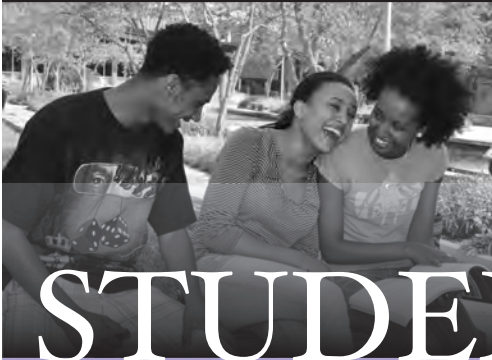


# ALLEGANY COLLEGE OF MARYLAND



STUDENT

# handbook

2012-2013

*Cumberland | Bedford | Somerset*

# STUDENT SERVICES QUICK REFERENCE GUIDE

*This is a partial listing of most frequently requested services.*

Academic Advising	
General .....	Your academic advisor
Transfer to Senior College or University and Evening Advising .....	Student Success Center Humanities, H-58 301-784-5551
Admission to Allied Health Programs .....	Admissions Office College Center Building, C-126 301-784-5204
Career Services .....	Student Success Center Humanities Building, H-58 301-784-5551
Counseling Program .....	Office of Student & Legal Affairs College Center Building, C-128 301-784-5206
Day Care for Children.....	Campus Kids Child Care Center College Center Building, C-12 301-784-5236
Disability Services .....	Humanities Building, H-54 301-784-5112
Diversity Center .....	College Center Building (Lower Level), C-41 301-784-5205
Financial Aid .....	Student Financial Aid Office College Center Building, C-138 301-784-5213
Graduation Requirements.....	Registration Office College Center Building, C-145 301-784-5203
Non-Traditional Students .....	The Turning Point Program 301-784-5610
Pennsylvania Campuses Information.....	Directory, Section Eleven
Photo IDs .....	Office of Student Life 301-784-5205
Scholarships .....	Foundation Office College Advancement Building 301-784-5200
Student Housing .....	Area Coordinator for Student Housing 301-784-5638 ( <i>Willowbrook Woods Clubhouse</i> )  Director of Residence Life College Center Building, C-19/20 301-784-5368  Business Manager College Center Building, C-169 301-784-5206  Office of Student & Legal Affairs College Center Building, C-128 301-784-5206
Student Life (Activities, Student Government, Clubs) .....	College Center Building, C-40 301-784-5205
Trio/Student Support Services .....	Pathways for Success Humanities Building, H-57 301-784-5630
Tutoring .....	Student Success Center Humanities Building, H-58 301-784-5551

Regular Hours of Operation: Monday through Friday, 8:00 a.m. - 4:00 p.m. (Memorial Day to Labor Day)  
and 8:30 a.m. - 4:30 p.m. (Labor Day to Memorial Day).

# INTRODUCTION TO ALLEGANY COLLEGE OF MARYLAND



Allegany College of Maryland, founded in 1961, is a publicly supported co-educational community college providing numerous career, technical, transfer, general education, and continuing education programs. Our students receive Associates Degrees, Certificates, Letters of Recognition, and Transfer Credits; many students pursue specific credit and non-credit classes for career development and personal enrichment.

The College consists of three campuses: the main campus in Cumberland, Maryland; the Bedford County campus in Everett,

Pennsylvania (established in 1990); and the Somerset County campus in Somerset, Pennsylvania (established in 1989). The College also manages multiple teaching sites including the Bedford County Technical Center; the Gateway Center in downtown Cumberland which houses the Culinary Arts, Hotel & Restaurant Management, and the Hospitality Management programs; and Garrett County Memorial Hospital in Oakland, Maryland which graduates a cohort of twenty registered nurses every other year. Also, the College offers a wide variety of online and distance learning classes/programs, as well as extensive early college opportunities in local high schools.

Allegany College of Maryland had a total credit program enrollment of 4,761 students last year. Who are our students?

- 39.7% live in Allegany County; 11.76% live in another Maryland county; and 48.54% live out-of-state.
- 50.4% attended full-time in Fall 2011, and 49.6% attended part-time
- 66.62% are female, and 33.27% are male
- 27.66% are <20 years old, 38.42% are 20-24 years old, and 33.92% were 25+%
- 12.22% belong to a racial/ethnic minority

Allegany College of Maryland's Continuing Education programs attract nearly 14,000 registrants each year. To help students succeed personally and professionally, Continuing Education offers a wide array of classes in business, health and human services, wellness, professional development, workforce training, and personal enrichment. With opportunities offered at all three campus locations, Continuing Education offers countless options through customized contract trainings, open enrollment courses, professional conferences, certification and licensure courses, and job entry and advancement trainings.

The College is approved for operation by the Maryland Higher Education Commission in Annapolis (Maryland) and is accredited by the Commission on Higher Education, Middle States Association of Colleges & Schools in Philadelphia (Pennsylvania). Local governance is provided by the College's Board of Trustees – appointed members of the local community (Allegany County, Maryland); Allegany College of Maryland is proud to have a highly engaged and inspired Board membership: Kim Leonard (Chair), Jane Belt (Vice-Chair), Dr. Raul Felipa, Joyce Lapp, John J. McMullen Jr., James Ortiz, and Barry Ronan.

This Student Handbook details the many opportunities, services, policies, and procedures that make Allegany College of Maryland the quality institution it has always been and will continue to be. Be sure to keep your Student Handbook in a convenient location for easy reference about all things ACM!

Allegany College of Maryland is a community resource, proud to contribute to the growth of Allegany County and the Tri-State Area, through the development of Pennsylvania Campuses in Bedford and Somerset Counties.

Allegany College of Maryland is accredited by the Commission on Higher Education, Middle States Association of Colleges and Secondary Schools, and approved by the Maryland Higher Education Commission.

Allegany College of Maryland supports the efforts of the State of Maryland and the United States to provide learning centers and workplaces free of illegal drug and alcohol use. The Code of Student Conduct includes provisions making unlawful use or possession of drugs or alcoholic beverages a violation of the Code. In addition, the use of oral tobacco or tobacco substitute products or smoking, or the carrying of any lighted tobacco product or tobacco substitute is prohibited in all interior areas of all campus buildings and in all College vehicles. Violators are subject to discipline which might include censure, restitution, probation, suspension, dismissal, or expulsion. In addition, some of the financial aid programs made available through Allegany College of Maryland or through the State of Maryland require certification that the student recipient remain drug free and avoid the unlawful use of alcohol. Conviction of an alcohol or drug violation in a court or under the College Code of Student Conduct could mean loss of valuable financial aid or scholarships. All college students are encouraged to become familiar with the Code of Student Conduct, the College Drug/Alcohol Abuse Policy, and the College Tobacco Use Policy, each of these policies are found in this Student Handbook. If help is needed, the College's drug and alcohol information booklet can be obtained from the Office of the Vice President of Student & Legal Affairs or from the College's website at [www.allegany.edu](http://www.allegany.edu).

A report on Allegany College of Maryland's Campus Security Policies and Crime Statistics (34CFR Part 668) and the Clery Act, 20 U.S.C. 1092 (a) and (b) in accordance with the FBI Uniform Crime Reporting (UCR)/National Incident-based Reporting System (NIBRS) is available in the Vice President of Student & Legal Affairs' Office (College Center Building C-128) or from the College's website at [www.allegany.edu](http://www.allegany.edu).

Allegany College of Maryland does not discriminate against students or prospective students for reasons of race, sex, color, religion, national or ethnic origin, age, veterans status, conditions of disability, or sexual orientation in admission, educational programs and activities, scholarship and loan programs, or any terms and conditions of enrollment. The College complies with applicable state and federal laws and regulations prohibiting discrimination.



# STRATEGIC PRIORITIES

## *Our Vision*

---

Allegany College of Maryland will embrace the dynamic spirit of learning for life!

## *Our Mission*

---

Allegany College of Maryland is a lifelong learning community dedicated to excellence in education and responsive to the changing needs of the communities we serve. Our focus is the preparation of individuals in mind, body, and spirit for lives of fulfillment, leadership, and service in a diverse and global society. We are committed to engaging students in rich and challenging learning opportunities within a small college atmosphere that is known for its personal touch.

## *Our Values*

---

QUALITY	<i>We improve through assessment.</i>
INTEGRITY	<i>We promote honesty and trust.</i>
RESPECT	<i>We foster dignity and worth.</i>
OPPORTUNITY	<i>We provide innovative choices.</i>
WELLNESS	<i>We promote healthy lifestyles.</i>

## *Our Goals*

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- \*\* To provide convenient geographical access to post-secondary education to people within the service region of the college.
- \*\* To provide quality education and services, in a safe and comfortable environment, at a reasonable cost.
- \*\* To support an environment that promotes quality teaching and learning.
- \*\* To promote a college that enhances lives and the community through education and service.
- \*\* To instill in our students a philosophy of life-long learning.
- \*\* To foster a pro-learning campus environment that embraces the values of Allegany College of Maryland.
- \*\* To develop the technical competence and knowledge and other essential skills that prepare students for direct entry into the workforce, for career change and advancement, or for transfer to another college or university.
- \*\* To continually assess our programs and services in order to promote and encourage continuous improvement.

## A MESSAGE FROM THE PRESIDENT

Welcome to the 2012-13 academic year at Allegany College of Maryland. I congratulate you on your decision to pursue your educational goals. Whether you are a new or returning student, all of us at ACM look forward to providing you with an outstanding educational experience that will benefit you for a lifetime.

Allegany College of Maryland has a long history of serving the educational and training needs of the region. Whether you are seeking an affordable route to a bachelor's degree, credentials for the workplace or personal enrichment, ACM has something to offer you. Here you will find many opportunities to acquire the education that you need to achieve your personal and career goals.

The College is proud of the many modern and beautiful facilities which provide an ideal environment for learning. Our caring faculty and staff are committed to your success, whatever your goals may be. I encourage you to make the most of the many resources available to you.

Take the first step toward your success by exploring this student handbook. Inside of these pages, you will find basic information about the College's programs, services and activities. Should you find that you have additional questions, please contact us. Our faculty and staff are here to assist you with answers.

My best wishes for a successful year!

Sincerely,



Cynthia S. Bambara, Ph.D.  
President

## **A MESSAGE FROM THE VICE PRESIDENT OF STUDENT & LEGAL AFFAIRS**

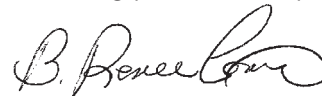
To students both new and returning to Allegany College of Maryland, we are glad you are here. Congratulations on your accomplishments so far; there are many more to come. Our college's faculty and staff are committed to helping you achieve your dreams while you study and prepare for tomorrow. We also want you to enjoy today.

I urge you to read this Student Handbook carefully and to keep it in a convenient place. It contains a wealth of information to guide your success at Allegany College of Maryland– from academic criteria to computer/internet use to library hours to student clubs to disciplinary procedures. Consult its pages for **answers** to questions (large and small) and for **ideas** to enrich your campus life. Allegany College of Maryland has much to offer you, and we are confident you will have valuable contributions to make on your campus.

Throughout the 2012-2013 academic year, Allegany College of Maryland will continue upgrading and installing new computer software campus-wide. This software **will** affect students and student systems. Please be patient and don't hesitate to ask questions. These changes will ultimately benefit everyone at the college.

As a college student, your first priority is to obtain a meaningful education. Learning occurs both inside and outside the classroom; Student & Legal Affairs' mission focuses on the learning that occurs outside the classroom. Every experience is an opportunity to develop and grow. We are here to help you and urge you to visit our offices: Campus Kids Child Care, Student Life & Diversity, Residence Life, and Vice President. We welcome your input, suggestions, and questions. We want you to get involved. Each campus is a reflection of the lives lived upon it, and you can leave your mark for both your peers and future generations.

Wishing you a terrific year,



B. Renee Conner, J.D.  
Vice President of Student & Legal Affairs

## EXPECTATIONS

Our Mission: Allegany College of Maryland is a lifelong learning community dedicated to **excellence in education** and responsive to the changing needs of the communities we serve.

Our focus is the preparation of individuals in mind, body, and spirit for lives of **fulfillment, leadership, and service** in a diverse and global society. . . . .

**EXPECTATION #1: Attend Class.** Go to each of your classes each time it meets. Be on time, and stay for the entire class session. If you must miss class because of illness or emergency, check your course syllabus to know the instructor's attendance policy. Make up any missed work promptly. (It is vitally important that you read each course syllabus! It contains what you need to know to be successful in that class; it also tells you what each individual instructor's expectations are.)

