

OAA-OIE INTERNAL OPERATING PROCEDURE

Office of Institutional Equity



Document Control

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Division of Student Affairs; SU Cares
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1. Purpose

- Establish consistent intake, referral, implementation, complaint-resolution, documentation, and annual-review responsibilities for the Pregnant and Parenting Student Support Plan.

2. Scope

This procedure applies to OIE, OAA, Student Affairs, SU Cares, Student Health Services, Counseling Center, Housing and Residence Life, Financial Aid, and academic or administrative units involved in student support.

3. Roles and Responsibilities

Office	Primary Responsibility
OAA	Receive accommodation requests, conduct individualized review, communicate approved accommodations, and coordinate implementation.
OIE	Coordinate Plan implementation, advise on Title IX compliance, provide training, and assess discrimination or retaliation complaints.
SU Cares	Provide case management, crisis support, and connection to campus and community resources.
Student Affairs	Coordinate complementary student support and resource communication.
Student Health Services	Provide health services and health-care referrals within its scope.
Counseling Center	Provide confidential mental-health services and referrals.
Academic and administrative units	Implement approved accommodations and consult OAA regarding implementation questions.

4. Referral Pathways

Accommodation Request

Student or entry point ► OAA ► individualized review ► academic/administrative unit ► implementation.

Discrimination or Retaliation Concern

Student or entry point ► OIE ► assessment under the applicable University policy and procedure.

Case Management or Resource Need

Student or entry point ► SU Cares ► needs assessment ► campus and/or community referral.

5. Intake and Handoff Standards

- Use a warm referral whenever feasible rather than giving the student only a phone number or website.
- Share only information needed to complete the referral or implement an approved accommodation.
- Do not require the student to repeat sensitive information unnecessarily.
- Route urgent safety or medical concerns to the appropriate emergency or health resource.
- Document the date, receiving office, and status of the referral in the originating office's appropriate system.

6. Information Sharing and Privacy

Offices will limit information sharing to what is necessary for accommodation implementation, coordinated support, legal compliance, or complaint resolution, consistent with applicable privacy requirements and University policy.

7. Disagreement or Implementation Issue

1. Faculty or staff should contact OAA before refusing or changing an approved accommodation.
2. OAA will address accommodation implementation questions and consult OIE when Title IX or discrimination concerns arise.
3. OIE will assess allegations of discrimination or retaliation under the applicable University policy.
4. Unresolved systemic issues will be elevated to the appropriate senior administrator.

8. Training and Communications

- OIE coordinates annual legal and policy updates.
- OAA provides accommodation-process guidance.
- Student Affairs and SU Cares review student-support resources annually.
- Faculty and staff guidance and the student quick guide are reviewed before each fall semester.

9. Annual Review

1. Verify campus contacts and website links.
2. Review state and federal legal requirements.
3. Review accommodation and referral procedures.
4. Review community resources and government assistance links.
5. Document revisions and obtain required approval.

Approval and Administration

This document was developed to support compliance with Maryland Senate Bill 420, Public Institutions of Higher Education - Pregnant and Parenting Students - Plan and Reporting, Title IX, and applicable Salisbury University policies.

Document Owner: Office of Institutional Equity

Approval Signatures

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Revision History

Version	Date	Description of Change	Approved By
1.0	October 1, 2026	Initial publication	VP for Inclusion, Access & Belonging