall appoint an Election Committee to execute and oversee all election procedures.

SECTION II

Program Representatives shall be appointed to the Board for a term of one year, beginning in September and ending in May. The Program Coordinators shall be selected by a process established by the respective Graduate Program. Appointed by the Program Coordinators or election by the students in the program may both serve as methods for selecting the Program Representatives.

ARTICLE VI- MEETINGS

SECTION I

At least five (5) Executive Board meetings will be held each year. A quorum shall consist of four (4) voting Executive Board Members

SECTION II

At least four (4) Open meeting will be held each year. These meetings are open to all members of the GSA. A quorum shall consist of four (4) voting Executive Board Members.

ARTICLE VII- BY-LAWS

SECTION I

The GSA will develop by-laws consistent with this constitution, will provide for committees, and will establish its own rules of procedure. At minimum, there will be the following three standing committees: Finance Committee, Public Relations Committee, and Membership Committee.

ARTICLE VIII- AMENDMENTS

SECTION I

Amendments to this constitution can be proposed by the Executive Board or by petition bearing ten (10) signatures of graduate students at Bowie State University. Amendments to the Constitution require a two-thirds (2/3) majority vote of the membership.

BY-LAWS

ARTICLE I- MEMBERSHIP AND MEMBERSHIP MEETINGS

SECTION I

- A. Open Meetings- At least three (3) open membership meetings will be held during the school year. One of which will be the Annual Meeting. The executive board shall establish the date, time, and location of meetings. The membership will be notified of the date, time, and location and proposed agenda by whatever means are available to the GSA. The purpose of these meetings is to conduct any business that the membership may deem proper.
- B. Annual Meeting- The annual meeting shall be held during the month of September. The Executive Board shall establish the date, time, and location of the Annual Meeting. The membership will be notified of the date, time, location, and proposed agenda by whatever means are available to the GSA. The purpose of the Annual Meeting is to hold elections, receive annual reports from the officers and

- committee chairpersons, and to conduct any business that the membership may deem proper.
- C. Special Meetings- The Executive Board shall have the power to call special meetings of the membership as it deems necessary and proper and to establish the time and place of the said special meetings. Matters of procedure at all meetings shall be governed by Robert's Rule of Order Revised, except where it conflicts with these By-Laws

SECTION II

At the Open membership meetings a quorum shall consist of four (4) voting Executive Board members and at least ten (10) student members.

SECTION III

Votes by the membership will be made in person.

SECTION IV

At every Open membership meeting where voting takes place, each member will be entitled to one (1) vote. All questions shall be decided by the vote of simple majority of the members present and voting, unless otherwise stated.

SECTION V

Any member, after obtaining the signatures of at least one percent (1%) of the graduate students, may petition any decision or ruling of the Executive Board to a referendum of the general membership at the next open meeting duly called according to Section I of Article I. The petition shall state the decision or ruling of the Executive Board to be brought to a referendum, and the petition shall be presented to the Secretary who shall immediately notify the Executive Board about the petition. The petition must be presented at least thirty (30) days before the next Open Meeting.

SECTION VI

The President or in his/her absence the Vice-President of the GSA, or a designate, shall act as chairman of the meeting.

ARTICLE II- EXECUTIVE BOARD

SECTION I

Board Members shall be members of the GSA who are enrolled in at least three (3) semester hours for the Fall and Spring semesters of the term for which they are elected. Board Members shall be nominated by the Elections Committee and presented to the membership of the GSA at the Annual Meeting for the election. At the Annual Meeting, the President shall announce to the membership the number of the Board positions to be filled, received the recommendations of the Elections Committee, and then invite from the floor nominations from the general membership. Each Board member shall be elected at the Annual Meeting of the GSA by a majority vote of those present. Each Board Member shall serve for a term of one (1) year and be eligible for re-election to one (1) additional one (1) year term of office. No Board member shall serve more than two (2) consecutive or cumulative terms in any one (1) office. The term of office of a Board member shall continue until their successors are fully elected and take office of until death, resignation, or remove provided by these By-Laws.

SECTION II

Executive Board Meetings

- A. There shall be at least five (5) Executive Board meetings held each school year. The Board shall establish the date, time, and location of these meetings. A notice

of these meetings will be sent to all Executive Board members prior to the scheduled date.

- B. Special Meetings of the Executive Board may be called by the President or by a majority vote of the Board

SECTION III

A quorum shall consist of four (4) voting Executive Board Members.

SECTION IV

The vote of a majority of the Executive Board Members shall be sufficient enough to take any action unless otherwise limited by these By-Laws.

SECTION V

Any Executive Board member may be removed from office, for good cause shown, by two-thirds (2/3) vote of the Executive Board.

SECTION VI

Any interim vacancy occurring for any reason on the Executive Board may be filled by a majority vote of the Board, acting upon the recommendation of the election committee. The individual(s) appointed shall serve for remainder of the term of the Board member they replaced. For the purpose of compliance with Article II, Section I, if the term of the interim term is longer than one-half (1/2) the remaining term it is considered a full term.

SECTION VII

Each Officer is expected:

- A. to attend meetings of the Executive Board;
- B. to serve on a committee of the GSA;
- C. to serve in any other capacity beneficial to the GSA; and
- D. to promote the best interest of the Bowie State University Graduate School.