**EXPECTATION #2 Do the Work.** It is true that for every hour you spend in class you should study two hours outside of class. (If you are taking 12 credits, you should be studying/doing homework 24 hours each week.) Read each assignment. Turn in your homework when it is due.

**EXPECTATION #3: Ask for Help.** If you are having problems with a class or an assignment, help is available. See the instructor. Go to the Student Success Center for a tutor. Form a study group with classmates. Meet with your advisor. But don't wait until it is too late! Waiting until the final weeks of a semester is unlikely to help.

**EXPECTATION #4: Read the Handbook.** The Student Handbook is full of useful information to help you negotiate the often-roiling waters of college life. It also details the responsibilities of campus citizenship. (Ignorance of the rules is NOT an excuse for breaking them.) The answer to virtually any question you have about Allegany College of Maryland is in this Handbook.

**EXPECTATION #5: Respect Others.** One of the College's Core Values is Respect. Showing respect means many things, including being courteous in the classroom, hallway, library, cafeteria, courtyard, parking lot – anyplace you encounter other people. Respect also means treating others as you would like to be treated; insulting, humiliating, judging, or ignoring another person hurts feelings. Shouting and cursing are always inappropriate in a learning environment.

**EXPECTATION #6: Be Responsible.** We trust that you meet all obligations that are part of attending college. As an adult, you must learn to read all notices given to you, mailed to you, or posted for you to read, to show up for work study assignments, to pay your bills on time, and to manage problems/issues yourself without demanding special treatment or immediate gratification.

College is about more than merely attending classes and getting grades. College is about finding and creating opportunities to grow. It is about learning independence, making your own decisions, and becoming a community citizen. We are here to help you learn those things, too.

We promise to treat you with respect, to give you quality education, to act with integrity, to provide you with opportunities to learn and to grow as a person, and to promote wellness in mind, body, and spirit.

That's our part. You must do yours.



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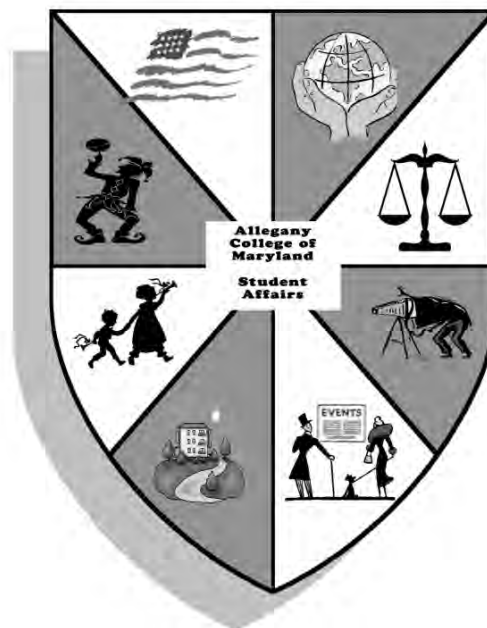
# Student & Legal Affairs

at Allegany College of Maryland

Campus Kids Child Care Center, Counseling, Diversity Center, Legal Issues, Student Discipline, Student Housing, Student Life, and Student Services.

*Student and Legal Affairs relies upon the College's mission statement as a reference point whenever we undertake new projects or make decisions on unfamiliar matters.*

*The mission of Student and Legal Affairs is to educate students on life issues outside the classroom, to cultivate a safe learning environment, and to assist students in becoming well-rounded, responsible adults.*





## **SECTION ONE: GENERAL INFORMATION**

### **I. Student Affairs**

The mission of Student Affairs is to educate students on life issues outside the classroom, to cultivate a safe learning environment, and to assist students in becoming well-rounded, responsible adults. The following pages reveal the breadth of Student Affairs—from getting students started their first day to providing extra-curricular activities to promoting wellness in mind, body, and spirit to keeping the campus informed to making 236 homes and more. If you need help outside the classroom, we either offer it or can help you find the people who do.

#### **A. Orientation**

##### **1. Cumberland Campus**

All incoming, first-semester students are strongly encouraged to participate in an orientation program. The purpose of these orientations is to inform students about academic, social, and general College policy affecting their participation as students in the College. Information is distributed at appropriate times in order to give adequate advance notice.

\* There is also a mandatory orientation for all students residing in housing.

##### **2. Pennsylvania Campuses**

New student orientation programs at the Pennsylvania Campuses are conducted during the fall and spring semesters. The programs include group discussion on the following topics: study skills, classroom concerns, financial aid, admissions/registration, and transfer information. All incoming, first-time students will be notified of the date and time for each respective campus. Parents are encouraged to attend.

#### **B. Health & Safety**

##### **1. Infectious Diseases**

This policy concerns infectious diseases/conditions that include (but are not limited to) measles, chickenpox, other rashes with fever, lice, hepatitis, flu pandemic, impetigo, pink eye, jaundice, and the like.

In an effort to protect the health and welfare of students, staff, and faculty at Allegany College of Maryland, students, staff, faculty, and their children who exhibit signs and symptoms of potential, acute communicable illnesses may **not** remain on campus and will be excluded from public areas, classrooms, laboratories, college offices, and housing until the acute and/or contagious stage is over. (That determination must be made by a physician or Health Department official, who must provide written verification.) Exclusion from campus during this period will not only facilitate the recovery of

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Please note: Unless otherwise indicated, the words "Allegany College of Maryland," "Campuses of Allegany College of Maryland," "The College," shall be understood to incorporate all three campuses of the College: Main Campus, Cumberland; Somerset County (PA) Campus, and the Bedford County (PA) Campus.

## Section One: General Information

the affected person, but it will also protect others from possible transmission to other persons, particularly those whose immunity to disease is already compromised (e.g., persons undergoing treatment for leukemia and other forms of cancer).

It is the responsibility of the infected individual to notify the Vice President of Student & Legal Affairs\* of the illness. The person will be asked to provide essential information such as when the illness/condition was contracted, from whom the illness/condition was contracted, and with whom the infected person has had contact. The Vice President of Student & Legal Affairs will coordinate any campus-wide response that is needed with the appropriate officials (e.g., Health Department officials, the Wellmobile, the Vice President of Administrative Services, the Vice President of Instructional Affairs, the Director of Residence Life, etc.) *If necessary, Allegany College of Maryland will close until the medical crisis has passed.*

\*On the Pennsylvania campuses, the Director of Student Services will accept notification and coordinate response.

Assuming hospitalization or other quarantine is not required, students will be encouraged to go to their permanent homes during this time and to contact their instructors to make arrangements for their assignments, tests, and other academic obligations. Please consult the relevant section of this Handbook and course syllabi for attendance policies

### 2. Tobacco, Alcohol, and Other Intoxicants

ACM has clear policies about the use and possession of tobacco, alcohol, and other intoxicants on campus. Generally, tobacco use is permitted only in private vehicles and campus parking lots, while alcohol/drugs are not permitted anywhere on campus. See the Code of Student Conduct (Section 8 of this Handbook) for details.

### 3. First Aid Kits

Sixteen departments throughout the College (or each building of the main campus of Allegany College of Maryland) have a First Aid Kit that is purchased, maintained, and kept current by Campus Security. If you are in need of minor attention (i.e. scrapes, cuts, bee stings, etc.) please go to a faculty/staff office and someone can assist you in locating the closest First Aid Kit. For medical emergencies, call 911.

If you are in need of minor attention at one of the PA Campuses, please go to a faculty/staff office and someone can assist you in locating a First Aid Kit.

### 4. Emergency Text Messaging Service

**e-SAFE** (electronically sending announcements for emergencies such as weather-related closures/delays, safety issues, and more) is an alert system that allows Allegany College of Maryland to contact you during an emergency by sending text messages to you:

- E-mail (school, personal, other)
- Cell phone
- Pager
- BlackBerry

When an emergency occurs, authorized senders will instantly notify you using **e-SAFE**. **e-SAFE** is your personal connection to real-time updates, instructions on where to go, what to do, or what not to do, who to contact and other important information.





**We strongly encourage students to register**—it takes only a minute. This will be the surest way for you to receive public safety and/or college closing notifications.

New users may register by visiting the Allegany College of Maryland web site. Click on the **e-SAFE** logo.

**e-SAFE** is a free service offered by Allegany College of Maryland. Your wireless carrier may charge you a fee to receive messages on your wireless device.

## **5. Medical Care and Counseling**

### **Medical Care**

Allegany College of Maryland does not operate its own health center. Since ACM is a community college, many students already have a local doctor, dentist, or other medical provider, but for other students, the College maintains a list of local health care providers (ie., clinics) to which students may be referred for general or specific medical issues. Allegany College of Maryland does not endorse or recommend any of these health care providers. The list is provided simply as an informational service. It is the student's responsibility to choose his/her own provider and to pay for all medical services. Additionally, each county in our service region has a Health Department which provides numerous medical services/programs. The Cumberland campus is next-door to the Allegany County Health Department and across the street from the hospital: Western Maryland Regional Medical Center (a facility of Western Maryland Health System).

### **Counseling**

Allegany College of Maryland offers comprehensive counseling for its students – free of charge. Our contracted Cumberland campus providers, **APPALACHIAN BEHAVIORAL HEALTH CENTER & WESTERN MARYLAND HEALTH SYSTEM**. Both offices are in Cumberland. They can schedule sessions with ACM students on campus in the privacy and comfort of the Diversity Center. All services provided by the ABHC & WMHS are completely confidential and provided by qualified, licensed mental health professionals. Detailed brochures about the Counseling Program are available in racks all over campus and from the S&LA Office (CC-128). **ABHC can be reached by calling (301) 724-7277; WMHS can be reached by calling (240) 964-8585.**

Our providers offer three tiers of service: Standard, Urgent, and Crisis. Standard Service is the one most commonly used by students. Any eligible student is entitled to receive up to three (3) hours of counseling per semester for any mental health issues with which s/he needs assistance. The student is responsible for making counseling arrangements himself/herself. Urgent & Crisis Services are used by trained, authorized College officials in communication with a contracted provider in a mental health emergency. If the situation is urgent, the student is scheduled for a counseling appointment within 72 hours; if the situation is a crisis, the student is seen by one of our contracted providers within 30 minutes. ABHC & WMHS use their professional experience, education, and expertise to determine the appropriate level of [urgent or crisis] service on a case-by-case basis. If neither provider can respond immediately or determines the circumstances so warrant, the College shall immediately call 911 and/or request secured transportation to the nearest hospital by ambulance or police car; ACM shall not pay for any transportation and/or hospitalization costs

Students at the College's Pennsylvania campuses who are taking at least three credits are eligible to receive professional counseling services provided by the Bedford-Somerset MH/MR Program. Pennsylvania students should contact the Pennsylvania Student Services office in Bedford at (814) 652-9528 ext.6202 and in Somerset at (814) 445-9848 ext.6106.

**AS ALWAYS, IF ANY PERSON IS ENDANGERED, CALL 911!**

## **6. Security/Safety**

Allegany College of Maryland is committed to ensuring a safe environment for students, faculty, staff and visitors. The college's Security Department has primary responsibility for serving the safety and security needs of the campus community. Campus buildings and facilities are patrolled and inspected regularly to ensure a safe and comfortable academic environment. Every effort is made to fulfill any request for service. The Security Department realizes security is also an individual responsibility and strives to educate the campus community about personal and public safety. The Security Department works closely with the administration, student affairs, housing, and staff of the physical plant to ensure a safe environment. In addition, the Security Department works closely with the Cumberland Police and Fire Departments to promote personal safety.

The Security Department and the Office of Student Affairs ensures full disclosure of campus security information in compliance with the legal requirements of the Jeanne Clery Act. The annual report containing crime statistics is available in the Office of Student Affairs and online at [www.allegany.edu](http://www.allegany.edu). The Public Crime Log is available in the Security Office and can be viewed during normal business hours.

\*The Security Department is located in the College Center of the Cumberland Campus, Room 160. The office phone number is (301) 784-5252 or dial 5252 from any campus network phone. For emergencies, call (301) 784-5555 or dial 5555 from any campus network phone. **Or call 911.**

### **Personal Safety**

Allegany College of Maryland welcomes thousands of students and visitors to its campuses each year to enroll in credit and non-credit classes, to enjoy athletic and cultural events, to use recreation facilities, to conduct research in the Library, to dine in the cafeteria, to attend meetings, and much more. College faculty and staff are committed to making each campus environment functional and safe. Campus security is highly capable of handling many emergencies and has direct communication with the Cumberland City Police. Maintenance personnel are vigilant to correct any obstructions or damages to College property. Nevertheless, given the high volume of traffic and the extensive hours of operation, accidents and acts of misconduct are inevitable.

