



FROSTBURG
STATE UNIVERSITY

One University. A World of Experiences.

Living Our Values



**A Student Guide to Being a Successful
Frostburg State Bobcat**

Welcome!

We are thrilled to have you join the proud ranks of Frostburg State University Bobcats. Our campus community is diverse, yet united – seeking to work toward our educational mission of personal growth and development through incredible opportunities. We hope that your time with us exposes you to the “world of experiences” we are known for.

In promoting our values of being an institution known for being student-centered and featuring experiential opportunities, we strive to provide both a distinctive and distinguished educational experience while promoting workforce development, cultural enrichment, and civic responsibility. We want our graduates to be known for their critical thinking, resilience, and agility to meet the challenges of a complex and changing global society.

Frostburg State University values and prioritizes providing a safe and inclusive learning, living, and working environment for all our students, employees, and guests to enjoy, without exception. These values are at the heart of the University’s commitment to maintain a safe, inclusive, and nondiscriminatory campus environment.

This guide serves as a reference for our expectations for your conduct and behavior as an FSU Bobcat. Our goals for you as scholars and servant leaders are reinforced through our Student Code of Conduct – emphasizing discipline, respect, and personal responsibility. By holding ourselves and each other to a high standard of behavior, the University seeks to both ensure the safety and well-being of the campus community while also promoting the moral and ethical development of our students.

Please thoughtfully review this document and its contents, as you will be held to these standards throughout your time at Frostburg State University.

Welcome to the Bobcat Family!

President Nowaczyk



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Expectations for Student Behavior and Conduct

Welcome New Bobcats!

Our University is an academic and vibrant community of learners. For us to meet our educational goals, we have to be a mindful and respectful community. Frostburg State University has created a set of standards regarding personal conduct within our campus community. These standards are expected of all students so that they can develop to reach their full potential as scholars, servant leaders, and community members.

In bringing together a community as diverse and engaged as Frostburg State University, it is important for each of us to be mindful of our words and actions. As scholars and budding professionals, it is important to be aware that the character and conduct you exhibit here will reflect upon you well after you become Frostburg alumni.

I hope your time at Frostburg State University is as memorable as my own. I am a proud Frostburg State University alumnus, and I am excited for the journey that awaits you.

Sincerely,
Carl Crowe
Director, Student Conduct and Community Standards
Office of Student Affairs
301.687.4311 | cwcrowe@frostburg.edu



Code of Student Conduct

Frostburg State University is a community. 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 to 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 key values underlying these standards.

These standards arise from the key values of personal responsibility and respect for others.

By holding each student to a high standard of behavior, the University seeks to 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.

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. 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.

Inherent Authority

Frostburg State University reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community through enforcement of the Code of Student Conduct for behaviors and incidents occurring both on and off the University premises.

Violations of Law and University Policy Regulations

Students may be accountable to civil authorities and to the University for acts which constitute violations of law and of University Policy. Student conduct proceedings at the University will usually proceed while criminal proceedings are pending and will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced.

University Standards of Personal and Group Conduct

The following forms of conduct are prohibited by Frostburg State University and are subject to student conduct proceedings.

- Academic Dishonesty
- Computer Misuse and Dishonesty
- Falsification of Information
- Improper Possession, Use, or Abuse of Alcoholic Beverages
- Possession or Use of Drugs
- Obstruction of the Rights of Others
- Discriminatory Conduct
- Violence to Persons – Physical or Verbal Assault
- Theft, Destruction, and/or Abuse of Property
- Possession or Use of Weapons and Explosives
- Violation of Campus Safety Regulations
- Hazing
- Entry of Restricted Areas
- Ignoring or Refusing a Reasonable Request of Authorized University Personnel
- Violations of Public Laws
- Misconduct of Registered Student Groups
- Off-Campus Student Behavior
- Serious Criminal Offenses
- Regulations Concerning Conduct within the Residence Halls
- Endangering the Health and Safety of Self or Others
- Harassment
- Violating the Terms of a Sanction
- Gambling
- Other
- Discrimination
- Event-Related Misconduct
- Smoke-Free Campus
- Personal Transportation Devices

For an online copy of the Student Code of Conduct, please visit
<http://www.frostburg.edu/admin/studentaffairs/>.

Promoting Equity, Inclusivity, and Student Well-Being

Welcome to Frostburg State University!