SECTION VIII

The Executive Board shall have the following powers and responsibilities:

- A. Establish the following standing committees, whose chairperson shall report at each Executive Board meeting in the form required by the Board. Each committee shall submit an annual written report to the membership at the Annual Meeting. These committees shall perform, but no be limited to, the following functions:
 - 1. Finance Committee- to coordinate and plan all fundraising an/or other financial activities
 - 2. Public Relations Committee- to coordinate and plan events that will increase recognition of and participation in the GSA.
 - 3. Membership Committee- to recruit new members, retain and educate membership about the mission and goals of the GSA.
- B. Establish as hoc committees and appoint the membership and chairpersons of such committees provided that the tenure of such committee does not extend beyond one year in duration.

- C. Investigate any Officer or Program Representative where the Board by a majority vote, decides there is a need to determine why they said Officer or Program Representative is not fulfilling the obligations of his/her office, and where necessary make a written recommendation for the removal from office of the said Officer or Program Representative. Such recommendation shall also set forth the reasons to support the recommendations for removal.
- D. Reimburse individuals for out of pocket expenses directly related to GSA official business
- E. To perform any and all other duties necessary for the proper functioning and administration of the GSA.

SECTION IX

If any office becomes vacant by reason of death, resignation, disqualification, removal from office or otherwise, the Executive Board may choose a successor or successors who shall hold office for the un-expired term. If the individual appointed is serving more than one-half (1/2) the remaining term, such term shall be considered a full term of office and shall come under the restrictions prescribed in Article III, Section I of these By-Laws. The Executive Board, by a two-thirds (2/3) vote of all those present at a duly called meeting may remove an Officer or Program Representative from office for failure to fulfill the obligation of his/her office.

ARTICLE III- OFFICERS

SECTION I

The Officers of the GSA shall consist of a President, Vice President, Secretary, Treasurer, and the Program Representatives and any other officers as may be deemed necessary by the Executive Board. The Elections Committee shall present its nomination for officers to the general membership at the Annual Meeting, and the President shall invite nominations for each office from the floor from the general membership. Each officer shall be elected at the Annual Meeting by a majority vote of the Membership present. Each officer shall serve a one (1) year term of office and shall be eligible for re-election to one (1) additional one (1) year term to office. The term of office shall be extended from September- may, with the provision that those who hold office shall continue until their successors are duly elected and take office. Officers shall be enrolled in at least three (3) semester hours for the Fall and Spring semesters of the term for which they are elected.

- A. The President shall be the chief executive officer of the GSA. The President shall preside at all Open Executive Board meetings. The President shall act as official spokesperson for the GSA and the student members. The President shall appoint chairpersons to all on-standing committees, with majority vote of the Executive Board and shall be a member ex-officio of all such committees. The President shall coordinate all activities of the GSA and have the power and authority to perform all other duties usually incidental to the office of the President which these By-Laws do not assign to another officer.
- B. The Vice-President shall assume Office of the President if for any reason the office becomes vacant or when requested to serve in his/her absence. The Vice-President shall act as chairperson of the Constitution and Public Relations Committees. The Vice-President and the Executive Board assign him/her in the administration of the GSA.
- C. The Secretary shall notify all members of the Executive Board and Open meetings. The Secretary shall keep the minutes of all Board and Open meetings,

and any and all non-financial records. The Secretary shall update and disseminate all amendments passed by the Executive Board a minimum of two (2) weeks before the Annual Meeting.

- D. The Treasurer shall be responsible for all funds of the GSA, which includes full and accurate accounts of all receipts and expenditures. The Treasurer or his/her designee shall open bank accounts, and the Treasurer shall report the state of accounts at all meetings. The Treasurer shall be chairperson of the Finance Committee. The Treasurer shall make disbursements as directed by the President and the Executive Board in accordance with the budget. The Treasurer shall preside over Executive Board and/or Open meetings in the absence of the President and Vice President. The Treasurer shall perform such duties as the President and Executive Board assign in the administration of the GSA.
- E. The Program Representatives shall attend Executive Board and Open meetings. The Program Representatives shall have ad hoc responsibilities as identified by the Executive Board. The Program Representatives shall act as a liaison between the Executive Board and the general membership. One Program Representative shall act as chairperson of the Membership Committee.

ARTICLE IV- AMENDMENTS

SECTION I

These By-laws may be amended by a majority vote of the Executive Board, subject to the approval of such By-laws, as adopted or amended, and by ratification by a two-thirds (2/3) vote of the members who are in attendance at any Annual Meeting, or any special meeting for that purpose

SECTION II

Any member may submit in writing to the Executive Board an Amendment to the By-Laws. Such an amendment shall then be considered by the Board. If approved by a majority vote of the Board, it must then be submitted and voted on by the membership as prescribes in Article IV, Section I of these By Laws.

ARTICLE V- MISCELLANEOUS

SECTION I

All contracts and agreements, checks, notes, drafts, bonds, bills of exchange and orders for the payment of money on behalf of the GSA shall, unless otherwise requires by law, be signed by two (2) officers, one of which must be the Treasurer. All requests for funds shall require two (2) signatures, being the signatures of either the Treasurer, Presidents and/or Vice President.