Happily, Allegany College of Maryland has a low rate of both accidents and crime. We strive to keep it that way, and we emphasize prevention as an essential tool for everyone's personal safety.

Please observe the following practices whenever you are on campus:

- Always be aware of your surroundings.
- Avoid walking in areas that are isolated, poorly lit, unpaved, or containing debris/equipment.
- Do not walk alone at night. Walk in groups or call Security for an escort to your car.
- Do not leave populated areas with someone you do not know extremely well.
- If you feel uncomfortable or suspicious of a person or situation, get away!
- Do not leave your personal property unattended at any time, in any location.
- Keep a separate record of valuables (including serial numbers).
- Always lock your car, locker, and apartment door.
- Protect personal information such as social security number, locker combination, PIN numbers, etc..
- Make sure someone (a friend or relative) knows your schedule and travel habits.
- Evacuate buildings if you hear a fire alarm OR are directed by an official.
- Report dangerous situations, accidents, and crimes immediately to Police, not Security.

If there has been an accident with injuries, call 911 and Security (ext. 5555).

If there has been an accident without injuries, call Security\*.

If there has been a crime with injuries, call 911 and Security (ext. 5555).

If there has been a crime without injuries, call the police, Security\*, and the Vice President of Student & Legal Affairs.

\*Incidents on the Pennsylvania campuses shall be reported to the Admissions/Registration Offices.

## Criminal Activity

The college maintains a safe environment for students to learn, for faculty to teach and for administration and staff to work by investigating all crimes committed on campus.

If you have any information relating to any crime, please call Campus Security at **301-784-5555** or the Cumberland Police Department at 301-777-1600. You may also report using the "Student Affairs Referral" or the "Anonymous Reporting" form, located on the security web site, if you want to protect your identity. **Always call 911 in an emergency.**

### Emergency and Non-Emergency Contacts:

*"Always give the location of the incident."*

#### Cumberland Campus and the Gateway Center

##### Emergency:

Call **911** for police, fire, or ambulance then **5555** to report it to campus security for

##### Non-Emergency (safety/security issues):

Call 5555 (campus phone) for security or **301-784-5555** from off-campus.

#### Bedford County Campus

##### Emergency:

Call **911** for police, fire, or ambulance then **814-652-9528, ext. 6218 or 814-652-9283** to report it to the physical plant office

##### Non-Emergency (safety/security issues):

Call **6218** (campus phone) or from off-campus call **814-652-9528, ext. 6218 or ext. 6200.**

#### Somerset County Campus

##### Emergency:

Call **911** for police, fire, or ambulance then **814-445-9848, ext. 6107 or 814-445-5254** to report it to the physical plant office for Somerset County.

##### Non-Emergency (safety/security issues):

Call **6107** (campus phone) or from off-campus call **814-445-9848, ext. 6107 or ext. 6100.**

#### Emergency Telephones (Cumberland Campus)

Emergency telephones are conspicuously located at the athletic field/each classroom building, college center, continuing education, gym and library. They are clearly marked and are to be used to call **911** in emergencies and campus security at **5555**.

##### Locations:

- Allied Health: (2 phones) canteen 1st floor- top of steps 2nd floor
- Athletic Fields: on building right side of rear gym entrance
- Auto Tech: lobby
- College Center: at dining area entrance
- Continuing Education: inside main entrance
- Gym: main lobby
- Humanities: inside main entrance
- Library: lobby
- Science Building: inside southeast entrance
- Tech Building: (2 phones) canteen 1st floor- connecting hall 2nd floor

**7. Clery Act and Reporting Requirements**

The Crime Awareness and Campus Security Act, enacted by Congress in 1990 and commonly known as the *Clery Act*, requires Allegany College of Maryland to disclose its policies for reporting crime, its security of and access to campus facilities, and its campus law enforcement – if any. At this time, Allegany College of Maryland does not have its own law enforcement; criminal investigations are referred to local law enforcement agencies. (See page 17.) The Cumberland campus has one designated security officer, and Willowbrook Woods has 24-hour security at the entrance gate. Students, faculty, staff, and visitors are asked to report any crime to both local law enforcement and campus security. Additionally, the *Clery Act* requires certain faculty and staff (including security and persons with significant responsibility for student and campus activities) to report criminal acts to whomever is responsible for compiling crime data on campus; at Allegany College of Maryland, the Vice President of Student and Legal Affairs has this responsibility. Reports should be made immediately; if not, then such reports should be made as soon after the crime as possible. All reported crimes (and Code of Student Conduct violations) shall be recorded. Campus security is required to maintain a daily crime log that is open to public inspection during business hours. Each year, the College submits a crime report to the U.S. Department of Education; this report is available in the Vice President of Student & Legal Affairs' office.

**8. Clery Act and Timely Warnings**

Allegany College of Maryland will timely notify the campus community of any crime that represents an ongoing threat to the safety of students or employees. The Vice President of Student & Legal Affairs, in consultation with campus security, law enforcement, and/or other officials, determines if and when a “timely warning” will be issued. This decision will be made on a case-by-case basis in light of circumstances; factors to consider include the nature of the crime, the continuing danger to the community, and the possible risk of compromising law enforcement efforts. The warning shall be intended to reach the entire campus community as soon as possible after the threat becomes known. The warning shall be issued by the following means: e-SAFE, allusers email, posted notices, telephone calls using the College’s Emergency Management Plan Daytime Communication Tree, and/or the local media as appropriate.

**9. Student Discipline**

For information regarding college rules and student discipline, please see Section Eight of this Handbook.

**10. Cooperation with Law Enforcement Officials**

Allegany College of Maryland will fully cooperate with any law enforcement official called onto any campus by College officials or by students with the support of College officials. This cooperation may include the release of student records in accordance with the FERPA exception for emergencies; the College regards necessary intervention by law enforcement officials when there has been a reported crime to constitute an emergency for 24 hours after the report is made. Emergencies notwithstanding, the College will fully cooperate with law enforcement officials’ requests for information that do not violate FERPA and with any properly issued court summons or subpoena.

**C. Student Photo Identification (ID) Cards**

Each credit student is strongly encouraged to obtain a College photo ID.

In some instances, students may be required to show a photo identification card to obtain services at the various campuses of the College. For access to student activities, sporting events, etc., a College photo ID card will be required. As a way to accommodate students by providing a photo ID for College services and as a means to obtain discounts as a student in the community, photo IDs are made available to all credit students at each of the three campuses at the beginning of both the Fall and Spring Semesters.

Photo IDs are taken in Student Life room CC-40 (College Center Building) on the Cumberland Campus. Signs are posted prior to the start of each semester informing students when and where photo IDs will be created on the PA campuses.

The first ID card is free. The card should last your entire time at ACM; you simply show your course schedule to obtain an updated sticker each year you attend. If you lose your card, there is a modest fee to replace it.

Willowbrook Woods residents are required to carry their ID cards at all times.

## **D. Residency**

To qualify as a resident for in-county or in-state tuition purposes, the financially independent individual must have maintained his or her legal domicile in the county or state for a period of at least ninety (90) days before the first day of class of the semester. A financially dependent individual's domicile is considered to be the parents' (or guardians' or spouse's) domicile; therefore, the student's parents must have maintained their legal domicile in the county or state for a period of at least ninety (90) days before the first day of class of the semester. ("Domicile" means a person's permanent place of abode, where one's physical presence and possessions are maintained, and where s/he intends to remain indefinitely. Only one permanent residence may be maintained at a given time. A student may not claim residency exclusively for the purpose of obtaining in-state or in-county tuition.)

A student may request a review of his/her residency status at any time; any student or prospective student in doubt of his/her status may seek a ruling from the Residency Classification Officer through the Office of the Vice President of Student & Legal Affairs by filing a petition for change of residency. The student schedules a residency hearing by calling (301) 784-5206; should come to the residency hearing prepared to prove his/her permanent domicile or his/her parents' (or guardians' or spouse's) permanent domicile. Acceptable documentation includes, but is not limited to, driver's license or state identification card (required), motor vehicle registration, voter registration, lease agreement, mortgage, consecutive rental receipts (with the address on the receipt), notarized statement from landlord or lessee/landowner, public assistance records, and completed income tax return from the most recent tax year. The student must also prove if s/he is financially dependant or independent. Generally, the federal government considers any student under age twenty-four (24) to be financially dependant, regardless of how long the student has lived apart from his/her parents, paid his/her own bills, or other customary indicia of adulthood. The Maryland Higher Education Commission (MHEC) follows federal guidelines, and ACM is required to adhere to MHEC regulations. Therefore, a student who is less than twenty-four (24) years of age is considered financially dependant **unless** s/he qualifies for one of six (6) exceptions: the student is married, the student provides more than half the support for his/her children (or other dependants); the student's parents are deceased; the student is a ward of the court; the student is an armed forces veteran; or the student is working on a masters or doctorate program.

A student who is deemed financially dependant but whose parents/guardians are divorced or separated must use the domicile of the parent/guardian who contributed the greatest proportion of the student's support.

A student under the age of eighteen (18) **must** use the domicile of his/her parent/guardian.

(NOTE: This policy is under review and may be updated during the 2012-2013 academic year.)

## **E. Student Life**

### **1. Introduction**

Student Life incorporates a broad range of social, cultural, and educational programs in an attempt to meet the needs of the diverse student population at Allegany College of Maryland. The Director of Student Life serves as a liaison between the Student Government Association and other areas of the College community including the administration, faculty, and staff members. Each year the Office of Student Life distributes funds to support the following areas: recognized clubs/organizations on campus, athletics, intramurals, child care services, scholarship programs, tutorial services, game

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room operations, and numerous student activities sponsored throughout the school year. Additionally, the Office of Student Life coordinates: New Student Orientation programs, Red Cross Blood Drives, Drug, Alcohol and AIDS Awareness programs, and more. All student activities sponsored by the Student Government Association, the Office of Student Life, and the Diversity Center are offered to students for free or at a reduced cost with a valid ACM student ID.

**2. Student Government Association**

At Allegany College of Maryland, the Student Government Association (SGA) functions as the governing organization of the student body. It serves as a means of participation in College governance with the faculty and administration, and acts on behalf of all students.

In addition to serving as liaison between the student body and College administration, the SGA allocates student activity funds, coordinates campus social/educational activities, and approves new campus student organizations. The student activity program is developed according to student interest and available resources. Social life is important to the college student, and a number of informal and formal activities make up the social calendar of the College. The SGA also funds a wide variety of clubs and organizations, including many of those listed below.

Students are welcome to attend any Student Government Association meeting and may contact any SGA member with ideas for new activities. Volunteers staff student activities, such as picnics and "Stress Busters" and "willing workers" should contact any SGA member or Erin Yokum, Director of Student Life. Written suggestions and comments can be sent via campus mail to Erin Yokum. The Student Government Association meets in the Diversity Center located on the lower level of the College Center Building. Meeting dates and times will be posted on the doorway of the Student Life Office.

During the Spring semester, new members to the SGA are nominated by faculty, staff, and students. Newly-nominated members serve a one-year term of office beginning in the Fall semester. A total of 15 students may serve on the SGA in any given year. If more than 15 are nominated there would be a run-off election held during the fourth week in April. Freshmen students may be considered for appointment if there are not 15 members currently serving. They may petition the SGA be voted on by simple majority of current SGA membership. All students enrolled at Allegany College of Maryland in 6 hours of credit classes or more and maintaining at least a 2.0 cumulative grade point average are eligible to serve on Student Government Association.

**3. Student Clubs/Organizations**

Below is a list of current Student Clubs/Organizations. Contact the advisor listed for more information regarding meeting times, etc.