Our campus is a beautifully diverse community, bringing together professionals and scholars from all across the world seeking to promote our values of academic success and experiential learning. Embracing the variance in experiences, attitudes, and beliefs is instrumental to the success of our students and our institution.

Diversity, mutual respect, integrity, and responsibility are core values within our University community. These values are at the heart of Frostburg State University's commitment to maintaining a safe, inclusive, and nondiscriminatory learning and working environment. In addition, the University is committed to seeing that all



members of our community who are affected by gender-based harassment, sexual misconduct, relationship violence, and stalking are provided options for redress and support.

All members of our campus community are held to high standards of personal and professional conduct to preserve the vitality of the Bobcat spirit. In your first several weeks as a new student, you will be exposed to a plethora of information regarding consent, healthy relationships, as well as ways in which you can serve as an active bystander. We appreciate your thoughtful contribution to these topics as well as your contributions to our campus community.

Best,

Sally L. Swann

Interim Title IX Coordinator

Office of Gender Equity

301.687.3035 | slswann@frostburg.edu

Gender-Based Harassment and Violence Policy

Frostburg State University values diversity, mutual respect, integrity, and responsibility. To that end, the University is firmly committed to maintaining a learning and workplace environment free from Gender-Based Harassment, Sexual Misconduct, Relationship Violence, Stalking, Complicity, and Retaliation (collectively, “Prohibited Conduct”). Because Prohibited Conduct undermines the University’s mission and jeopardizes the character and integrity of our community, Prohibited Conduct will not be tolerated and is expressly prohibited. This policy provides the expectations for maintaining a safe, inclusive, and nondiscriminatory environment and the process for reporting and resolving alleged violations of the policy. Students, faculty, and staff who violate this policy may face disciplinary action up to and including expulsion or termination from the University.

**Frostburg State University values
diversity, mutual respect, integrity, and responsibility.**

The University does not discriminate on the basis of sex or gender in employment or any of its programs or activities. Sexual harassment, sexual assault, and other categories of sexual misconduct are forms of sex discrimination that are not only prohibited under this policy but also under federal and state discrimination laws. In accordance with Title IX of the Education Amendments of 1972 (“Title IX”), the federal law that prohibits discrimination on the basis of sex in federally funded educational programs and activities, and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, this policy is designed to provide for the prompt, equitable, and impartial investigation and resolution of incidents of Prohibited Conduct.

It is the responsibility of all members of the University community to create a safe and inclusive environment that is free from Gender-Based Harassment, Sexual Misconduct, Relationship Violence, and Stalking. Individuals who report violations of this policy in good-faith will be protected from Retaliation. This policy applies to all reported incidents of Prohibited Conduct and supersedes and replaces the University’s Sexual Harassment Policy, PN 1.004.

For an online copy of the Gender-Based Harassment and Violence Policy, please visit <http://www.frostburg.edu/titleix>.

Statement on Non-Discrimination and Equal Opportunity

Frostburg State University affirms its commitment to a campus environment that values human diversity and respect for all individuals. To that end, Frostburg State University does not discriminate on the basis of race, color, religion, sex, gender, sexual orientation, gender identity or expression, national or ethnic origin, age, status as an individual with a disability (including pregnancy), veteran status, genetic information, or other protected classes under applicable state and federal laws. It is the policy of Frostburg State University to ensure all persons have equal opportunity and access to its academic and educational programs, services, activities, and facilities, and this commitment shall be an integral part of every aspect of the academic and employment programs and processes, including, but not limited to, the recruitment, selection, testing, training, promotional advancement, and treatment of employees.

Any member of the Frostburg State University community has the right to raise concerns or make a complaint regarding discrimination or equal opportunity without regard to personal factors that are irrelevant to the program involved and without fear of retaliation.

Inquiries regarding non-discrimination policies and procedures and complaints of discrimination, harassment, and retaliation may be directed to Beth Hoffman, Director of ADA/EEO & Immigration Compliance, 329 Hitchins, 301-687-4102; bhoffman@frostburg.edu. Inquiries regarding Title IX policies and procedures and complaints of sexual harassment, sexual assault and other forms of sexual misconduct may be directed to Interim Title IX Coordinator, Office of Gender Equity, 126 Hitchins, 301-687-3035; slswann@frostburg.edu.