SECTION II

Financial transactions of the GSA shall be audited by an independent CPA in time to present the result at the Annual Meeting.

SECTION III

Correct and complete books, records of accounts, transactions, and minutes of the proceedings of the Open and Executive Board meetings shall be kept by the GSA. The President shall annually prepare a full and correct statement of the affairs of the GSA which shall be submitted at the Annual Meeting and filed with the Secretary of the GSA.

SECTION IV

An Officer or Program Representative shall receive no compensation for performing the duties of his/her office.

SECTION V

Upon adoption of these By-Laws, they shall take effect immediately and shall supersede all previous By-Laws, or practices of the GSA.

SECTION VI

All questions of interpretation or construction of these By-Laws shall be decided by the Executive Board and its decision shall be final.

SECTION VII

In the event of dissolution of the GSA, the assets of the GSA shall be turned over to the Graduate School of Bowie State University.

The Graduate Student Association (GSA) was formed during the 1989-1990 academic year by a small group of concerned graduate students. This group distributed a survey to all graduate students at Bowie State University and learned that, although graduate students make up 10% of Bowie's student population, their needs and concerns were not /are not being addressed adequately by the administration. Therefore, the GSA's mission is as follows:

- A. To represent all graduate students at Bowie State University.
- B. To increase the visibility of and uphold and support the mission of Bowie State University
- C. To provide a vehicle for graduate students to express their needs, interests, and concerns.
- D. To provide a vehicle for graduate students to participate in social academic, and professional pursuits as participants in GSA

GRADUATE ASSISTANTSHIP

Graduate students are invited to apply for graduate or teaching assistantships through their respective department. Benefits include tuition remission and a stipend. Students may serve as graduate assistants in 31-42 credit programs for up to two academic years. Students who enroll in programs with more than 42 credits may serve as graduate assistants for up to three academic years. The level of commitment required is 20 hours/week of service to the University, attendance at monthly Graduate Assistantship Program (GAP) meetings, and active membership in the Graduate Student Association (GSA).

To be eligible, the student must:

- 1. Enroll in a minimum of nine (9) graduate credits each semester of the assistantship;
- 2. Enroll in less than 13 graduate credits per semester;
- 3. Maintain a minimum GPA of 3.0.

Students who serve as graduate or teaching assistants must follow the regulations governing these positions. Graduate assistants who violate or who do not adhere to policies will be released from the graduate or teaching assistantship programs.

GRADUATE SCHOOL POLICIES AND PROCEDURE

The Graduate School has developed a number of policies to guide the graduate educational process. These policies are monitored and enforced by the School. A brief

description of the policies is found in this section. Full descriptions of the policies may be found in the Graduate School Catalog. If you need additional information, please contact the Graduate School.

ADMISSIONS POLICIES

The Graduate School accepts students as either degree seeking or non-degree seeking. Those seeking a degree must submit all application material required by the specified degree program and official transcripts. Applicants should check on the application or the department to learn of any additional material required.

Individuals may take courses for personal and/or professional development at Bowie State as a non-degree student. Non-degree students may take no more than 18 credits in this status.

Residency Status

Bowie State University follows the residency policy approved by the University System of Maryland Board of Regents. The policy is called "VIII-2.70 University System of Maryland Policy for Student Residency Classification for Admission, Tuition and Charge-differential Purposes." The full text of the policy is available in the Graduate School or can be found on line at <http://www.usnh.usmd.edu/borpol/VIII270.html>

Graduate Work by Bowie State University Seniors

Seniors at Bowie State University may register for one semester (6 credits) of graduate level courses, if they meet the following requirements:

1. Graduate courses must be in excess of the credits required for the Bachelor's Degree,
2. Permission must be secured from the student's advisor and the Dean of Continuing Education and Graduate Studies.
3. An application for admission must be filed.

The student must be granted regular admission to the School prior to initializing further course Work.

Transfer Credits

Graduate credits from other institutions are transferable in the following manner:

1. Twelve credits may be transferred into the Master of Education Programs, Counseling Psychology Programs (Eclectic and Adlerian) and Human Resource Management Program. No more than six credits may be transferred in all other programs.
2. The courses for which transfer is sought must have been completed with a grade of "B" or better, must be related to courses and degree requirements offered in the Graduate School. A course accepted for transfer credit can only be viable for use to satisfy program requirements seven years from the date of completion.
3. Transfer of credits is not accepted in Practicum, or Seminar courses.
4. Credits used to complete one Master's Degree may not be used toward another Master's Degree.
5. Credits are not to be used for two degrees at either the Graduate or Undergraduate level.

TAKING COURSES AT ANOTHER INSTITUTION

Students admitted to a graduate program who wish to pursue a course(s) at another college or university and apply the credit towards a graduate degree at Bowie State University must:

1. Complete a Request For Permission to Pursue a Course at Another College/University form and attach a copy of the course description from the other institution.
2. Obtain the Advisor's approval and signature on the Request Form.
3. Submit the request form to the Graduate Dean for approval.

The approved request form will serve in place of a *Change of Program* form.