*\* = Clubs/Organizations pending submission of required club/organization paperwork to & approved by SGA as of May 2011.*

<u>Club/Organization</u>	<u>Club Advisor</u>	301-784- <u>College Ext.</u>
STUDENT GOVERNMENT ASSOCIATION (SGA)	Erin Yokum	5205
Alpha Sigma Lambda, Kappa Theta Chapter*	Dr. James Stickler	5256
C2J – Criminal Justice & Criminology Club	Lisa Hoston	5172
Choir	Melody Gaschler	5697
Christian Fellowship Club	Melody Gaschler	5697
Forestry Club	Steve Resh	5309
Heifer International Support Club*	David Bohnert	5115
Honors*	Dr. James Stickler	5256
Human Services Club*	Tim Rowan	5556
Massage Club*	Paula Jilanis	5191

<u>Club/Organization</u>	<u>Club Advisor</u>	301-784- <u>College Ext.</u>
Medical Assistant Club	Lisa Rocks	5133
Medical Laboratory Technology/Biotechnology Club	Molly Saunders-Bloom	5321
NAACP Student Club*	Lynn Bowman	5258
"Neo-Beats" – Creative Writing Club*	Dr. Georgia Kreiger	5515
Paralegal Student Association	Thomas Behrendt	5300
Peace Studies Club*	Kurt Hoffman	5113
Phi Beta Lambda	Christina Gladwin	5126
Phi Theta Kappa, Omicron Pi Chapter*	Dr. James Stickler	5256
Physical Therapy Assistant Club	Dr. Karin Savage	5535
Radiologic Technology Club	Cathy Kline	5560
Respiratory Therapy	Dr. William Rocks	5139
SAHDA (Student American Dental Hygienists' Association)	Cathy Blank	5238
Student Occupational Therapy Assistant Club	Dr. Rae Ann Smith	5536
Tutoring Club	William Devlin	5551
Volunteer Club	Darcy Jay Gagnon	5331

NOTE: If your interest(s) are not reflected here, you could start something new and exciting. For further information on the particulars of starting a new club or about the various programs listed above, please see Erin Yokum, Director of Student Life (College Center Room C-40) or call 301-784-5205.

#### 4. Procedures for Recognition of Student Organizations

##### **Holding an Interest Meeting**

Any student with an interest/hobby/passion not reflected in the above list of student clubs/organizations is strongly encouraged to explore forming a new student group by following these steps.

First, submit a Proposed new Student Club/Organization Interest Meeting Request Form to the Director of Student Life. This form must identify at least five (5) current ACM students in good standing (not on academic probation, continued academic probation, or suspended) and the signature of an ACM faculty or staff member to serve as the proposed organization's advisor. The Director of Student Life will review the request and can authorize an interest meeting (or multiple meetings if requested on the form). Permission to hold an interest meeting does NOT give the group official recognition by the College or the SGA.

Next, the five students and the designated advisor will reserve a campus room, schedule the interest meeting, and promote the meeting to fellow students. All such meetings must be open to any interested student. See "Student Communication and Publications" below for information about how to publicize the interest meeting.

Next, at the interest meeting, the organizers explain the intended group's purpose, solicit other interested students to join, select a group name (if not already selected), and start writing a constitution & by-laws to govern the group's activities. By the conclusion of the interest meeting(s), the organizers should decide if they are prepared to apply for recognition as an ACM club/organization.

##### **Applying for Recognition as an ACM Student Club/Organization**

*The following is the process for becoming a Recognized Student Club/Organization by Allegany College of Maryland:*

1. Submit the Application for Recognition as a New Student Club/Organization to the Director of Student Life. The Application for Recognition as a New Student Club/Organization contains the following information:
  - a. the Name & Purpose of the Organization;
  - b. the Constitution & By-laws for the Organization, which will govern the Organization's operations;
  - c. the Officers for the Organization;
  - d. the names, student ID#s, and email addresses of at least five (5) current ACM students in good standing at the College;

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- e. the signature and contact information of the proposed faculty or staff advisor;
  - f. the names of the ACM faculty and/or staff members that should have access to the Organization's College account in WebAdvisor; and
  - g. the information regarding national, state, or local affiliations with any group or persons not connected with the College, if applicable.
2. Once received, the Director of Student Life then presents the Application to the Student Government Association for consideration. The SGA shall consider and verify the Application and may request that the petitioners appear before them to provide information and answer questions regarding the proposed organization.
  3. The SGA will then vote to either approve or deny the Application. **The name of the College may not be used by the organization until the organization has been officially recognized by the College.**
  4. Once approved, the Organization is then considered to be officially recognized by the College and may begin to conduct business as such. A Club Account will be created through the Finance Office, which the Organization will then use to account for any monies raised/spent by the Organization.
  5. If denied, the SGA will notify the petitioners of the reasons that the proposed Club/Organization was denied. The students that proposed the new student Club/Organization may then make any changes necessary and resubmit their Application if desired.
  6. Any changes to the Club/Organization's Constitution and/or By-Laws **MUST** be approved by the SGA.

### **Privileges of Official Recognition**

Official recognition by the College grants the following privileges to College organizations, subject to College procedures and regulations:

- the use of College facilities rent free;
- the use of a College Account to deposit all funds for the Organization;
- the right to request a funding allocation from the SGA;
- the right to publicize events on campus (see Policy on Student Publications and Sales);
- the right to establish dues and money-raising projects within the limits of College rules and regulations.

### **Maintaining Recognition**

At the beginning of each Fall and Spring semester, the club/organization must submit to the Director of Student Life, a Member Update Form, which contains an updated list of club/organization members and officers, as well as the signature of the club/organization's advisor. Any changes to the club/organization's Constitution/By-Laws or outside affiliations must also be filed with the Director of Student Life. *"Students may join any club/organization at any time during a semester; the club/organization officer(s) are responsible for maintaining an accurate roster of all members for submission at the start of the next semester."*

### **Student Club/Organization Status**

The College via the SGA (which bestows College recognition as detailed above) reserves the right to modify the recognition and status of a student club/organization. Any person with a concern about the operations/activities of an ACM student club/organization shall contact the Director of Student Life, who may request a written statement detailing the concern. Any modification by SGA must be done by majority vote in an open meeting to which the club/organization officers are invited; absent a showing of misconduct, SGA decisions are final.



**Recognized/Active:** the club/organization has submitted all the paperwork and been approved by the Student Government Association. At the beginning of each Fall and Spring semester, the club/organization must submit a Member Update Form to the Director of Student Life. The Member Update Form contains a list of all the student members, a list of officers, certification that there have been no changes to the Constitution/By-Laws, and the advisor's signature.

**Probation:** the club/organization has not submitted its Member Update Form for the semester. Probation status allows the club/organization to continue functioning with rights and privileges but serves as notice that the club/organization's status is in jeopardy.

**Inactive:** the club/organization has not submitted its Member Update Form 2 semesters in a row. Rights and privileges are suspended pending submission of a Member Update Form, at which time its status is restored to Recognized/Active.

**Defunct:** the club/organization has been designated as "Inactive" 2 semesters in a row, has lost all rights and privileges, and has lost all funds accrued. (Any funds in the club/organization's account will be transferred to the SGA.) The club/organization must reapply for recognition following the same process described above.

**Suspended:** the club/organization violated ACM policy or SGA rules/procedures. Rights and privileges are suspended pending submission of an action plan addressing the violations and appropriate corrective action.

**Revoked:** the club/organization has engaged in improper fundraising/sales (see below) or has violated other ACM policies or SGA procedures while on probation or suspension. Revocation means the club/organization has lost all rights and privileges and has lost all funds accrued. (Any funds in the club/organization's account will be transferred to the SGA.) The club/organization must reapply for recognition following the same process described above.

## **5. Student Communication**

Students have multiple venues for communicating with other students, faculty, and staff. Aside from face-to-face conversations, student may receive and/or issue information via the College portal, the College website ( [www.allegany.edu](http://www.allegany.edu) ), email, telephone, student newsletter(s), bulletin boards, fliers/notices, Blackboard, and faculty-staff mailboxes. (NOTE: with the exception of Willowbrook Woods residents, students do not have mailboxes on campus.) When engaging in verbal or written communication, all students are bound by relevant ACM policies such as the Student Communication Policy, Technology Resource Policy, First Amendment Policy, Code of Student Conduct, and other policies contained elsewhere in this Student Handbook. Federal, state, and local laws also apply (eg. copyright).

Communications related to an academic course should be managed as directed by the particular instructor and/or course syllabus. \*See Student Communication Policy (Section H).

## **6. Student Publications**

ACM events, programs, activities, and publications may be promoted by a student club/organization via some/all of the tools listed above. Such materials must identify the authorized club/organization before being communicated on or off-campus. Whenever possible, ACM events, programs, activities, and publications should utilize the College's Desktop and Print Shop services.

Non-ACM events, programs, activities, and publications (eg., fliers) must be approved by the College's Advancement/Public Relations Office which has discretion to determine whether the item(s) may be promoted, consistent with other ACM policies/procedures. All such notices/fliers/posters must be stamped by that Office; generally, they are approved unless they conflict with College policy/procedure, conflict with the College's interest in promoting an educational atmosphere, contain obscenity, promote illegal activity, or endanger the safety/security of persons or property. (Exception: for handbill distribution, political signs, religious tract dissemination, and the like, refer to the First Amendment Policy and the Office of Student & Legal Affairs.)

Business solicitations and commercial sales are not permitted on campus.

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Authorized notices/fliers/posters may be posted on designated bulletin boards throughout the campus; anyone wishing to post a notice on a special purpose bulletin board (eg., faculty office boards) must obtain the proper College Official's permission. notices/fliers/posters may not be hung on walls, windows, or other areas without advance permission from the proper College Official (often the Physical Plant Director). The person/entity posting notices/fliers/posters is responsible for removing the materials immediately following the event, program, or activity being promoted.

The College reserves the right to refuse any promotional endeavors. Any person who disputes a decision by the College to refuse or restrict campus communication and publication may challenge that decision via the Employee Complaint Policy, First Amendment Policy, or similar recourse.

### **7. Fundraising and Sales**

Students may engage in fundraising or sales of goods/services only in the following circumstances:

- Student club/organization – with approval by the Director of Student Life
- Charitable organization / cause directly affiliated with student(s) for a specific, identified purpose – with approval by the Director of Student Life
- One-time sale/lease of personal property
- Special or unique situations – with approval by the College President

All funds raised by student clubs/organizations must be for a designated (and approved) club/organization purpose; all funds must be deposited into an approved ACM account; no funds may be dispersed for the personal benefit of any club/organization member; and all financial transactions must be conducted in compliance with guidelines established by the Director of Student Life in consultation with the Finance Department.

Business solicitations and commercial sales are not permitted on campus.

NOTE: Financial Aid accounts in the campus Bookstore are for the direct educational expenses of the student whose name is on the account or for whom a Financial Aid refund is anticipated.

Misappropriation of those dollars for any other purpose is not permitted.

Student clubs/organizations who violate these provisions are subject to the suspension or revocation of their privileges and/or recognition status. Any student who violates these provisions is subject to disciplinary action under the Code of Student Conduct.

### **F. Athletics, Intramurals & Recreation**

Allegany College of Maryland provides facilities and organization for varsity team sports, intramural sports and recreation. The College is a member of the National Junior College Athletic Association and competes in the Maryland JUCO, which includes junior and community colleges throughout the State, and Region XX, which includes member institutions in Maryland, West Virginia, and Western Pennsylvania. Allegany College of Maryland plays a full schedule of intercollegiate competition men's and women's basketball, men's soccer, women's softball, women's volleyball, golf, and men's baseball. Admission to all home games and matches is free to students with a current student identification card.

The College's program of intramurals includes basketball, volleyball, badminton, archery, tennis, and bowling. Persons interested should contact Coach Steve Bazarnic in G-160 (Physical Education Building).

The Physical Education Building and surrounding athletic fields and courts provide a variety of opportunities for individual and group recreation. Outdoor facilities include basketball and tennis courts, jogging track, a one-mile walking/jogging trail, and fields for baseball, soccer, football, and other sports. Indoor facilities include a fully-equipped wellness center, pool, weight room, and gymnasium. With some exceptions, the outdoor facilities may be used at any time on a first-come, first-served basis. Tennis courts, the baseball diamond, and certain other athletic fields may be

reserved for physical education courses, varsity team or community athletic league use. The Athletic Department schedules facilities inside the Physical Education Building for classes, intramurals, varsity team and community use each semester. The schedule includes times for recreational use on an informal basis by credit students of such facilities as the pool, gymnasium, and weight room. These schedules are available in the Athletic Director's Office, G-164.

**1. Eligibility Rules of NJCAA Intercollegiate Athletics (not inclusive)**

- a. A student must be making satisfactory progress within an approved college program or course as listed in the College Catalog. (Developmental courses count toward satisfactory progress.)
- b. Students must maintain 12 hours during each term of athletic participation.
- c. To be eligible the second semester of participation, a student must have passed at least 12 hours with a 2.00 G.P.A. or higher.
- d. Prior to a second season of participation, a student must have passed and accumulated 24 hours with a 2.00 G.P.A. or higher.
- e. After the third semester of the sophomore year, a student must maintain either a 2.00 G.P.A. on 12 hours the third semester or accumulated a 2.00 G.P.A. on 36 hours.
- f. Eligibility for a former Allegany College of Maryland student or a transfer is determined on the basis of academic record for the previous semester. He or she must have passed at least 12 hours with a semester grade point average of 2.00 or above.
- g. A student may participate in athletics for two seasons.
- h. A medical examination by the College Physician is required.

