



## Notice of Rights and Options for Sexual Misconduct Incidents

Coppin State University is committed to providing a learning and working environment free from all forms of sexual misconduct, including sex-based harassment and sex discrimination. Sexual misconduct is a form of sex discrimination prohibited by federal law, including Title IX, state law, and University policies. Violence or threats of violence of any kind, including sexual assault, dating violence, domestic violence, sexual coercion, sexual exploitation, sexual intimidation, and stalking are prohibited and will not be tolerated. This document provides a list of rights and options whether the incident occurs on or off-campus for complainants (reporting parties) and respondents (responding parties) who are collectively referred to as the “parties” in this document.

The University’s *Policy and Procedures on Sexual Harassment and Other Sexual Misconduct 2020* (see [www.coppin.edu/Title9](http://www.coppin.edu/Title9))<sup>1</sup> are committed to providing a prompt, equitable, and impartial investigation and grievance process from a complaint to the final outcome. If a complaint is filed, then the parties have the right to present documents, names of witnesses, and other evidence to the investigator(s). Investigations and grievance proceedings are conducted by investigators and hearing officers who have been trained annually and who do not have a conflict of interest or bias for or against the parties involved in the incident. The preponderance of the evidence or “more likely than not” standard is used in the grievance proceedings. All parties will be treated with dignity, respect, and sensitivity by officials of the University. A respondent will be presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

- Informal resolution may be an option for some cases where trained staff provide remedies and interventions without proceeding to an investigation and adjudication. This process requires that all parties agree to the use of informal resolution, and either party may decide not to proceed with or to end informal resolution in favor of formal resolution at any time. Informal resolution will not be used for incidents involving students and employees. Reports of sexual assault or sexual coercion may not be resolved through informal resolution or mediation.
- Confidential resources are available for support on campus. Students may access professional counselors in the Center for Counseling and Accessibility Services at 410-951-3939 and medical providers in the Community Health Center at 410-951-4188. These resources may be accessed without a report of the incident, and the information provided is confidential. Employees may call GuidanceResources at 1-855-410-7628 which is available 24 hours a day, seven days a week. Additional resources for counseling and assistance are listed in this document.

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<sup>1</sup> As of January 9, 2025, the University will use the *Policy and Procedures on Sexual Harassment and Other Sexual Misconduct 2020* and the *Procedures for Investigating and Resolving Allegations of Sexual Harassment and Other Sexual Misconduct 2020* which were in effect as of August 14, 2020. (See [www.coppin.edu/title9](http://www.coppin.edu/title9)).

- To encourage reporting, the University has an Amnesty Policy where a student who reports sexual misconduct, either as a complainant or a third-party witness, will not be subject to disciplinary action by the University for their own personal involvement with alcohol and/or drugs at or near the time of the incident unless the involvement was likely to place the health or safety of another individual at risk. The University may, however, initiate an educational discussion or pursue other educational remedies regarding alcohol and/or other drugs.
- Title IX prohibits retaliation, and University officials will take steps to prevent retaliation and take strong responsive action if retaliation occurs. If retaliation occurs, contact the Title IX Coordinator located at the end of the document immediately.
- Privacy and discretion will be exercised in every incident. If a complainant requests confidentiality and does not want to disclose their identity to the respondent, the University may not be able to pursue charges of sexual misconduct unless the complainant is willing to be identified in a complaint.
- Each party may disclose information to people who need to know to participate in or administer the process, and/or to provide support and assistance. Parents or guardians of students will not be contacted by the University except at their written request or in the case of a health and safety emergency.
- University officials are required to document the reports of sexual misconduct for general Clery Act statistics. There will be no personally identifiable information about the complainant and/or the respondent shared in that report. If the University is required to notify the community of the incident, including recording the assault in the campus crime log, no identifying information will be included, to the extent permissible by law.

**Supportive Measures:** The Title IX Coordinator offers and coordinates Supportive Measures in consultation with other appropriate University officials, as needed, which are available to both the complainant and respondent. The Title IX Coordinator will consider the parties' wishes with respect to planning and implementing the Supportive Measures. Supportive Measures will remain in effect as necessary. The Title IX Coordinator will act to ensure as minimal an academic and employment impact on the parties as possible and implement Supportive Measures in a way that does not unreasonably burden either party.

