STUDENT CONDUCT & CIVILITY EDUCATION

- Set clear policies for behavior in your class via the course syllabi. Uphold those boundaries.
- Communicate your expectations for things like technology use, class participation, tardiness, disruptive behavior, and academic honesty. Explain how you will respond if students fail to meet those expectations.
- When a student’s behavior disrupts your class, promptly tell the student that their behavior is not acceptable and ask for cooperation. Contact your department chairperson or your office if a student continues to be disruptive or if you need assistance with engaging in a conversation with or responding to the student.
- When reporting to Student Conduct & Civility Education (SCCE) about an incident, include as many details of the behavior or words used as possible. Reports can be submitted in person, via phone, or online at towson.edu/reportit.
- When a student continues to be disruptive or their behavior is not acceptable, contact the Office of the Vice President for Student Affairs at 410-704-4255 or submit an online CARE Form (https://www.towson.edu/studentaffairs/care/).
- Be as specific as you can when filing a report about a student who concerns you (e.g., nature of the behavior, quotes or language used, etc.).
- Check out www.kognito.com/maryland, an avatar-based online experience for faculty and staff to learn how to discern sources of difficulty in students and make quality referrals.

IF... you have questions about a student's behavior and are unsure how to navigate a situation, THEN... call SCCE (410-704-2052) to consult regarding whether or not the behavior may violate the Code of Student Conduct or if other responses should be taken.

IF... you believe a student has violated the Academic Integrity Policy (towson.edu/academics/resources/procedures.html), THEN... follow the policy and copy studentconduct@towson.edu on your notice to the student for recording purposes. Call to consult or for resources. Individual academic colleges may have a concurrent conduct policy.

IF... a student is demonstrating emotional and/or behavioral markers of distress, THEN... contact the Office of the Vice President for Student Affairs at 410-704-2055, or submit the online CARE Form (towson.edu/studentaffairs/care/).

IF... a student is navigating the loss of a loved one or extended medical absence or food security issues, THEN... refer them to the Office of the Vice President for Student Affairs at 410-704-2055.

IF... a student of concern is registered with DSS, THEN... contact the student’s assigned DSS specialist listed on the student's DSS memo. The specialist usually knows the student best.

IF... a student of concern is not registered with DSS, THEN... contact the DSS Director or DSS Associate Director at 410-704-2638 with questions and concerns.

IF... a student is willing to seek help with problems, THEN... refer directly to the Counseling Center, either in a routine initial appointment or an immediate emergency appointment.

IF... a student has clear emotional and behavioral markers of distress and/or is causing disruption to others, and is unwilling to follow-through with help, THEN... contact the Office of the Vice President for Student Affairs at 410-704-2055 or submit a CARE form (towson.edu/studentaffairs/care/).

IF... you fear for your safety or the safety of others, CALL THE TUPD AT 4-4444 FOR IMMEDIATE ASSISTANCE.

This resource was developed by the Division of Academic Affairs in collaboration with the Division of Student Affairs and the Office of the General Counsel. Towson University, October 2017.

CALL THE TUPD AT 4-4444
**TERMINOLOGY FOR STUDENT WELLNESS AND BEHAVIORAL ACTIONS**

**ACCOMMODATION**
In the context of higher education, an accommodation is a modification or adjustment to a course or program that eliminates or minimizes disability-related barriers and enables a qualified student with a disability to participate. At the college level, the purpose of an accommodation is to correct or mitigate a functional impairment and “level the playing field” rather than to ensure a student’s success. Examples of reasonable accommodations include a blind student receiving print materials in an accessible format, and a student with a mental health disability taking exams in a reduced distraction space with extended time.

**CARE FORM**
An online form that serves as a primary mechanism to refer a student who is demonstrating emotional and/or behavioral markers of distress, the Division of Student Affairs. The CARE Form (located at towson.edu/studentaffairs/care/) requires basic information about the student, referrer contact information, and a description of the incident or behaviors that prompted the referral.

**CONFIDENTIALITY**
Personal information shared with an attorney, physician, therapist, or other authorized individual that generally cannot be divulged to third parties without express consent being given or as otherwise specified by law.

**DENIAL OF ACCESS**
A formal status issued when a student is prohibited from coming onto University property.

**CODE OF CONDUCT**
The Code of Conduct applies to all student and student organizations. Review at: towson.edu/studentaffairs/policies/conduct.html. A code of conduct violation is determined and adjudicated by the Office of Student Conduct & Civility Education when a student’s behavior more likely than not violated one or more policies listed in the Code of Student Conduct.

**CODE OF CONDUCT VIOLATION**
A decision made by the Office of Student Conduct & Civility Education that a student is more likely than not responsible for a violation of the Code of Student Conduct.

**DISABILITY**
The ADA defines a “person with a disability” as someone with a physical or mental impairment that substantially limits one or more major life activities. A condition in and of itself does not necessarily constitute a disability. The degree of impairment must substantially impact a major life activity, including, but not limited to, walking, seeing, hearing, breathing, learning, reading, concentrating, thinking, communicating, working, and taking care of oneself.

**DISRUPTIVE BEHAVIOR**
Behavior which obstructs teaching, research, administration, disciplinary proceedings, or normal university operations.

**EMERGENCY SUSPENSION**
A temporary action taken by the Office of Student Conduct & Civility Education pending the outcome of a disciplinary process.

**EMOTIONAL AND BEHAVIORAL MARKERS OF DISTRESS**
The following behaviors may be considered markers of distress: change in personal hygiene, dramatic weight gain or loss; frequently falling asleep in class; irritability; unruly behavior; impaired speech; disjointed thoughts; fearful sadness; intense emotion; inappropriate responses; difficulty concentrating; physically harming self; destruction of property; anxiety and panic; inability to communicate clearly; loss of reality contact; (e.g.; hallucinations; poor thought connections)

**EXTENDED MEDICAL ABSENCE**
Two or more consecutive missed classes (i.e. a full week of classes) with official verification.

**FERPA**
The Family Education Rights and Privacy Act of 1974 (FERPA) prevents the University from disclosing education records without an eligible student’s consent. FERPA allows exceptions when TU can disclose a student’s education records with their consent. For example, school officials (e.g., TU employees, including faculty and staff) with a legitimate educational interest may disclose education records to one another, disclosure is allowed in connection with a financial aid application, and the school may share education records with another school for purposes of the student’s enrollment or transfer. Detail about FERPA (including applicable exceptions) available at: towson.edu/registrar/grades/ferpa.html.

**FOOD INSECURITY**
The state of being without reliable access to a sufficient quantity of affordable, nutritious food.

**KOGNITO**
A series of engaging, interactive, online simulations in which faculty may practice responding to realistically presented student situations. This tool (https://md.kognito.com/) is helpful in identifying students who might be at risk and how to connect those students with professional help.

**SANCTION**
A status imposed and/or assignment required as a result of a student being found responsible for violating the Code of Student Conduct.

**TITLE IX**
Sexual harassment, including sexual violence, is a kind of sex discrimination and is prohibited by Title IX and the University. Issues of student concern that involve sexual harassment or sex discrimination must be referred to the TU Title IX Coordinator at titleix@towson.edu or 410-704-0215.

**IF YOU FEAR FOR YOUR SAFETY OR THE SAFETY OF OTHERS, CALL THE TUPD AT 4-4444 FOR IMMEDIATE ASSISTANCE.**

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