(Team managers are exempt from the above requirements.)

**2. Title IX of the Education Amendments of 1972**

Title IX of the Education Amendments of 1972 protects people from discrimination based on sex in education programs or activities which receive Federal financial assistance. Title IX states that:

“No person in the United States shall, on the bases of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

The United States Department of Education maintains an Office for Civil Rights who is responsible for enforcing Title IX.

Allegany College of Maryland's Title IX representative is Robert Kirk.

**G. First Amendment Policy**

Allegany College of Maryland honors the United States Constitution and recognizes its responsibility as a public institution to promote freedom of speech, religion, and association within the context of its educational mission and without preferential treatment. In addition to its rental facilities available for large group meetings and theatrical productions, the College has designated locations and procedures for any person/organization permissibly and lawfully on our campuses\* to distribute pamphlets or other literature, campaign for public office, picket/protest, demonstrate, or engage in similar activity free of charge. The College is not required to provide any equipment, materials, or personnel in support of these activities and assumes no liability for the actions of any person participating in or responding to the activities. Person(s)/ organization(s) shall submit a written request at least one business day in advance to the Vice President of Student & Legal Affairs (or his/her designee).

\*This policy does not apply to property owned and/or managed by any non-ACM entity.

Such requests shall be granted with the following exceptions:

- No such activity is permitted in academic buildings, classrooms, and/or libraries. (On campuses where all indoor common areas are located within academic buildings, the activity will be permitted in a designated location which minimizes instructional interference.)
- Activity participants may not disrupt educational and/or administrative operations. Excessive noise is not permitted; noise will be considered excessive if it interferes with the ability of students, faculty, or staff to listen, learn, or conduct business.
- The activity may not endanger the safety or health of participants, other visitors, students, faculty, or staff.
- No other person may be compelled to participate.
- The activity may not interfere with the free flow of pedestrian or vehicular traffic.
- College property may not be defaced or damaged; banners, signs, and the like may not be affixed or attached to any College property including buildings, utility poles, existing signs, landscape walls, etc.
- All materials used must be removed at the conclusion of the activity.
- No commercial (or for-profit) sales may be conducted during the activity.
- Participants' conduct shall be consistent with the standards expected of students as outlined in the Code of Student Conduct.
- Any person/organization who engages in such activity without obtaining the College's consent may be required to cease the activity and/or exit the campus.
- No such activity shall be identified as representing an official position of the College without approval by the President and/or the Board of Trustees. (Official College entities such as clubs and committees, however, may identify themselves as being affiliated with the College.)
- Violations of these exceptions, behavioral standards, and/or laws will result in the College's revocation of its consent, and the person/organization will be required to cease its activity. Students who violate the Code of Student Conduct will be subject to disciplinary action.

Nothing in this policy shall be construed to limit or infringe on academic freedom as defined by the College. Likewise, nothing in this policy shall be construed to limit or silence the expression of an individual's personal opinion/beliefs in casual conversation, in the classroom, in assignments, in chartered student organizations, in College committees, in private actions that are not intended for public viewing/consumption, in attire, with jewelry, or other symbolic means so long as the expression does not otherwise violate the Code of Student Conduct, laws, and/or course syllabi.

Approved by Board of Trustees 6/18/07

## **H. Student Communication Policy**

### **Background**

Allegany College of Maryland must have efficient and timely methods of communicating with students. The advancement of technology facilitates communication while simultaneously saving money. These advances permit information to be shared quickly and easily for the benefit of students and the College generally; the College is committed to promoting effective communication campus-wide.

Allegany College of Maryland recognizes importance, frequency, and ease of students' communication with fellow students, College officials, and members of the public. Allegany College of Maryland also recognizes the widespread use of the internet and electronic devices to interact with other people through text, images, and sound. While these media have numerous positive benefits for students, technology carries risks such as:

- **interference with orderly academic endeavors,**
- inappropriate disclosure of confidential information,
- inappropriate disclosure of personal information and/or photographs,
- inappropriate and/or unauthorized publication(s),

- dilution of professional, academic relationships,
- damage to the College's reputation in the community,
- damage to personal relationships,
- violations of the Code of Student Conduct,
- violations of local, state, and federal laws such as copyright or trademark infringement,
- civil liability for torts such as defamation,
- violations of website rules / terms of service, and
- jeopardizing future employment.

#### POLICY

Whenever possible, Allegany College of Maryland will communicate with students electronically. Examples include email, E-safe, college website, other internet presence, and student portal; this policy shall apply to new technological methods of communication as they are developed and adopted. The College will provide the necessary infrastructure for appropriate tools. (See Technology Resources Policy for details.) Such methods of communication shall constitute official communication by the College and may replace paper communication wherever paper communication had previously been required and/or used.

\*\* All College employees are strongly encouraged to use electronic means to communicate with students.

\*\* All students are required to monitor their College electronic communication tools regularly and frequently; it is the students' responsibility to read all communications and to respond as necessary.

As members of the College and the larger community, students are expected to communicate with others using the means and manner consistent with the standards of an institution of higher education; Allegany College of Maryland is a place of learning, and activity which inhibits or interferes with learning or other College functions will not be permitted.

Students shall not use any means of communication to abuse, harass, threaten, bully, or otherwise harm any person. (See Code of Student Conduct for details.)

**Students shall not use any means of communication to disrupt instruction, learning, or other College functions; likewise, priority shall be given to uses of electronic communications and/or technology which promote academics.**

The personal use of the internet and/or electronic devices by students **outside the classroom or other learning sites** shall not be infringed; such **personal** use shall not constitute official College communication, and the College is not responsible for the content of students' personal communications. However, the College reserves the right to act upon personal student communications when such communication has a negative impact upon any official function of the College including instruction, health, safety, and public relations. Nothing in this policy shall be construed to restrict any person's right to avail themselves of civil remedies.

Students shall not use the College's logo(s), trademarks, letterhead, or other intellectual property without prior consent from the authorized College official. Students shall not create an internet presence or a publication that purports to be official or authorized by the College without prior consent from the authorized College official.

Related Allegany College of Maryland policies maintain their full force and purpose (eg., Technology Use Policy, First Amendment Policy, FERPA, HIPAA, career program curricula/handbooks, Code of Student Conduct, etc.).

## **I. Student Housing**

Allegany College of Maryland offers student housing for 236 residents in a garden-style apartment complex organized into 5 buildings of 3 floors; each floor has 4 apartments housing 4 full-time student residents. (Residents must carry a minimum of 12 credits/equivalent to live in housing.) Apartments have common living rooms and kitchens, 4 bedrooms, 2 bathrooms, balcony, and storage closets. Each living room and bedroom has phone and cable outlets. Willowbrook Woods has a Clubhouse with a large screen TV, comfy sofas, tables/chairs, vending machines, and laundry facilities. There is also a patio and large courtyard. Only residents, housing staff, and eligible guests are permitted to enter Willowbrook Woods; all persons entering housing must be approved by a Security Guard at the gatehouse, which is manned 24 hours when the College is open. (Willowbrook Woods is closed when the College is closed.) All guests must sign in and out, display a guest badge at all times, must be accompanied by their hosts at all times, must know and follow housing rules such as quiet hours and permitted length of visits. Willowbrook Woods is a dry campus, meaning no alcoholic beverages or containers are permitted by anyone, regardless of age.

### **Mission Statement**

The Office of Residence Life strives to support the mission of the College in our commitment to the holistic education and personal development of students, through the provision of a safe, comfortable, secure, just, caring and mutually respectful learning community, which fosters inclusive education outside the formal classroom as well as a sense of community, citizenship, responsibility and appreciation of diversity.

### **Goals**

1. To promote an atmosphere of study, research and reflection.
2. To foster self-reliance and individuality.
3. To provide a staff, which is respectful, courteous, equitable, trustworthy and a resource for students both personally and academically.
4. To challenge students to promote appropriate behavior and safety precautions for themselves and others.
5. To foster ownership of both the physical and psychological community within housing and the campus.
6. To provide meaningful leadership opportunities for students.
7. To challenge each student to be a positive contributing member of the community.
8. To promote the acceptance of all individuals through the acknowledgement and celebration of differences.

## **J. Off-Campus Housing**

For students looking for living accommodations off campus, the Office of the Vice President of Student & Legal Affairs maintains a list of off-campus housing options. This list is a collection of off-campus, private housing from area landlords. The College maintains the list for convenience purposes and the College assumes no responsibility for the condition of housing listed and does not make inspections. The College is not involved in any way with the contractual relationship between the student and the landlord/manager. Upon request, the list is mailed (or emailed) to prospective students and/or can be picked up at the office. Students are also encouraged to check with the local newspaper and realtors for additional listings. For further information on off-campus housing, please contact the Vice President of Student & Legal Affairs' office at 301-784-5206.

## **K. Campus Kids Child Care Center**

Allegany College of Maryland has a Child Care Center which is available to students attending the Cumberland Campus. Applications are available from the manager of the Child Care Center or the Office of the Vice President of Student and Legal Affairs (Room C-128 in the College Center Building). The Child Care Center is located in Room C-12 on the lower level of the College Center Building. The Center is open Monday through Friday from 7:50 a.m. to 5:00 p.m. during the Fall, Spring, and Summer semesters. The Center is operated under the regulations of the Maryland Department of Health and Mental Hygiene and the Allegany County Health Department. The Center is for College students during class hours. Student study time coverage may be arranged if space allows. Children must be between the ages of three and six, toilet trained, and must be up to date on immunization vaccines. Fees for child care services are as follows:

The student fee is \$1.75 per hour per child.

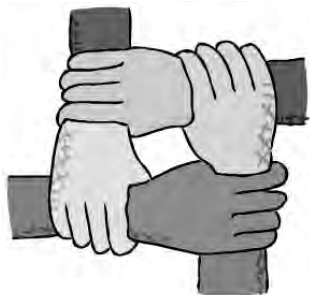
The staff fee is \$2.25 per hour per child.

The general public's rate is \$2.50 per hour per child.

In addition to required documentation such as vaccinations, all parents are asked to complete an expectations survey when registering their child(ren).

Further information on the Child Care Center may be obtained by calling the Center at 301-784-5236.

## **L. Diversity Center**



The purpose of the College's Diversity Center is to create and maintain a campus learning environment where all people feel welcome and safe. The Diversity Center organizes and supports events, programs, activities, groups, discussions, and personal guidance that further the College's commitment to diversity as stated by the Diversity Task Force in FY04 and FY05:

**Diversity is "otherness" or those human qualities that are different from our own, [are] outside the groups to which we belong, yet are present in other individuals or groups.**

If you are planning an event or program and want the Diversity Center to help, contact the Office of Student Life. The Diversity Center is located in the College Center (lower level@ CC-40).

The Diversity Center is perfect for . . . . .

- Education
- Awareness
- Meetings
- Support
- Event Planning
- Camaraderie
- Quiet Refuge
- Sharing experiences
- International students
- ESL students
- Special Needs students
- GLBT students
- Religious/spiritual students who don't have a local denomination
- Anyone who embraces diversity in all its forms and/or who is open to learning about people different from yourself.

### **M. Calendar of Events**

Each month during the year, a calendar of events is created and publicized from the Office of Student Life and/or Informational Technology via the student portal in development. Calendars are placed on bulletin boards throughout the three campuses. The calendar highlights information of interest for the students. Items may be included from student clubs/organizations with prior approval of the club's advisor. The deadline for receipt of information is the 15th of the month prior to publication.

### **N. Special Needs Students**

Allegany College of Maryland is committed to providing a complete educational experience to all registered students – regardless of any student's unique challenges and/or limitations. Any student who has a special need(s) should see Section Five of this Student Handbook for information on the assistance available. Additionally, any student who requires accommodation by the College in non-instructional areas such as student housing, activities, judicial matters, and the like must contact the Vice President of Student & Legal Affairs in CC-128 and provide the appropriate documentation before any accommodation can be made. We look forward to working with you and want to help you succeed!

### **O. Voter Registration**

Allegany College of Maryland supports full civic engagement by its students. Staff members in the [credit] Admissions/Registration Office and the Continuing Education Registration Office can supply the voter registration form and help any person register to vote for the first time or change his/her voter registration. It is easy and free!

## **II. Library**

The Donald L. Alexander Library has a wide range of services to assist you with your class work as well as your personal interests. The Donald L. Alexander Library staff hopes that you will explore all of these services, and, if you need assistance, please ask! They are looking forward to meeting you. If you have a special need that they should be made aware of, please let them know. They will do all that they can to accommodate you!