The range of Supportive Measures available to complainants and respondents include, but are not limited to:

- Academic arrangements such as extensions on assignments and test, rescheduling exams, dropping or retaking courses, or changing course schedules;
- Housing arrangements such as changes in location on campus or assistance securing off-campus housing;
- Referrals to the Office of Financial Aid for questions about the financial impact for taking a leave of absence or withdrawing from the University;
- Employment arrangements such as alternative schedules, deadlines, or working locations;
- Safety arrangements such as escorts, transportation, and other safety planning;
- No contact orders; and
- Denial of access to campus grounds or facilities.

**Medical Services:** It is strongly encouraged that the complainant seek medical assistance in cases of

sexual assault. According to Maryland regulations, Sexual Assault Forensic Examination (SAFE) is available free of charge within 5 days (within 120 hours or less) of the alleged offense as evidence can only be collected through a SAFE during this time. The SAFE program is used to medically evaluate the incident and collect evidence from the body.

Public Safety can provide transportation to Mercy Medical Center located on 300 St. Paul Street, Baltimore, Maryland in the Emergency Department at 410-332-9477, which is designated as the city's sexual assault and domestic violence treatment center. Mercy has trained nurses who perform the SAFE program and will provide victims services, including treatment of injuries and steps to address concerns of pregnancy and sexually transmitted disease.

- It is recommended that the complainant not take a shower or wash or discard clothing they were wearing at the time of the assault. All clothing (including underwear) should be put into a paper bag and brought to the hospital.
- A complainant does not have to decide whether to file criminal charges before obtaining a forensic exam. The exam is free, and the evidence will be kept in a secured locker indefinitely. There is no statute of limitations on filing a criminal complaint in Baltimore City. If they wish to remain anonymous, they can have the exam listed as Jane Doe/John Doe. Having a forensic exam is a major step to preserve evidence for a criminal offense if criminal charges are filed.
- Seek confidential medical treatment from the University's Community Health Center at 410-951-4188.

**Counseling Services:** Reports made to a licensed counselor or health care provider are confidential and will not be reported for investigation without the complainant's permission unless an imminent threat of harm exists.

- Students may contact the Center for Counseling and Accessibility Services is located in Room 208 of the Grace Hill Jacobs building. To schedule an appointment, please call 410-951-3939. You can also access additional resources online at [Counseling Center website](#).
- Employees may reach out to the Employee Assistance Program (EAP) GUIDANCE RESOURCES at 1-855-410-7628 for confidential counseling and other resources.
- TurnAround, Inc., is the off-campus, Sexual Assault/Domestic Violence Resource Center in Baltimore City at 443-279-0379, a 24/7 Helpline, and for more information go to, <http://www.turnaroundinc.org>.
- National confidential resources (available 24/7) include, but are not limited to: RAINN (Rape, Abuse & Incest National Network) which operates the National Sexual Assault Hotline at 1-800-656-HOPE (4673) and an [online chat with a trained staff member](#); and National Domestic Violence Hotline at 1- 800-799- 7233 or TTY at 1-800-787-3224 with an [online chat option](#).

**Options for Reporting:** Reports involving sexual assault, dating/domestic violence, stalking, sexual harassment, and other sexual misconduct can be made to a Title IX Coordinator or Title IX Deputy Coordinators who will meet with complainants and other reporting parties to review their rights, resources, and reporting options both on and off campus, including offering supportive measures, regardless of whether a complaint is filed. Reports, including anonymous reports, may also be submitted through the [Sexual Misconduct Online Reporting Form](#), but the reports that are submitted online will

not be considered complaints under the Title IX grievance process.

All reports involving sexual assault, dating/domestic violence, stalking, sexual harassment, and other sexual misconduct made to Responsible Employees which include, but are not limited to, members of Public Safety, Residence Life staff, faculty, administrators, and staff, will automatically be referred to the Title IX Coordinator. The Title IX Coordinator will then reach out to the complainant to offer resources, explain your rights, and provide resolution options. This referral to the Title IX Coordinator is made even if the complainant chooses not to pursue on-campus grievance proceedings. Further, complainants may file a complaint with local law enforcement for criminal prosecution. They can enact both processes, as they are different and can proceed at the same time. They can proceed with one process and not the other. **They can decline to engage in either process.**

The University may need to inform and notify the community via a Timely Warning email. The purpose of the warning is to aid in the prevention of similar crimes by enabling community members to protect themselves from incidents that represent a serious or continuing threat to students and employees. These notices will not include personally identifying information.