Center for Student Diversity, Equity, and Inclusion

Frostburg State University affirms its commitment to a campus environment, which values human diversity and respects individuals who represent that

diversity. Fostering diversity and respect for difference is a fundamental goal of higher education, ranking among the highest priorities of this institution.

The purpose of the Center for Student Diversity, Equity, and Inclusion is to foster a sense of community among students of all ages, economic classes, ethnicities, gender identities, races, religions, sexual orientation, and national origins. For more information, please visit <http://www.frostburg.edu/clife/diversity/>.

Scholastic Expectations and Support

Welcome to Frostburg! I am excited that you have chosen to continue your educational journey at Frostburg State University. Your undergraduate catalog will serve as your map for this journey, and your academic advisor will be your guide. Use both resources to help you stay on track. Your first steps on this journey will be in General Education courses. It is these courses that provide you with the critical thinking, communication, and collaboration skills needed to be successful in any career.

You will then choose to focus your studies on one or more of FSU's more than 40 majors. Even if you already have a pathway in mind, be open to discovering something new and interesting. Pay attention to what you love doing. Hard work is needed to improve your knowledge and skills, to excel, and be successful. It will be much easier to work hard while doing something you love.

Take advantage of opportunities to extend and apply your learning outside the classroom. Perhaps you want to do a research project and present it at a conference. Maybe you will have an internship at an international organization in Washington, D.C. You may study abroad in China, Brazil, or Spain. Perhaps you will accept a leadership role in a campus student organization. These experiences and more are available to all students at FSU as part of our "World of Experiences."

All worthwhile goals are worth struggling for, and your academic advisor will be there to help with both success and struggle. Talk to your advisor frequently so that he or she can help you turn obstacles into opportunities. In addition, offices like our Writing and Tutoring Center, Center for Academic Advising and Retention, and Career and Professional Development are waiting to help you develop your skills and make the most of your FSU experience.

I am looking forward to the coming years when each one of you graduates from FSU to join the ranks of Bobcats as CEOs, scientists, teachers, artists, health professionals, entrepreneurs, and successful leaders all over the world.

Sincerely,

Dr. Benjamin Norris

Associate Professor of Chemistry | Chair of the Faculty

301.687.4157 | bnorris@frostburg.edu

The Writing and Tutoring Center

To provide additional support and assistance for a plethora of academic courses across the University, the Writing and Tutoring Center, located in 151 Pullen Hall, is available for free to all students.

Some of the services provided include:

- Content Peer Tutoring for students enrolled in 100 or 200 level classes
- Academic Writing Support including organization, grammatical structure and syntax, proofreading, and source citation
- Select Course Tutoring for students seeking support for business, math, and science courses in which content clarity, problem solving, and study strategies are promoted
- Professional Tutoring by professional staff for students needing additional support and assistance.



For additional information on The Writing and Tutoring Center, please visit <http://www.frostburg.edu/admin/provost/academic-success-network/tutor/>.



Disability Support Services

Disability Support Services seeks to facilitate equal academic opportunity and enhance functional learning for students with any type of disability. Frostburg State University is committed to providing equal access to all University facilities, programs, and activities for students with disabilities. This commitment includes compliance with all disability-related legislation, such as the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. FSU has established the office of Disability Support Services in order to carry out this commitment.

Some of the services provided include:

- Disability-Related Accommodations including test accommodations, note-taking services, sign language interpreters, disability management, and advocacy and self-advocacy training.
- Tutoring and Academic Advising on course content, selection, academic rules, and academic regulations

To request support from Disability Support Services, students must formally request support through completing the SSS/DSS Information Form, available on the Disability Support Services website, submit documentation of disability, or submit a letter of request to Disability Support Services directly. Details of this process, including documentation requirements, are detailed on the Disability Support Services' website.



For additional information on Disability Support Services, please visit <http://www.frostburg.edu/admin/provost/academic-success-network/dss/>.

Academic Integrity

Frostburg State University values the educational process, which includes the molding of students into scholars and critical thinkers. A vital aspect to the educational process is the demonstration of learning – through exams, papers, presentations, and projects. To ensure our students are reaching their highest potential academically, the University has a high standard for academic integrity.

**Frostburg State University values the educational process,
which includes the molding of students into scholars and critical thinkers.**

As detailed within the Student Code of Conduct, 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 they 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 may not be admissible to other institutions within the University System of Maryland. Suspension or expulsion for academic dishonesty is noted on a student's academic transcript.