Procedure:

- I. A student will obtain a copy of the Request Permission to Take a Course at Another Institution form. The form is available on the Graduate School website or in the Graduate School.
- II. The student will complete the form and submit to his/her advisor with a copy of the description of the course from the institution at which the course is to be taken.
- III. The form signed by the advisor will be forwarded to the Graduate School for signature by the Assistant of the Provost for Graduate Studies
- IV. The approved and signed form will be sent to the Office of the Registrar with copies sent to the student, the advisor and the Graduate School.

Registration

Students admitted to the Graduate School will be permitted to register for classes during the regular registration period. Conditionally admitted students may register through the Office of Graduate Admissions for a maximum of nine (9) credit hours of graduate study. Upon attainment of nine (9) credit hours with a cumulative grade point average of 3.0 or better, the conditional admissions may be removed and regular admission granted.

Continuous Enrollment

Should there be a lapse of two academic semesters, excluding summer school or the mini-semester, during which graduate courses are not taken, the student must file a *Readmission Application*. Readmit applications may be secured from the Bowie State University website or the Office of the Graduate Admissions and should be submitted at least two weeks prior to registration. Readmission is only processed at the beginning of the semester. Students returning to school during the second 8-week session must also submit the *Readmission Application* at the beginning of the semester.

Procedure:

- I. Each semester a graduate student is expected to register for graduate coursework. If a student drops out, he/she will have to be re-admitted to the University.
- II. The student will obtain from the Office of Graduate Admissions or the Bowie State University website a Graduate Readmission form and fill out completely.
- III. The readmission form is to be submitted to the Office of Graduate Admissions for processing.
- IV. The Office of Graduate Admissions will inform the student of the results from the processing of the readmission form.
- V. If the student is readmitted he/she may go online and register for courses.

Independent Study Policy

Students who desire a course on an Independent Study basis must secure an *Independent Study Request Form* from the Graduate Office or the Bowie State University website. The completed form must be returned to the Graduate Studies Office. *The student's advisor, the department chairperson, the Independent Study faculty supervisor and the Graduate Dean must sign the Independent Study Request form.* A copy of the form will be placed in the student's permanent file in the Registrar's Office; a copy will be kept on file in the Graduate Studies Office; the faculty advisor will keep a copy and the student will retain a copy.

The requirements for the experience shall be specified in writing. The student must satisfy all requirements normally demanded in a regular semester. Students are limited to a maximum of three (3) credit hours on an independent study basis.

Procedure:

- I. Graduate students will obtain a copy of the Independent Study form from the Graduate School or on the Bowie State University website.
- II. The form is to be completed by the student and the course instructor.
- III. The form is to be signed by the student, the professor and the chair and submitted to the Graduate School for approval.
- IV. The approved Independent Studies course will be entered into PeopleSoft after which the student will be able to register.

Veterans Benefits

Veterans follow the same procedure in paying bills as do other students. The Veterans Administration makes reimbursements after students have registered for courses. Veterans claiming benefits must have an approved program to be eligible for benefits. Following is a summary of Bowie State University's credits and training time for graduate veterans/dependents:

9 credits	Full time
6-8 credits	3/4 time
3-5 credits	1/2 time
1-2 credits	1/4 time or less

Training time will be adjusted for accelerated sessions (i.e., summer school).

Auditing

Courses may be audited by registering and paying the regular class fee. Auditing students are not required to take examinations or to submit other requirements of the class. Students who register for credit cannot change to audit status and students who register for audit cannot change to credit status.

Degree Requirements

Graduate Comprehensive/Qualifying Examination

Candidates for a graduate degree must pass a written comprehensive/qualifying examination unless otherwise specified by the degree program. The Graduate School is responsible for the administration of the Comprehensive Examination.

The Comprehensive Examination may not be taken before the student has completed the minimum graduate credit hours required for the program, including *all prerequisite courses*. Students enrolled in coursework that will result in the completion of the minimum credit hour requirement may, *with the permission of the graduate advisor*, be allowed to take the Comprehensive Examination during the same semester. Students *must* be advanced to candidacy. Master of Education and Counseling students must have successfully completed or must be currently enrolled in *EDUC 706 or ESAS 706 Introduction to Research* before taking the Comprehensive Examination. All students registering for a concluding seminar must have first passed the written Comprehensive Examination.

The Graduate School will administer the Comprehensive Examination three times each year: the Fall semester, the Spring semester, and the Summer session. (Not all graduate programs will offer the comprehensive examination during the summer. Please verify plans for summer administration with the program.)

Students are eligible to take the written comprehensive **twice**. In the event that a student fails the examination twice, he/she may take it a third and **final** time after the student has: a) met with his/her advisor to develop a plan to prepare the student for re-taking the exam and b) completed the prescribed plan to the satisfaction of the advisor.

The plan will be submitted to Graduate Studies Office on the *Focused Plan of Study* form once the student and advisor agree to the terms of the plan. A form signed by the advisor will be submitted to Graduate Studies Office once the terms of the plan have been satisfied and the advisor believes the student is prepared to retake the Comprehensive Examination. *Completion of the plan does not guarantee a successful outcome on the retaking of the Comprehensive Examination.* The plan only insures that the program has provided the student with additional assistance in preparing to take the examination. The student's advisor will notify Graduate Studies, in writing, when the student is eligible to re-take the graduate Comprehensive Examination for the third and final time.