### **A. Special Collections**

**Appalachian Collection** (the area's largest separate collection devoted to genealogy in the tri-state area, and local history)

**U.S. Government Documents Depository** (since 1974)

#### **Computer, Database, and eBook Offerings**

- Online catalog
- Computers - Internet access, word processing and laser printing capability
- Library Online Databases and Electronic Resources:

Academic Search Complete	Forensic Science
Alt HealthWatch	GreenFILE
American Immigration	Health Reference Series ( <i>many titles</i> )
Britannica Online	Health Source: Consumer Edition
Business Source Premier	Health Source: Nursing/Academic Edition
CINAHL Plus with Full Text	Issues & Controversies
CQ Researcher	LexisNexis Academic
Criminal Justice Periodicals	Literature Online
Cumberland Times-News	MasterFILE Premier
Education Journals	Masterplots
Encyclopedia of American Law	MedlinePlus
Encyclopedia of Victimology and Crime Prevention	Newspapers (ProQuest)
ERIC	<i>Chicago Tribune, Christian Science Monitor, New York Times, Wall Street Journal, Washington Post</i>



- Library Online Databases and Electronic Resources: (continued)
 

Nursing & Allied Health Source	PubMed
Opposing Viewpoints Resource Center	Short Story Criticism
Oxford English Dictionary	SIRS Knowledge Source
Oxford Online Reference	The Sun
Psychology Journals	Teacher Reference Center
Psychology & Mental Health	Testing & Education Reference Center

**B. Library Services**

- Reference and Research assistance
- Photocopiers
- Typewriter
- AV equipment (in-house use) for slide/cassette programs, audios and videos
- Microfilm reader/printer
- Interlibrary Loan
- Small and Large Conference Rooms – for group or private study, meetings, Library instruction
- Serenity Room – for relaxation and wellness, equipped with TV/VCR, tape player, and a Zen garden.
- Sending Faxes (for a fee)

AskUsNow! Get answers from a person, not a machine. AskUsNow! is a 24/7 live online interactive chat service. It uses the expertise of librarians to provide the residents of Maryland and students of Maryland educational institutions with answers to questions, research guidance, and help navigating the Internet. Click the link on the library home page to connect: <http://library.allegany.edu/polaris>

**C. Borrowers**

Any student may apply for a Library card. This card will permit you to borrow from our collections of approximately 67,900 books, 150 magazine titles, Federal publications, pamphlets, audio and video tapes, DVDs, CDs, and Telecourse tapes.

**D. Loan Periods**

The usual borrowing period is two weeks for books; magazines, CDs, videos and DVDs may be checked out for two days. Renewals are allowed, unless another borrower has already placed a ‘hold’ on the material.

**E. Fines for Overdue and Lost Materials**

Overdue: 2-week loans for books, CDs and magazines .....\$ .10 per day  
 2-day reserves .....\$1.00 per day  
 Videotapes .....\$2.00 per day

Lost: minimum of \$55 per book, minimum of \$100 per video and DVD, \$15 for periodicals, \$15 for Government Documents, \$1 for vertical file, \$20 for CDs, and \$15 for cassettes.

Mutilated: \$35 mutilation fee, plus replacement price, plus processing fee.

Borrowing privileges will be suspended when a student has \$3 or more in fines or charges. Semester grades, transcripts, and diplomas will be released when all Library materials are returned and fines are paid. The use of the Library is a privilege, not a right.

**F. Cumberland Campus Library Hours**

Monday – Thursday .....8:00 a.m. – 9:00 p.m.  
Friday .....8:00 a.m. – 4:30 p.m.  
Saturday .....11:00 a.m. – 5:00 p.m.  
Sunday .....1:00 p.m. – 7:00 p.m.

\*Library hours change with the College schedule. To check on Library hours, please call the College (301-784-5000). As soon as the message starts, press 2 to get the information menu, then press 4 to get the Library Information message.

For questions about materials you have checked out, call 301-784-5269. For other questions, call 301-784-5138.

**G. Pennsylvania Campus Library Information and Hours**

**ASK US NOW!**

AskUsNow! is a 24/7 live interactive reference service available to students. Using professional librarians in a chat interface, students of Maryland educational institutions and residents of Maryland can obtain answers to reference or research questions around the clock. PA students, staff and faculty should link to the “AskUsNow” connection on the bottom of the ACM library page.

**Special Note for Somerset County Campus Students**

Allegany College of Maryland shares library facilities (the building, online catalog, and equipment) with the Somerset County Public Library. Students at the Somerset County Campus can request library cards from the Somerset County Public Library (to check out books and to use the Pennsylvania Power Library from home). Since we share the online catalog with the Somerset County Public Library, it is necessary to use the county library card to check out Somerset materials.

**Special Note for Bedford County Campus Students**

The Bedford County Campus is closed during Intercession in January and again in May. When the library is closed, no one is available to assist students. The library re-opens on the first day of summer school.

Bedford County Campus students can also access the Pennsylvania Power Library by obtaining a library card from their local public library.

**Bad Weather Policy (PA Campuses)**

If ACM closes due to bad weather conditions, students are **NOT** required to return tapes, books or any other ACM materials and will not be charged late fees for those days ACM is closed. **However, students are required to return ACM library materials the first day ACM re-opens.** Fines will be imposed for any days ACM materials could have been returned.

**PA Library Hours:**

**Somerset County Campus**

Library hours are posted on the College library website and library door.

**Bedford County Campus**

Library hours are posted on the College library website and library door.

Additional information about the PA Campus Hours can be found at the library’s homepage at <http://library.allegany.edu/polaris>, click on General Library Information, Hours, and the campus you want. Or you can call 814-652-9528, ext. 6206 (Bedford County Campus) or 814-445-9848, ext. 6118 (Somerset County Campus).

Books, magazines and other resources located only at the main campus library are available to Pennsylvania campus students through inter-library loan. Check with the Librarians at either Pennsylvania location for more details.

## **H. Courtesy in the Library**

### **Library Policy**

1. The professional library staff in consultation with the associate support library staff develop Library operating procedures and rules for patrons that are necessary to maintain efficient Library service.
2. The students, faculty, and staff of Allegany College of Maryland are the Library's primary clientele and assistance to them will take precedence over all other users.
3. Any resident of Allegany County or the surrounding counties is welcome to use the Library as a community library patron. A community library patron is any eligible person who is not currently enrolled in Allegany College of Maryland.
4. In accordance with College policy, children under 18 years of age who are not college students must be accompanied by an adult. \*\*See below for Somerset Campus Library.
5. All library patrons are expected to be courteous and respectful to other patrons and library staff by:
  - a. Not using cell phones or other sound emitting electronic devices in the Library. Cell phones must be turned off or set to vibrate.
  - b. Not using tobacco products in the Library.
  - c. Studying and talking quietly.

\*\*As long as the Somerset Campus Library is housed with the Somerset County Public Library, the Somerset Campus Library will follow the age policy of the Somerset County Public Library.

### **Library Computer Use Policy**

- Priority of computer use is given to patrons for class assignments and research.
- Library patrons may not play games on Library computers.
- Patrons chatting online, checking e-mail, or doing non-class activities are expected to yield the computer to students doing class assignments and research.
- The Library reserves the right to schedule computers for instruction and other purposes.
- Downloading is permitted **ONLY** to your own storage device. Patrons are not permitted to install unapproved programs on the Library computers.
- Patrons should be aware that there is **NO** guarantee of security of any information sent or received on Library computers. It may not be safe to enter passwords, credit card numbers, account numbers, social security numbers, etc. on these computers.
- Community patrons are permitted a maximum of 2 hours per day using Library computers.
- Computers will be shut down 30 minutes before closing.

### **Appropriate Use of Computers**

Allegany College of Maryland spends a considerable amount of money to provide sufficient internet bandwidth for educational purposes. The Library computers are provided for educational activities, i.e. access to the library catalog, databases, websites, and library-related links and preparation of class projects. At times, the demand for library computers exceeds the number available. Users are asked to be sensitive to the needs of others and limit computer use during times of heavy demand.

### **Examples of Inappropriate Use**

- Monopolizing computer resources, i.e., an individual using more than one computer at a time or spending an inordinate amount of time on a computer.
- Chatting online, checking e-mail, and viewing websites not related to class studies during times of heavy computer usage.
- Viewing or transmitting pornography.
- Unauthorized copying of copyright-protected materials.
- Violating federal, state, or local laws.

## **I. Conference Room Usage**

The conference rooms in the Alexander Library are for use primarily by Allegany College of Maryland students, committees, and organizations. ACM instructors may schedule the conference rooms for classes only in conjunction with a library assignment. Non-college groups and organizations may schedule the rooms for occasional meetings subject to availability. Scheduling for events lasting more than three hours is discouraged. The Director of Learning Resources has the final say in determining room usage.

## **Section One: General Information**

The arrangement is governed by and includes the fees listed in the College's Policy on Use of College Facilities and Theatre by Off Campus Organizations and On Campus Organizations. The Library will not be held responsible for property not removed from the premises after the use of the facility. After seven days any property remaining will be disposed of at the Library's discretion.

Allegany College of Maryland strives to promote a college that enhances lives and the community through education and service. We welcome the public and service providers to our campus. All visitors are expected to conduct themselves appropriately and lawfully at all times. ACM reserves the right to deny entrance to the College or to remove persons from the College grounds who pose a safety risk to our students, faculty, staff, other visitors, or property.

### **III. Bookstore**

Students may purchase books and various other supplies from the College's Campus Bookstore. In planning a year of study, students should include the probable cost of textbooks. Depending on the courses and curriculum taken, the cost of books per semester for a full-time student should run approximately \$400.

A book list with titles and prices for Fall and Spring semesters will be available on our website approximately three weeks before classes begin.

In addition to books, etc., students may purchase clothing, stationery, and various gift items from the Bookstore.

#### **A. Hours of Operation**

The Bookstore is open Monday through Friday from 8:30 a.m. to 4:30 p.m. (Summer hours are 8:00 a.m. to 4:00 p.m.) Additional evening hours are set up for the first week at the beginning of each semester and during peak registration periods. (Students should check at the Bookstore at each Campus for notification of these additional hours.)

#### **B. Procedure for Buying Books**

In order to help the Bookstore personnel in identifying the correct book(s) needed for each of your classes, they need to know the course number and the instructor for each of your classes. (This information is provided on the printout of your schedule.) The Bookstore is self service, but Bookstore personnel are available at all times to help students. Books, coats, pocketbooks, etc. are to be placed in the shelf compartments as you enter the Bookstore.

#### **C. Paying by Check/Credit Card**

All checks must be made payable to "Allegany College of Maryland Bookstore" for the amount of purchase only and the student's phone number should be written or printed on the face of the check along with the student's ACM ID number. Students should note there is a charge for all returned ("bad") checks.

Books may also be paid for with credit cards and check cards. We accept Visa, Mastercard, and Discover.

#### **D. Purchase of Books via Financial Aid**

Students purchasing books with any type of financial aid may come directly to the Bookstore where their information will be on file. Student identification number will be required.

### **IV. Information Technology**

#### **A. Computer Labs for Students**

The College supports twenty-seven computer laboratories on the Cumberland Campus and ten computer labs at the Pennsylvania Campuses. The Information Technology (IT) Department provides support for the main campus labs that are located in the following buildings: Technologies, Science, Allied Health, Humanities, and Continuing Education. In addition to the computer laboratories noted above, the Library and the Student Success Center and various academic departments have personal computers used by students as an integral part of their services and programs. Internet access is available in all computer labs as well as the Pennsylvania Campuses' computer labs.

## **B. Lab Hours**

The student computer lab in room T-2B will be open Monday through Friday from 8:00 a.m. to 4:00 p.m. This lab is always open for students, unlike other computer labs which are at various times reserved for classes. As the semester progresses these times will be extended to include evening and Saturday hours.

The science lab in room S-63, computer labs in the Humanities Building (rooms H-27 and H-37) and the Allied Health lab (room AH-267) vary depending on class usage. Open lab times will be posted daily in each of these labs.

Computer labs at the Pennsylvania Campuses maintain daily hours but may vary depending on class schedule. Please check the lab schedule at the specific campus.

## **C. Technology Resources Policy**

### **Policy Overview**

Allegany College of Maryland makes every effort to provide students, faculty, and staff with the best technologies available. In this effort, Allegany College of Maryland has installed and maintains technology resources that support diverse and ever-growing learning and administrative functions. These technology resources include computer systems, information systems, telephone systems, and network systems.