Required New Student Education and Training

AlcoholEdu and Prescription Drug Abuse Prevention

We are very excited to have you as a part of our campus community! Your well-being and success as a Bobcat are very important to us and we look forward to supporting you in your academic and personal development over the next several years.

In addition to the many things you will learn at Frostburg State both inside and outside of the classroom, our University wants to ensure your awareness of life skills on topics that impact students across our nation each year. As part of our comprehensive health and safety programs, Frostburg State University will expect each full-time, degree-seeking freshman to complete the *AlcoholEdu* and *Prescription Drug Abuse Prevention* online programs to expose you to these topics and share important campus resources. The program is required of all new first-year and transfer students, regardless of their personal views or experiences.

Beginning August 1, please work to complete this important program requirement. The first part of the *AlcoholEdu* program is to be completed by August 31, 2018.

To fulfill Frostburg State University's *AlcoholEdu* requirement, please achieve the following:

- Complete the Final Exam with a grade of 70%* or higher by **August 31, 2018**
 - Students are able to retake the exam as many times as necessary to reach the passing score; the course will take 2 to 3 hours to complete
- Complete Part 2 by **October 31, 2018**

AlcoholEdu and Prescription Drug Abuse Prevention Programs

- » FSU requires for all new students to complete the online training program, and your completion is closely monitored
- » Please check your FSU student email beginning August 1, 2018 for information on how to start the program
- » Use Mozilla Firefox or Google Chrome as your web browser to complete the program
- » The first part of the *AlcoholEdu* program will take 2-3 hours to complete
- » The first part of the program must be completed by August 31, 2018
- » Part Two will be emailed to you 30-45 days after completing Part One
- » Students who fail to complete this program are subject to a student conduct fine

- Students will receive an invitation to complete Part 2 via FSU email
- This final portion will take 15 minutes to complete

Login Instructions:

1. You will need Internet access and audio capabilities.
 - Google Chrome or Firefox are the browsers required to use for the programs. Older versions of Internet Explorer (IE9) are unsupportive of the JavaScript necessary to run this program.
2. Please check your FSU student email account for details, including a link to the training, starting August 1, 2018.
3. On the registration page, please use your FSU user name and password that you use for your FSU email, Blackboard, and PAWS accounts.
 - Should you need assistance with your FSU user name and password please see the [FSU Password Management Page](http://www.frostburg.edu/computing/get-connected/password-management/) at <http://www.frostburg.edu/computing/get-connected/password-management/>. You can also seek assistance via phone by calling the HelpDesk at 301.687.7777.
4. You may log in and out of the course at the end of each section to complete the program over time; the end of each section is marked with a “next” button.
5. Do not log out until you click the “next” button, or you will have to repeat the section you have just gone through. To log back into your account, always access *AlcoholEdu* from Frostburg State University’s portal link as listed in step one.

Frostburg State University is deeply committed to providing a safe and enjoyable educational experience for all of our students. Should you have further questions that cannot be answered in the content above or via the technical assistance contacts, please contact Student Affairs at studentaffairs@frostburg.edu or at 301.687.4311. Please be advised that students who fail to complete this requirement as specified are subject to a student conduct fine.

For all login problems regarding the need to retrieve your FSU User Name and Password please contact the FSU Help Desk at 301.687.7777.

For all other technical issues, please contact the Everfi Technical Support Center available 24/7 by clicking on the “[help](#)” button located on every *AlcoholEdu* screen.

You do not need to be logged into the course to access the support center.

Sexual Assault Prevention for Undergraduates

To ensure that our values of diversity, mutual respect, integrity, and responsibility are promoted, all incoming first-year freshman and first-time transfer students are required to complete the online prevention education program, *Sexual Assault Prevention for Undergraduates*. This program is specifically designed as part of our educational curriculum to enhance student well-being, health, and safety. It will expose you to the critical issues associated with gender-based harassment and violence and equip you with the necessary information to care for yourself and your fellow Bobcats. You will learn how to recognize the forms of gender-based harassment and violence when they occur, how to access services and support, and how you can help prevent this type of harmful conduct from occurring in our community.

Please check your university email for the instructions on how to access the online program. This program, and the other two programs described above, will be available online through the month of August. The Sexual Assault Prevention module must be completed by August 31, 2018.