Procedure:

- I. Students will register to take the comprehensive/qualifying examination during the registration period for the semester in which they plan to take the examination. Students who do not register will not be permitted to sit for the examination.
- II. The Office of the Registrar will evaluate the records of the students who register to take the Comprehensive Examination to determine eligibility. Students must:
 - a. Have completed 21 credit hours if in the Master of Education in Elementary Education program; 30 credit hours if in a Counseling programs; and 24 credit hours for all other degree programs,
 - b. Have been advanced to candidacy,
 - c. Have resolved all Incompletes given in classes taken (exception: thesis advisement or research continuation courses),
 - d. Have completed all pre-requisites required by the program,
 - e. Have completed Introduction to Research (College of Education students), and
 - f. Have no failing grades from courses on the Program of Study.
- III. The Office of the Registrar will inform students of their eligibility.
- IV. Students are encouraged to attend the Comprehensive Examination orientation session held on the 2nd Tuesday of September or February at 4 p.m. (locations to be announced)
- V. The Comprehensive Examinations are held in October, March and June on the first and second Saturdays. (Dates will change if a conflict occurs with a

- major university event which may disrupt the administration of the examination.)
- VI. Students will report to the examination locations by 9:30 a.m. on the day of the examination with picture identification.
 - VII. The Comprehensive Examination is written in pen.
 - VIII. The examination is 3 hours in length starting at 10 a.m. and ending at 1 p.m.
 - IX. The results of the examination will be entered onto the transcript. An unofficial courtesy letter will be mailed to the student with the examination results.

Research

A. Thesis and Research Paper

All candidates for the master's degree are required to present a research paper/project. Students should consult with their advisors for specific details.

If the research involves human subjects, the *Institution Review Board's* (IRB) policies must be followed. The student should consult the Graduate Student Handbook for specific policies, procedures, and guidelines.

Students in certain programs who choose to write a thesis will elect the Plan II program of study. An oral examination by faculty members will be conducted on each thesis. The student will register for six hours of thesis.

A review committee will select outstanding thesis abstracts for consideration for the ERIC system each semester. A file of abstracts of thesis will be maintained.

B. Institutional Review Board

The Institutional Review Board (IRB) whose Board members are full-time faculty drawn from the four academic schools at Bowie State University review applications from anyone (i.e., students, faculty, researchers) requesting permission to conduct research involving human subjects for compliance with the University guidelines and Federal regulations regarding the protection of human subjects – Title 45 Code of Federal Regulations Part 46.

Research proposals from campus-based individuals or groups submitting proposals for external funding or campus-based individuals or groups conducting research off-campus **must** be submitted to the IRB for review and approval before research can be initiated.

No research can go forward at Bowie State University without the approval of IRB. ***Completed research projects that have been conducted without the approval of the IRB will not be approved.*** The proposal **must be submitted to the IRB** with all the requisite attachments before a research project can be reviewed, approved and undertaken:

- A statement of project approval from the department in which the research is being conducted (students only)
- A signed memo of approval/support from student's advisor
- One original copy of the proposed consent form
- One original or typed copy of the IRB Proposed submission form
- A detailed and complete research instrument (survey) proposed to be used in the study
- Research abstract, statement of problem, purpose of study, need for the study, research design-describing the entire study population, sample

and study procedure and techniques, limitation of study, significance of study, theoretical framework, variable definition, scope of study and all the relevant information that describes your first two chapters including your references.

- If research is classified **EXEMPT**, you must submit all the identified documents above and check Exempt on category #4 of the proposed submission form.

The process for submitting applications to IRB for approval:

1. All research proposals (protocols) which include the statement of project approval, approval/support memo from student advisor, proposed consent form, research abstract, statement of problem, purpose of study, need for the study, research design describing the entire study population, sample and study procedure and techniques, limitation of study, significance of study and all relevant information that describes chapter one of your study should be submitted to:

Dr. Cosmas U. Nwokefor
Graduate Dean and Chair IRB
Center for Business and Graduate Studies
Suite 1312
1400 Jericho Park Road
Bowie, MD 20715
301-860-3406 (office) 301-860-3414 (fax)
cnwokefor@bowiestate.edu

2. After an initial review by the chair, submitted proposals (protocols) that are not exempt (i.e., proposal involving human subjects) must be forwarded to sub-Board members by the chair for review. The review process will take approximately four weeks for a proposal involving human subjects to be completed and feedback sent to the individual/group applying for approval.
3. Approved proposals will receive feedback from the chair to that effect. However, unapproved proposal will also receive feedback with specific indications as to why the proposal was disapproved.
4. An unapproved proposal can be resubmitted for approval if changes identified by the Board are made.
5. The approval of a proposal remains valid for one year after which a resubmission must be submitted to the IRB in order to conduct or continue the research.
6. Any changes made to an approved proposal require the researcher to submit the revised and updated proposal for approval again before research can be conducted.
7. An EXEMPT proposal means a research proposal does not involve human subjects and therefore, it is exempt from further IRB review. However, such research must be submitted to the chair for his review and documentation for record purposes and feedback for approval sent to the individual/group within two weeks from the date of submission.