This policy has been constructed to advise on the acceptable uses of Allegany College of Maryland technology resources, including but not limited to, computer equipment, the Internet, electronic mail ("email"), computer labs, voice mail, computer-based information systems, and the college computer network including wireless Ethernet.

This policy also covers the subject of access to and disclosure of computer-stored information, voice mail messages and e-mail messages (created, sent, or received) by Allegany College of Maryland's employees, and the College's rights and responsibilities in providing access to and control over its property. Technology resources and their uses are governed by college policy as well as federal, state and local laws. Individuals who inappropriately or illegally use college technology services and resources may suffer all applicable college and legal penalties for such misuse.

Access to and use of the College's technology resources are privileges granted solely to Allegany College of Maryland faculty, staff, students, and those with special accounts. These privileges can be modified, limited, extended, or revoked at the discretion of the college with or without prior warning or consent.

### **Scope**

This policy and additional guidelines for using resources apply to the use of all technology resources at Allegany College of Maryland.

### **Policy**

#### **1.0 Governance of General Use**

- 1.1 All College technology resources are designed and intended for academic and administrative use. Alternate uses may be restricted or prohibited at the discretion of the college, especially when these uses conflict with or interfere with academic and administrative functions.
- 1.2 College technology resources are not to be used to create any threatening, abusive, or disruptive messages. Allegany College of Maryland does not discriminate against any individual for reason of race, sex, color, religion, national/ethnic origin, age, veteran status, condition of disability, or sexual orientation. Allegany College of Maryland also has "Principles of Conduct" for all employees; among these principles are prohibitions on immoral/unethical conduct, offensive/brutal treatment of students and colleagues, and disparagement of colleagues. Finally, the College has a Sexual Harassment policy that prohibits – among other things – conduct that has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive work environment. The College's computers, Internet, email, and voice mail systems may not be used to violate these standards.

## ***Section One: General Information***

### **2.0 Access to Technology Resources**

- 2.1 An individual shall only use the technology resources assigned to him or her. This includes use of computer-based and network-based user accounts (including email mailboxes and voicemail mailboxes), assigned passwords, and computer/network identities.
- 2.2 Users may not attempt to obtain login credentials or passwords that are not specifically assigned to them. A user's attempt to disguise or otherwise obscure the identity of the credentials or resources he or she is using is prohibited. Attempts to gain unauthorized access to technology resources are prohibited.
- 2.3 All persons shall abide by the terms of all software licensing agreements and copyright laws. Unauthorized copying of copyrighted software is prohibited. The copying of site-licensed software for distribution to persons other than Allegany College of Maryland faculty, staff, and students, or the copying of site-licensed software for use at locations not covered under the terms of the license agreement is prohibited.

### **3.0 Deliberate Malicious Acts**

- 3.1 Any deliberate act which may impact the operation of technology resources is prohibited. Such acts include, but are not limited to, tampering with computer, network, and telephone systems, launching software attacks (viruses, denial of service, or other malicious software), and tampering with or otherwise modifying College software and systems.
- 3.2 Any deliberate act which may circumvent hardware and software security systems or data protection schemes is prohibited.
- 3.3 Unauthorized attempts to uncover or exploit security loopholes are prohibited. If such a loophole is discovered, the user is required to report his or her findings to the Computer Services department.
- 3.4 Deliberate acts which are wasteful of computing/information network resources or which unfairly monopolize resources to the exclusion of others are prohibited. These acts include, but are not limited to, sending mass mailings or chain letters, creating unnecessary multiple jobs or processes, obtaining unnecessary output, or printing or creating unnecessary network traffic.

### **4.0 Creation and Use of Data**

- 4.1 The College observes all federal, state, and local laws pertaining to the protection of user data, including those specified by FERPA and HIPAA regulations. To the best of its ability, the College maintains the privacy of stored data including, but not limited to, user-created files, log entries, and electronic communications utilizing multiple levels of security and data protection schemes.
- 4.2 The College maintains multiple levels of data backup and data loss prevention systems. At no time should a user expect that a file he or she deletes has been completely destroyed, but the College does not guarantee the ability to recover any specific file or files in the event of accidental or unwanted deletion.
- 4.3 The College maintains the right to, but does not regularly monitor voice mail or electronic mail messages. The College will, however, inspect the contents of computers, voice mail or electronic mail in the course of an investigation triggered by indications of unacceptable behavior or as necessary to locate needed information that is not more readily available by some other less intrusive means. The contents of computers, voice mail, and electronic mail, properly obtained for some legitimate business purpose, may be disclosed by Allegany College of Maryland. Allegany College of Maryland's President or his designee will grant or deny any request for access to the contents of an individual's computer, voice mail, or electronic mail prior to access being made without the individual's consent. With exception to the College's

right to retrieve and read electronic mail messages, such messages should be treated as confidential and should only be accessed by intended recipients.

- 4.4 The following types of information cannot be created or stored on any College technology resource:
  - a. Information that infringes upon the rights of any other individual or group of individuals.
  - b. Information that infringes on the copyright of any other individual or group of individuals including, but not limited to, copied or “pirated” software, music, videos, et al.
  - c. Information that may injure someone else and/or lead to a lawsuit or criminal charges including, but not limited to, viruses, malware, pornographic materials, or libelous statements.
- 4.5 Any data or network traffic exiting the College is subject to the acceptable use policies of the network through which it flows (AllCoNet, etc.), as well as to the policies listed here.

#### 5.0 Additional Restricted Uses of College Technology Resources

- 5.1 Use of College technology resources for personal or financial gain is prohibited. The College reserves the right to offer systems and services that allow for the promotion of personal goods and services, but does not sponsor, endorse, or support said goods and services.
- 5.2 The College reserves the right to offer systems and services that allow for the promotion of charitable goods and services, and to solicit for charitable contributions, but does not sponsor, endorse, or support said goods, services, and solicitations.
- 5.3 Use of the College’s technology resources to monitor another user’s data communications, or to read, copy, change, or delete another user’s files or software without the user’s permission is prohibited.
- 5.4 Use of the College’s technology resources to operate any unauthorized network server is prohibited. This includes, but is not limited to chat, file, print, web, and application servers.

#### 6.0 The College’s Right to Recourse

- 6.1 Access to and use of College technology resources are privileges. These privileges can be modified, limited, extended, or revoked at the discretion of the college with or without prior warning or consent.
- 6.2 Individuals who inappropriately or illegally use college technology services and resources may suffer all applicable College and legal penalties for such misuse.
- 6.3 Individuals who violate Allegany College of Maryland Technology Resources Policy may be subject to discipline, up to and including termination or dismissal.

#### **User Responsibilities**

The Computer Services department and the President should be notified about violations of laws and policies governing information use, intellectual property rights, or copyrights, as well as about potential loopholes in the security of the College’s technology resources.

The user community is expected to cooperate with the College in its operation of technology resources as well as in the investigation of misuse or abuse. Existing College policies including Sexual Harassment policies, policies on Student Conduct, Academic Integrity, Facilities Use, etc. will be enforced as they relate to a violation of the *Allegany College of Maryland Technology Resources Policy*.

## **D. Student Communication Policy**

Allegany College of Maryland has adopted a new policy that applies to all students and became effective on February 28, 2012. The Student Communication Policy requires ACM officials to communicate with students electronically (via email, college website, student portal, etc.) whenever possible and requires students to monitor their electronic communication tools (particularly email) regularly and frequently. This policy means that future, official correspondence from the College will be via email rather than postal mail and “it is the students’ responsibility to read all communications and to respond as necessary.” Therefore, you should make it a habit to use your name@student.allegany.edu account on a daily basis.

The Student Communication Policy also includes some restrictions such as using College communication tools appropriately, not using personal communication devices (such as cell phones) to disrupt classes, and never engaging in cyber-bullying or other abusive/harassing behaviors.

See Section I.H above for the complete text of the policy.

Questions about the policy should be directed to the Office of Student & Legal Affairs at (301) 784-5206.

## **V. Food Services**

The Cafe (College Cafeteria) makes available breakfast and lunch daily, Monday through Friday. Breakfast, served from 8:00-10:00 a.m., features baked goods, hot breakfast items, cereal, fresh fruit, and a complete line of hot and cold beverages. Lunch, served from 10:00 a.m.-2:00 p.m., Monday through Friday, features hot entrées, homemade soups, salads, pizza, grilled sandwiches, pasta, and much more.

The College also offers prepaid dining plans that assure you of a meal or snack without having to carry cash. It is an excellent way to both plan and stick to your meal budget for the semester. You also get added value (more spending power) with the Gold Plan card.

Your Gold Meal Plan Card will be credited with your deposit and bonus monies. The minimum buy-in fee for this plan is \$100.00 and offers 10% bonus cash. You can keep enjoying the 10% bonus cash by recharging your card in \$100.00+ increments. Each time you purchase a meal or snack, that amount is automatically deducted from your account. Your cashier can tell you what your remaining balance is after each transaction.

Your Silver Meal Card offers the convenience of dollar to dollar spending with a minimum buy-in fee of \$25.00. This makes it easy to keep the card in your backpack and eliminates the need to carry cash. Your account works like a debit card for food. If you deposit \$25 into your account, then spend \$5 for lunch, your balance would be \$20. It’s really that simple.

It’s easier than maintaining a checkbook! If you lose or misplace your card, notify us immediately and we will protect your account.

Please stop by the Café and purchase the plan that works for you.

Numerous vending machines are located in the following buildings on campus; College Center, Humanities, Science, Technology, Continuing Education, Physical Education, and Allied Health. Fresh supplies of snacks, hot and cold beverages, candy, fresh fruit, yogurt, and many other items are available daily.

## **VI. Information Center**

The Information Center staff serves current students by answering questions on current events, departmental services, campus directions, and other general college questions. Located in the center of the Continuing Education building, they are open Monday thru Thursday 8:00 a.m. – 6:00 p.m. and Friday 8:00 a.m. – 5:00 p.m. They can be reached by calling 301-784-5005 or via e-mail at infocenter@allegany.edu. In addition, you may chat with them online through the college website, allegany.edu, Monday thru Friday from 12:00 Noon – 5:00 p.m.



## VII. Inclement Weather/College Closing Policy

### How will I know if the College closes or has a delayed opening?

If inclement weather or an emergency forces the College to close or have a delayed opening, you may call the College directly at **301-784-5000 in Cumberland; 814-445-9848 in Somerset, or 814-652-9528 in Bedford**. Another option is to log onto the College's website at **www.allegany.edu/weather**.

Information will also be given to area radio and television stations. In addition, ACM now offers e-SAFE, a text messaging service. To sign up, please log onto our website at **www.allegany.edu** and click on the e-SAFE logo located on the bottom of the homepage.

For inclement winter weather, the announcement is usually transmitted at approximately 5:30 a.m. for daytime classes, and by 2:00 p.m. for classes beginning after 4:00 p.m.

### There are generally three types of announcements given to the media:

- "Allegany College of Maryland will open at \_\_\_\_\_ (time)."
- "Allegany College of Maryland's credit and continuing education courses scheduled to begin at or after \_\_\_\_\_ (time) are cancelled."
- "Allegany College of Maryland \_\_\_\_\_ Campus (es) is (are) closed today."

When classes are delayed or canceled due to inclement weather, the media outlets listed on the next page will be making the announcements.

Students should park their vehicles in any parking lot that has been cleared of snow or areas so designated by the physical plant crew for student parking.

**Websites:** [www.allegany.edu/weather](http://www.allegany.edu/weather)

**Text Message/Email: e-SAFE** – Sign up is available on our website at [www.allegany.edu](http://www.allegany.edu). Click on the e-SAFE logo located on the bottom of the homepage to register your cell phone number and/or e-mail address.

### Cumberland Campus: 301-784-5000

WTBO - WKGO	1450 AM	106.1 FM	Cumberland
WCBC	1270 AM	107.1 FM	Cumberland
WKLP/ESPN Sports	1390 AM		Cumberland
WQZK		94.1 FM	Cumberland
WDYK/Magic		100.5 FM	Cumberland
WCMD/ESPN Radio	1230 AM		Cumberland
WVMD/the WOLF		99.5 FM	Cumberland
ZROCK		100.1 FM	Cumberland/West Virginia
WFRB		105.3 FM	Frostburg
WLIC/WAIJ		97.1/90.3 FM	Frostburg/Grantsville
WMSG - WKHJ	1050 AM	104.5 FM	Oakland
WQZS		93.3 FM	Meyersdale
WHAG-TV, NBC 25		Channel 12	Hagerstown
WJLA-TV, ABC		Channel 7	Washington DC

If you are reporting to a Pennsylvania Campus, call that Campus directly. Announcements about the Cumberland Campus are included with any announcement about the Pennsylvania Campuses.