### **Disciplinary Procedures for Students and Employees (on-campus)**

Parties will be treated with dignity, respect, and sensitivity by University officials during all phases of the grievance process. The [Policy and Procedures on Sexual Harassment and Other Sexual Misconduct 2020](#) are designed to allow for a fair and impartial investigation, as well as a prompt and equitable disciplinary proceeding and resolution that provides an opportunity for the parties to be heard.

**Filing a Complaint:** To initiate a complaint against students or employees, contact the Title IX Coordinator, located in the Physical Education Complex (PEC) Room 224, by phone at 410-951-6543 or by email at [kkurita@coppin.edu](mailto:kkurita@coppin.edu).

Once a complaint is filed, the Title IX Office will offer a prompt, fair, and impartial grievance process from the initial investigation to the final result completed within the timeframes outlined in the [Policy and Procedures on Sexual Harassment and Other Sexual Misconduct 2020](#). The Title IX Office will provide timely notice of meetings and hearings, and hearings will be conducted by officials without a conflict of interest or bias for either party and who receive annual training on how to conduct an investigation and hearing process that protects the safety of parties and promotes accountability. The parties will be notified in writing of:

- Their rights and responsibilities under the [Policy and Procedures on Sexual Harassment and Other Sexual Misconduct 2020](#), and information regarding other civil and criminal options.
- The date, time, and location of each meeting, interview, or hearing that the party is required or permitted to attend.
- The Written Notice of Determination when the Hearing Officers make a determination whether a policy violation occurred and the basis for the determination.
- Any sanction imposed, as required by law; and
- The rights to appeal and a description of the appeal process.

**Regular updates on the status of a complaint will be provided to both parties.** Once a complaint has been filed, the Title IX Coordinator will provide both parties with weekly updates on the status of the case until the case has been fully resolved. Parties will also receive timely notices of meetings and equal access

to information. Any delays in the process will be communicated to the parties in writing.

**Presumption of Innocence for Respondents:** A respondent who participates in an on-campus grievance proceeding is considered “not responsible” for the alleged conduct until a determination of responsibility is made at the conclusion of the grievance process. A respondent is entitled to supportive measures as outlined above to preserve access to the University’s education program, activity, or work environment. A respondent is also entitled to one advisor of choice and one support person to accompany them through any meeting or hearing.

**Advisors of Choice for Complainants and Respondents:** In matters involving sexual harassment, sexual assault, stalking, dating/domestic violence, and sex discrimination, the complainant and respondent may each have no more than two people (one advisor and one support person), present throughout the entire on campus grievance process. The advisor may be a licensed attorney, an advocate, or an advocate supervised by an attorney. Advisors and support persons may assist a party with understanding the investigation process and preparing for meetings and interviews; attending meetings and interviews with the party; reviewing any statements prepared by the party; and aiding and support to the party as they move through the grievance process.

Students who are complainants or respondents may access attorneys paid for by the Maryland Higher Education Commission (MHEC) or who agree to participate on a pro bono (without charge) basis. Information for students regarding accessing counsel through MHEC can be found on the [MHEC Attorney List for Title IX campus proceedings](#). Attorneys may not be available through MHEC for complaints involving allegations solely based on sexual and/or gender-based harassment. The attorneys paid for by MHEC are not available for representation in a criminal or civil matter. Students or employees may knowingly and voluntarily choose not to have legal counsel.

While the University does not recommend specific attorneys, employees may wish to use the referral service of the Maryland State Bar Association at 1-800-492-1964, or online at [www.msba.org](http://www.msba.org) which can also provide referrals to attorneys who may serve as advisors for a fee and for visa and immigration services, among other areas. The State’s Attorney’s office can be reached at 443-984-6096 or 443-984- 6094 and is responsible for prosecuting sex crimes on behalf of the State of Maryland.