C. Incomplete Research Paper or Thesis

Students who do not complete the research paper or thesis in the seminar course must register for Research Advisement (one graduate credit hour) in order to receive faculty assistance in the completion of the paper or thesis. The student has two semesters to remove the Incomplete in Seminar.

D. Doctoral Dissertation Guidelines and Processes

The dissertation is required of all students working towards completing a doctoral degree. Students will observe and follow the policies in the Dissertation Handbook. Upon completion of the dissertation, students will follow the procedures to have the document bound and for its submission to the UMI

The doctoral dissertation process starts in the department in which a student will work with his/her dissertation advisor and four members of the dissertation committee. One member will be an external examiner from another institution with expertise in the area in which the student is obtaining his/her degree.

a. External Examiner

An external examiner must be an assistant, associate or full professor in the teaching or research area of the student's discipline who is very knowledgeable in the area of the student's research. An external examiner must have published in a referred journal or conference publications. An external examiner must submit his/her credentials as documented on a curriculum vitae to the Graduate School for review and approval.

b. Dissertation Examining Committee

The dissertation committee, therefore, will be comprised of the following:

1. dissertation committee chairperson
2. three other committee members
3. an external examiner

The dissertation committee members are responsible for guiding the student through the writing period of the dissertation which will include the rewrites and changes that are synonymous with any dissertation writing process. The committee under the guidance of the dissertation advisor must make sure that the student's dissertation meets the graduate standard before submission for defense approval to the Graduate Studies office.

c. Graduate Studies Standard

Graduate Studies Dissertation Standard includes the following:

1. Approval of the Institutional Review Board
2. Completion of the requisite research and data analysis
3. Review of the appropriate literature which is of sufficient breadth and depth that it meets the level of scholarship for doctoral studies
4. Follows the American Psychological Association (APA) style format
5. Citing sources used in the study
6. Maintaining a consistent type-face of document and charts

7. Avoiding plagiarism
8. Complete spell-check
9. Reference pages consistent with APA style

d. Dissertation Defense (Oral Examination)

All dissertation defenses (oral examination) dates will be announced by the Graduate Dean. The defense of all dissertations must take place in the Graduate Studies Conference room located in the Center for Business and Graduate Studies. Food and beverages will not be permitted in the Conference room during the dissertation defense. (Bottled water will be permitted).

The scheduling of any dissertation defense is the responsibility of the Graduate School.

e. Procedures for Dissertation Defense (Oral Examination)

1. Attendance

- Attendance at the dissertation defense is limited to the following:
 - i. Members of the dissertation examining committee
 - ii. The candidate
 - iii. Members of the academic community, and
 - iv. Family and friends

For more details, see the Dissertation Handbook.

2. Vote of the Examination Committee

- The outcome of the dissertation defense (oral examination) is decided by an open vote of the dissertation examining committee in the absence of the candidate. The decision of the committee (pass or fail) is determined by a majority of those present and voting.

3. Graduate School Representative

- The Graduate School will have a representative at the dissertation defense.
- The Graduate Dean will select the representative.
- The representative will be responsible for observing the defense process and insuring that the procedures are preserved and followed. The representative does not have any voting rights with regard to the student's performance on the defense. The representative may ask questions where necessary, but does not have any signature authority on the examination documents.

4. Dean's Representative

- The Dean of the College in which the doctoral program resides may send a representative to

observe the dissertation process. The Dean's representative will not participate in the proceedings.

5. Defense Approval Deadline

- All doctoral defense approvals must be completed by the second week in March. Any defense approval request submitted after the deadline will not be reviewed for approval for May graduation. All doctoral defenses must be completed by the second week of April. Any defense that failed to meet the deadlines will not be included in the list for May graduation.

6. Dissertation Binding

- The cost to bind three copies of the approved and defended dissertation is one hundred and twenty (\$120.00) dollars. Each student will pay the cost for binding three dissertations to the Office of Student Accounts with the *Dissertation/Thesis Binding Request* form. The form, a copy of the receipt and three copies of the Dissertation or Thesis printed on 25% bond paper will be turned into the Graduate School. Students will be contacted to pick up a copy of their bound dissertation once completed.

Note: **For more details on the dissertation process, see the Dissertation Handbook.**

ATTENDANCE

Students are expected to attend every session for which the course is scheduled unless otherwise agreed to by the professor and the student.

Program of Study

Degree and certificate students must follow a program of study approved by the graduate advisor, the College Dean and the Graduate Dean. The program of study should be prepared before the student begins his/her first semester of classes. The student's program of study is to be documented by completing the *Program of Study* form. Courses taken prior to submitting the program of study at other institutions that will serve as transfer courses are included with approval by the graduate advisor. The completed *Program of Study* will be filed in the student's permanent file in the Office of the Registrar.

Procedure:

- I. The new student will meet with the advisor prior to beginning the degree program to establish the requirements for degree completion. The result is the development of the Program of Study.
- II. A Program of Study will be reported on the *Program of Study* form. All requirements to be met by the student, transfer courses and pre-requisites will be detailed on the form.