Participation and completion of this online training program is closely monitored. Students who fail to complete the online course by the specified deadline will be subject to student conduct proceedings including sanctions such as fines and/or registration holds.

Frostburg State University is committed to providing you with a transformative educational experience through which you can learn and grow as a leader,

Sexual Assault Prevention for Undergraduates Program

FSU requires all students to complete an online training entitled Sexual Assault Prevention for Undergraduates, and program completion is closely monitored. Via email, you will have received instructions to access the program, beginning August 1, 2018.

Use Mozilla Firefox or Google Chrome as your web-browser to complete the program. The program will take 45-minutes to complete. The program must be completed by 9am on August 31, 2018. Administrative hold tags will be placed on students who miss the aforementioned deadline, causing possible delays in Spring 2018 registration.

scholar, and future alum. We are thrilled to have you as part of our campus community and thank you for helping FSU be a safe and inclusive campus for all! Should you have any questions or concerns, please feel encouraged to reach us at titleix@frostburg.edu.

Success Tips for Students

To help start of your educational careers on the right foot, please consider the following success tips:

- **Check Your FSU Student Email Account Daily.** This will be the primary means for communication by the University to you throughout your time at Frostburg State University. Your University email account is the most secure way the institution can provide you with time-sensitive, direct information. The University expects you to be checking this account daily to provide you with timely information, including assignments, exams, request for meetings, and more.
 - You can also sync your University email account to your smart phone and tablet by following the instructions at <http://help.outlook.com/en-us/140/dd936215.aspx>.
 - Should you encounter issues with using your FSU email account, please contact the FSU Help Desk at 301.687.7777.
- **Sign Up for BURG Alerts.** FSU's text messaging service offers students and employees a fast and convenient text message alert service providing public safety information and University closing notifications.
 - To sign up for this service, please visit <https://www.frostburg.edu/computing/services/burg-alerts/>.



- **Review Your FERPA Permissions.** FERPA is an acronym that stands for the Family Educational Rights and Privacy Act, which provides students with the abilities to grant certain individuals access to their educational records and information.
 - For details on FERPA, please visit <http://www.frostburg.edu/grading-policies-and-student-privacy-rights-ferpa/>
 - For more information on FERPA permissions, including how to permit or restrict such permissions, please visit <https://www.youtube.com/watch?v=SUK4foKF9dY>.

- **Get Involved.** Frostburg State University wishes for all our Bobcats to become involved with the wide-range of student organizations and opportunities that span our campus community. Whether you attend the Leadership Retreat as a first-year student, seek to join a club based upon your academic major, wish to study abroad, or are interested in finding an internship, Frostburg State has a diverse array of options for you to find your “World of Experiences!”
 - For information on Leadership and Experiential Learning, please visit <http://www.frostburg.edu/clife/leadership/>.
 - To review the opportunities for student organizational involvement, please visit <http://involvement.frostburg.edu/>.
 - For details on study abroad opportunities, please visit <http://www.frostburg.edu/admin/cie/studyabroad/>.
 - And for details on internships and career preparation, please visit <http://www.frostburg.edu/clife/career/>.



- **Use Your Resources.** To help encourage your well-being and success as a Bobcat, please use the incredible services available via academic departments, offices, and more!
 - **Academic Advisors.** Every Frostburg State University is assigned an academic advisor who is available to assist you along your educational journey. They can provide insight into academic programs, highlight opportunities for social and professional development, and connect you with additional services across campus.
 - There are also additional academic advising services available through the Center for Academic Advising and Retention. For more information on this center, please visit <http://www.frostburg.edu/admin/provost/academic-success-network/center-for-academic-advising-and-retention2/>
 - **Counseling and Psychological Services.** We understand that the transition into college life can be stressful. At Frostburg State University, we have an accredited counseling center in which students can seek support and assistance. The Counseling and Psychological Services office provides individual counseling, group counseling, and crisis intervention for students free of charge.
 - For more information on counseling services at FSU, please visit <http://www.frostburg.edu/counsel/>.
 - **Student Health Services.** To help promote physical health and well-being, the medical professionals at Brady Health Center are available to students. Brady Health provides primary care, allergy injections, support for women's and men's health, and smoking cessation. Brady Health also maintains all student immunization records, which are required to be current and on file for all Frostburg State University.
 - For more information on student health services, please visit <http://www.frostburg.edu/brady/>.