**Potential Sanctions for Student Respondents:** Students found in violation of sexual harassment, sexual assault, stalking, dating/domestic violence, and sex discrimination are subject to sanctions such as dismissal from the University (suspension or expulsion), suspension or removal from University housing, disciplinary probation, disciplinary warning, loss of privileges, administrative housing room relocation, housing probation, denial of re-contracting with University housing, denial of access to campus grounds and/or buildings, fines, restitution, no contact order, and educational sanctions such as community service and mandatory and continuing participation in training on Prohibited Conduct, and education programming, depending on the circumstances and nature of the violation.

**Potential Sanctions for Employee Respondents:** Employees found in violation of sex discrimination, sex-based harassment, and other sexual misconduct are subject to sanctions including counseling, verbal reprimand, written reprimand, suspension without pay, denial of a pay increase, demotion to a lower pay grade/classification, no contact order, education and training, denial of access to campus grounds and/or buildings, reassignment, and separation from employment, depending on the circumstances and nature of the violation.

## **Criminal Process and Preservation of Evidence (Off-campus)**

A complainant has the right to file a report with Baltimore City Police or other local law enforcement depending on where the incident occurred. Complainants also have the right to decline filing criminal charges. Public Safety can help to contact the appropriate law enforcement officials and work with the officials to pursue criminal charges.

- If criminal charges will be filed, a Sexual Assault Forensic Examination (SAFE) is recommended and must be collected within 120 hours (about 5 days) of the incident for it to be admissible in court. If the incident occurred on campus, then the Baltimore Police Crime Scene Unit may secure the site and collect evidence from student rooms, public areas and other areas that may produce evidence from the incident. Evidence collection is particularly important when pursuing criminal charges.
- Complainants of sexual harassment, sexual assault, domestic violence, dating violence, stalking, and other forms of sexual misconduct are encouraged to preserve evidence by saving text messages, instant messages, social networking pages, pictures, and other communications such as phone logs, notes, or other copies of documents and gifts that would be useful to investigators, decision-makers and/or law enforcement. In addition, it is recommended you do not bathe, douche, smoke, use the toilet or clean the location where the incident occurred. Save items you were wearing, sheets, or towels in a paper bag.
- The Maryland Judiciary provides information on how to file for a [protective order or peace order](#). You may also contact the Title IX Coordinator or Public Safety for assistance in securing protective or peace orders and/or assisting with the development of a safety plan. Information regarding legal assistance and attorneys who can help to secure a protective order or peace order, may be obtained by contacting the Maryland Coalition Against Sexual Assault (MCASA)'s Sexual Assault Legal Institute (SALI) at 301-565-2277 or toll-free at 1-877-496-SALI (7254).

**External Complaints (Off-campus):** Complainants have the right to file complaints of sex discrimination with an external governmental agency. This may happen before, after or during an on-campus and/or off-campus grievance process. Complaints may be filed with the Office of Civil Rights, U.S. Department of Education, The Wanamaker Building, Suite 515, 100 Penn Square East, Philadelphia, PA 19107, telephone at 1-800-421-3481 or by email at [OCR.Philadelphia@ed.gov](mailto:OCR.Philadelphia@ed.gov).

### **Title IX Coordinator and Deputies**

Katsura Kurita, J.D./M.S.  
Title IX Coordinator  
Coppin State University  
Office of Title IX Compliance  
2500 West North Avenue  
Baltimore, MD 21216  
Physical Education Complex (PEC), Room 219/224  
410-951-6543  
[kkurita@coppin.edu](mailto:kkurita@coppin.edu) or  
[TitleIXCoordinator@coppin.edu](mailto:TitleIXCoordinator@coppin.edu)

Lisa Horne Early, Ph.D.  
Title IX Deputy for Employees  
Coppin State University  
Human Resources  
2500 West North Avenue  
Baltimore, MD 21216  
Physical Education Complex (PEC), Room 348  
410-951-3666  
[learly@coppin.edu](mailto:learly@coppin.edu)

Nichole Person, Ed.D.  
Title IX Deputy for Student-Athletes  
Coppin State University  
Department of Athletics  
2500 West North Avenue  
Baltimore, MD 21216  
Physical Education Complex (PEC), Room  
306  
410-951-3732  
[nperson@coppin.edu](mailto:nperson@coppin.edu)