- III. The advisor, the student, and the Graduate Dean will sign the form.
- IV. The *Program of Study* form will be submitted to the Office of the Registrar for placement in the student's permanent file.

Change of Program

A student who has a program of study approved by an advisor may deviate from this program only with the written approval of the advisor and the Graduate Dean. A student wishing to alter the program may obtain a *Change of Program* form from the Graduate Studies Office or the Bowie State University website.

Procedure:

- I. The student will meet with the advisor to discuss and make changes to the original Program of Study.
- II. The changes to the Program of Study will be detailed on the *Change of Program* form.
- III. The advisor, the student, and the Graduate Dean will sign the *Change of Program* form.
- IV. The *Change of Program* form will be submitted to the Office of the Registrar for placement in the student's permanent file.

Advancement to Candidacy

Advancement to Candidacy is a major step in fulfilling the requirements for the Master's Degree. Advancement to Candidacy is accomplished by presenting evidence of having an approved program of study, a grade point average of 3.25 and a minimum of 12 semester hours of graduate work. These credits must be taken at Bowie State University and count toward the degree. Should the required 3.25 average not be attained when a maximum of 18 credit hours has been earned, Advancement to Candidacy will be denied. Each graduate program may have additional requirements for Advancement to Candidacy that students are required to complete. Additional requirements will be included in the section of the catalog for each program.

Students must be advanced to candidacy before taking the Comprehensive Examination, Seminar or Practicum (Practicum II for Counseling Psychology students).

Procedure:

- I. A student must apply for Advancement to Candidacy by completing the Request for Advancement to Candidacy form and submitting it to the Office of the Registrar. The form can be filed once the student has taken 12 credits of coursework but must be completed before 18 credits are earned.
- II. The Graduate Records Coordinator will review the student's records to assess academic progress.
- III. If the student has met the requirements for advancement, the student will be advanced and the student information system, PeopleSoft, will be updated to reflect so.
- IV. If the student is not advanced, the Graduate School will correspond with the student to direct him/her to the advisor to develop a plan to follow in order to achieve advancement.

In order to insure adherence to the Advancement to Candidacy policy, a negative service indicator is placed on the graduate student PeopleSoft accounts during the semester in which the student registers for the 18th credit hour. Once the student has been

advanced the service indicator is removed and the student may continue to register through to the completion of the degree program.

Procedure:

- I. The student will apply for Advancement to Candidacy.
- II. Once the Office of the Registrar has granted advancement, the Graduate School will remove the hold and send the appropriate letter to the students with a copy sent to the program.
- III. Those students who are not eligible for advancement will receive a letter informing them of their status and will be advised to meet with their advisor to develop a strategy for advancement.
- IV. Students will meet with their advisor and document a plan for meeting the requirements for advancement utilizing the Academic Progression Plan Worksheet form. A copy will be sent to the Office of the Registrar for placement in the student's permanent folder.
- V. The hold will be temporarily removed from the student's account in order to allow for registration into classes specified in the plan documented on the Academic Progression Worksheet. The hold will be replaced on the student's records after registration in order to continue monitoring the student's progress.
- VI. If the student successfully achieves advancement in the first semester after the initial hold was placed on his/her account, the hold will be permanently removed. If the student does not achieve advancement, he/she will no longer be allowed to continue at Bowie State University.

Exceptions: Because there is a need to show actual registration in order to obtain a visa for re-entry into the United States, the hold will be removed for those international students who intend to travel outside of the country, if it is determined that their progress in their academic program may result in the criteria for advancement.

Course Load

A student who registers for nine (9) graduate semester hours is considered to be a full-time student. Students who register for fewer hours are designated as part-time. A student may pursue up to 12 credit hours in a semester. If a graduate student would like to take more than 12 credit hours approval must be obtained from the Graduate Studies Office. Six credit hours are the maximum number that may be taken in one summer session.

Standards of Academic Work

In order to remain in good standing, candidates for the master's Degree must maintain a 3.00 grade point average after being advanced to candidacy. If the cumulative average falls below 3.00, the student will be placed on probation. After completing nine additional hours of work, if the cumulative average returns to the acceptable level of 3.00, the student will be restored to good standing. A student on probation will not be permitted to take the Comprehensive Examination, Seminar, or Practicum. Required courses in which the candidate earns a grade of "F" must be repeated. Students who lack sufficient academic aptitude or who fail to show evidence of serious purpose may be requested by the Graduate Dean to withdraw from their graduate program.

Grading Criteria

A grade of "A" represents superior academic performance:

1. The student demonstrates critical, analytical, and applied understanding of the subject matter in excellent written and oral form.
2. The student regularly contributes substantive knowledge and appropriate discussion to the class experience.

A grade of "B" represents good academic performance:

1. The student demonstrates good understanding of the subject matter in acceptable written and oral form.
2. The student contributes substantive knowledge and appropriate comments to the class experience.

A grade of "C" represents the minimal acceptable academic performance:

1. The student demonstrates interest in concepts of the course and a minimum mastery of subject matter in acceptable written and oral form.
2. The student contributes a minimum of substantive contributions to the class experience.

The grade of "D" is not issued; Grade "F" indicates the student has not met the minimum requirements of the course.

A student who withdraws from a course after the tenth week of the semester will receive a grade of "F" unless special permission is granted for withdrawal without penalty. Students taking 8-week courses will receive a grade of "F" after the fifth week of class unless special permission is granted for withdrawal without penalty.

A student may repeat a course to raise a grade of "B", "C" or "F." Only the higher grade received for a course will be counted in the student's cumulative grade point average.

Letter grades are not assigned to students in Practicum, INSS 890-Professional Seminar and PSYC 540-Social Equity. Students who successfully complete the work in these courses receive a grade of "Pass." Students who do not successfully complete the requirements receive a grade of "Fail." A grade of "I" indicates "Incomplete" and is used only in exceptional circumstances. Students who receive a grade of Incomplete (I) have one academic year from the date of the end of the semester in which the course was taken to have the grade changed. If a grade of incomplete (I) is not changed after one year, it converts to an "F".

Students who receive an Incomplete (I) in Seminar must enroll in Research Advisement for one graduate credit hour with the Seminar instructor. The student has two semesters to remove the Incomplete (I) in Seminar.

A student may not be advanced to candidacy, allowed to take the Comprehensive Examination, or graduate until all grades of Incomplete (I) have been removed from courses in the student's degree program.

A final examination is required for all courses, except Seminar and Practicum.

Appeal System

Students desiring to ask for an exception to the requirements a College should address appeals to the Dean of the respective College.

Students appealing a failing grade on the Comprehensive Examination should address the request to the Graduate Dean. Such appeals must be filed within 30 days of the notification letter. Upon receipt of such an appeal, the Graduate Dean will identify a new group of readers from the student's area of concentration to review the examination. Results of the appeal reading shall be final.

Students with grievances concerning other matters, including course grades, should address the appeals to the Graduate Dean, *after* exhausting all remedies available in the originating College. Such appeals must be filed no later than mid-semester following the semester in which the alleged offense occurred.

Dismissal Policy

The following dismissal policy applies to graduate students: A student whose cumulative grade point average (GPA) falls below 3.0 is placed on academic probation; any student on academic probation is permitted to take a maximum of nine (9) credit hours to raise the GPA to 3.0; failure to obtain a 3.0 GPA will result in academic dismissal.

The duration of the dismissal is one (1) semester; the period of dismissal for a graduate nursing student is one (1) year. Courses taken at other institutions during the dismissal period cannot be transferred to Bowie State University. In order to be considered for readmission, the student must petition the Graduate Dean. The seven (7) year time limitation for degree completion shall include the period of dismissal. A student dismissed for academic dishonesty may not reapply.

Policy for Testing Out of Courses

Students are allowed to test out of a maximum of two courses. The procedure for doing so is as follows:

1. The student must write a letter to the Graduate Dean requesting permission to take the course(s) by examination including course title and number.
2. The Graduate Dean will appoint a committee composed of a minimum of two (2) faculty members to coordinate and administer the examination.
3. The student will meet with the faculty committee. The committee will inform the student of the topics to be included in the examination and establish an examination date.
4. The student will register and pay for the course(s) for which he/she is seeking examination credit.
5. The examination may be written, oral and/or a demonstration before the committee.
6. The committee will evaluate the student's performance and assign a grade for the course to the student. The committee will enter the student's grade on the final grade roster.
7. If the student fails the examination, an "F" will be recorded.

Advisement

Candidates for a graduate degree should pay particular attention to the proper sequencing of courses. A quality degree program is not an accumulation of credit hours, but is a carefully developed sequence of educational activities and experiences designed

to help the student achieve the specified objectives of the program. Thus, it is extremely important to properly sequence the program. Introductory courses and electives should be taken prior to the advanced courses. Some courses require prerequisites that are necessary in order for students to perform satisfactorily in the specified courses.

It is important to secure a faculty advisor and plan the program immediately **after** initial enrollment. This procedure will insure maximum flexibility in arriving at educational goals and possibly preclude loss of credits. Each graduate program assigns advisors. For assignment of an advisor, contact the appropriate graduate program office.

Steps in Completing Degree Requirements

1. Meet with a graduate advisor to establish an approved program of study.
2. Qualify for Advancement to Candidacy (12-18 credit hours completed in approved program of study with G.P.A. of 3.25 or better).
3. Apply for Advancement to Candidacy.
4. Register for the Comprehensive Examination.
5. Complete the written Comprehensive Examination satisfactorily. Students must successfully complete the Comprehensive Examination prior to enrollment in the concluding seminar. Students in the Computer Science program have the option to complete a thesis or project.
6. Prepare a research/seminar paper (or a thesis) according to subject area specifications and satisfactorily complete an oral examination on the thesis, if applicable.
7. Complete the required number of course hours as outlined in the program of study with a minimum grade point average of 3.0. Show written approval of advisor and the Dean for any change in program.
8. Submit Application for Graduation at the beginning of the fall semester of the academic year in which you plan to graduate.
9. Attend graduation ceremony for the conferring of the degree.

DIRECTORY

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Special Populations	3292
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Student Life	3835
Student Success and Retention Center	3295
Student Support Services	3296
University Police	4040
University Wellness Center	4170
Wiseman Student Centre	3810