### Somerset County Campus 814-445-9848 (from the main campus dial ext. 6100)

WCCL		101.7 FM	Somerset
WQZS		99.3 FM	Meyersdale
WRKW/Rocky 99		99.1 FM	Johnstown
WKYE/96 Key		96.5 FM	Johnstown
WFGI/Froggy 95		95.5 FM	Johnstown
WJHT/Hot92		92.1 FM	Johnstown
WJAC-TV		Channel 6	Johnstown
WWCP-TV		Channel 8	Johnstown

**Section One: General Information**

**Bedford County Campus: 814-652-9528 (from the main campus dial ext. 6200)**

WBFD - News Talk	1310 AM		Bedford
WAYC - Star		100.9 FM	Bedford
WBVE - B-Rock		107.5 FM	Bedford
WHJB	1600 AM		Bedford
WZSK/WSKE	1040 AM	104.3 FM	Everett
WFGY/Froggy 98		98.1 FM	Altoona
WRKY		104.9 FM	Altoona
WWOT/Hot 100		100.1 FM	Altoona
WFBG	1290 AM		Altoona
WALY		103.9 FM	Altoona
WVAM	1430 AM		Altoona
WTAJ-TV		Channel 10	Altoona
WJAC-TV		Channel 6	Johnstown

**VIII. Special Information for Students at Somerset and Bedford Campuses**

\* See also PA directory in Section Eleven.

Much of the information in this Handbook pertains to students enrolled at any Allegany College of Maryland Campus. But, there are some differences. Not all of the student services are available at the Somerset County and Bedford County Campuses, but they can be accessed by contacting appropriate offices on the Cumberland Campus. Sometimes a telephone call can provide the needed information. If you plan to visit a main campus office, making an appointment in advance will help assure that the needed assistance will be available. All of the student services offices, the Library and Bookstore, and the assistance of instructional department chairmen and directors are available to Pennsylvania Campus students.

Student councils have been formed at both campuses to plan a student activities program. However, students are encouraged to attend athletic and cultural events and other student activities scheduled at the main campus. In some cases, an admission fee is charged. Students of Allegany College of Maryland’s Pennsylvania Campuses are required to pay a student services fee. This fee is used to underwrite tutoring and other student support services at Pennsylvania Campuses.

The provisions of Section Eight of this Handbook, “Code of Student Conduct,” apply to Somerset County and Bedford County Campuses students, with the exception of chartering student organizations eligible for support from student activity monies.

**Telephone Contact with the Cumberland Campus**

Main Campus Telephone Number .....	301-784-5000
Local Number from the Somerset Area .....	814-445-9848
Local Number from the Everett Area .....	814-652-9528
Facsimile Device (FAX) Numbers:	
Admissions Office .....	301-784-5027
Continuing Education .....	301-784-5025
Library.....	301-784-5017
Financial Aid.....	301-784-5010

**Student Services of Pennsylvania Campuses**

Support services are available to students attending the College’s Pennsylvania Campuses. Services available include transfer and career advising, placement assessment, peer tutoring, and assisting students with disabilities.

Students should call the Bedford County Campus at 814-652-9528, ext. 6224 or the Somerset County Campus at 814-445-9848, ext. 6135 for assistance.

Bedford County Technical Center: ACM students taking classes at the Bedford County Technical Center (BCTC) are expected to adhere to the policies of the BCTC.



## **SECTION TWO: REGISTRATION FOR COURSES AND ADDING/DROPPING COURSES**

### **I. Registering for Courses**

All students are expected to register for classes during registration periods listed in the College calendar. New and former students should make appointments for advising and registration in the Admissions Office. Current students may register at any time during the registration period after consulting with their academic advisor.

### **II. Adding a Course**

Courses added during the first week of classes require the signature of the instructor and academic advisor of the course. The student must complete a "Course Registration Form"\* This form must be on file before the addition of a course becomes final. No course may be added after the first week of classes except by written approval of the Academic Standards Committee.

### **III. Dropping a Course**

A student may withdraw ("drop") from one or more courses during the period indicated in the academic calendar by completing a "Course Registration Form".\* This form must be on file before the dropping of a course becomes final. A course may not be officially dropped or changed to an audit after the first day of the tenth week of the semester, except by written approval of the Academic Standards Committee.

If a student neglects to follow the official withdrawal procedure and merely ceases to attend classes, a grade of "F" may be recorded at the end of the semester. The official date of withdrawal is the date on which the completed "Course Registration Form" is filed with the Registration Office or the date of the Academic Standards Committee's action. The student is responsible for all assigned coursework up to this date.

### **IV. Repeating a Course**

A student may take and complete the same course for credit no more than three times. **Only the repeated grade will be computed in the student's grade point average.** However, the earlier grade and record shall remain listed on the student's transcript. W, R and X grades will not be used to replace grades of D, F or X earned in previous attempts.

In order for a student to receive quality points for a course for which a grade of F, P, R, W, or X was received, the student must repeat the course and earn a grade of A, B, C, or D at Allegany College of Maryland.

To receive credit for any course in which a grade of "F" was received at Allegany College of Maryland, the student must repeat and pass the course at this institution subject to the provisions of Academic Regulations section O-02 unless permission for taking the course elsewhere has been granted in advance by the Director of Admissions & Registration.

\*Available in the Registration Office (in the College Center Building).

## **V. Accessing Information Using WebAdvisor**

### **What is WebAdvisor?**

WebAdvisor is our student information system and a central component of our ERP system.

### **Access**

The stand-alone website for WebAdvisor is located at <http://webadvisor.allegany.edu> . When visiting WebAdvisor, a student should login using his ACM Username and Password.

### **Registering New Students**

New students are required to meet with an advisor to select classes. Advisors should complete the registration grid with the desired course sections. The student should be instructed to bring the grid to the Registration Office to be processed.

### **Registering Current Students**

Current students have the ability to self-register using **their** own WebAdvisor login. Although not required, current students may opt to meet with their advisors before or after the self-registration process. A student's advisor can make changes to course selections, manage Wait List entries, or assist the student through the entire registration process using **Express Registration**.

### **Express Registration**

Our ERP system offers Express Registration. This feature of WebAdvisor allows the student to build his entire course schedule in one simple step. By entering a course selection on a single form, our ERP system checks for pre-requisites and automatically registers the student for courses. If errors or pre-requisites exist, the Express Registration system provides details on how to successfully complete the registration process.

### **Wait Lists**

Our ERP system offers Wait Listing. Once a section fills, a student can select to be placed on the Wait List for the section. If a seat becomes available, the student will be notified by e-mail that a seat is open. Then the student will have two days to access WebAdvisor and add the section. If the student does not add the section within two days, the wait list entry is removed and the section is offered to the next student on the list.

### **System Maintenance**

Due to necessary system maintenance, WebAdvisor will be inaccessible Monday through Friday from 5:00 p.m. – 8:00 p.m.

## **VI. Veteran's Affairs**

Veterans, veterans' widows, and war orphans should contact the Veterans' Officer for information and assistance related to educational benefits to which they are entitled under public law. Assistance may be obtained regarding the appropriate channels through which problems unique to veterans may be approached and rectified. The Veterans' Officer is located in the Registration Office in the College Center Building and can be reached at 301-784-5203.

According to Public Law 94-502, a veteran needs to consider the following:

1. Audited Courses ("R") - These courses do not result in credit being granted toward graduation. Because no credit toward an educational objective can be earned for such a course, it is not properly part of the student's approved educational program. Subsequently, no benefits can be earned for taking audited courses.

## ***Section Two: Registration for Courses and Adding/Dropping Courses***

2. **Nonpunitive Grades** - At Allegany College of Maryland, nonpunitive grades are “W” and “X.” These grades, whether upon completion of the course or at the time of withdrawal, have the effect of excluding the course from consideration in determining progress toward fulfillment of requirements for graduation. No credit toward graduation is granted for such a grade, nor is there any effect on other graduation factors imposed by school policy, such as grade point average. Courses in which “W” and “X” grades are received are equivalent to audited courses for purposes of advancement toward graduation.
  - a. **The “W” Grade** - A “W” grade (withdrawal grade) is granted to students up until the first week after mid-term. If you receive a “W” grade (for instance, going from twelve to nine credit hours; nine to six credit hours; or to six or less credit hours), the difference has to be repaid to the V.A. depending on the amount of benefits paid. However, if there are mitigating circumstances, this policy may be waived.
  - b. **The “X” Grade** - In relation to the “X” grade, veterans no longer have the opportunity to use the “X” grade. In the event you receive an “X” grade at the end of the semester, you have to repay the difference accrued between twelve or nine credit hours, or six or less credit hours. There are also a number of mitigating circumstances that can affect the recipient of an “X” grade.
3. **Punitive (Failing) Grade** - This is a grade assigned for pursuit of a course which indicated unacceptable course work and no credit granted toward graduation for that pursuit. Although this type of grade results in no credit, it is distinguished from a nonpunitive grade by the fact that it is considered in determining overall progress toward graduation in that a penalty is exacted in a school graduation requirement, such as a grade point average. A course for which a punitive failing grade is assigned is not equivalent to an audited course because the grade is computed into a graduation requirement.
4. **Changes of Academic Status** - All Veterans must report any changes of academic status to the Veterans Affairs Coordinator located in the Registration Office.



## **SECTION THREE: STUDENT FINANCIAL AID**

### **I. Information and Policies**

Purpose - Allegany College of Maryland offers a variety of student financial aid programs. The primary objective of these programs is to extend the opportunity for a college education to all students who need assistance in meeting college expenses. All applicants for student financial aid must demonstrate financial need and academic capability.

Financial Aid Sources - The College participates in seven federally funded student financial aid programs:

Federal Pell Grant - gift aid, not to be repaid; full-time, part-time (6-11 credits), and less than part-time (1-5 credits) students eligible.

Federal Supplemental Educational Opportunity Grant (FSEOG) - gift aid, not to be repaid; full-time and part-time (6 to 11 credits) students eligible.

Iraq and Afghanistan Service Grant – (New starting 2011-12) gift aid, not to be repaid; full time, part-time (6 to 11 credits), and less than part-time (1 to 5 credits) students eligible. For students who are not Pell Grant eligible, but whose parent or guardian died as a result of military service in Iraq or Afghanistan after September 11, 2001; and who, at the time of the parent's or guardian's death, were less than 24 years old or were enrolled at least part-time at an institution of higher education. Maximum is same as Federal Pell Grant maximum.

Federal Work-Study (FWS) - Part-time employment on or off campus; pay rate is \$7.50/hour; full-time or part-time (6 to 11 credits) students eligible. Students employed in the America Reads Program receive \$9.00 per hour.

William D. Ford Federal Direct Loan Program – Subsidized Stafford Loan – Is a low interest loan that enables students to borrow up to \$3,500 at the freshman level, \$4,500 at the sophomore level, and \$5,500 at the junior and senior undergraduate level, and \$8500 for graduate study. Aggregate limits are: \$23,000 for undergraduates; \$65,500 for undergraduate and graduate work. Interest rate is expected to be 6.8% for loans disbursed after July 1, 2012. Students must show need in order to be eligible to borrow. The Federal Government pays full interest on the loan while the student is in college; however, interest begins to accrue at the time the student graduates, withdraws, or drops below 6 credit hours. Repayment of the principal and interest begins 6 months after the student is no longer enrolled in at least 6 credits, although students can elect to make payments at any time after the loan is disbursed. Deferments are available. Students are also required to pay a 1.0% default fee on the principal amount of the loan, but do receive an upfront rebate of 0.5% for loans disbursed before June 30, 2012.

William D. Ford Federal Direct Loan Program – Unsubsidized Stafford Loan – Is a low interest loan that enables students who show little or no eligibility to borrow under the Subsidized Stafford Loan to borrow at those same levels plus an additional amount of \$2,000 for dependent students and \$6,000 for independent students. Interest rate is expected to be a fixed rate of 6.8%.However,

unsubsidized loan recipients are responsible for payment of interest during in-school, grace, and deferment periods. Students are also required to pay a 1.0% default fee on the principal amount of the loan, but do receive an upfront rebate of 0.5% for loans disbursed before June 30, 2012.

Federal PLUS Loans (Parent Loan for Undergraduate Students) - Enables parents of dependent students to borrow funds to assist with their student's education. Parents may borrow up to the student's estimated cost of attendance minus any financial aid. Interest rate is 8.5%. There may be an origination fee of up to 4% of the loan amount. Repayment usually begins 60 days after the loan is fully disbursed; however, parents can elect to delay repayment on the Parent PLUS Loan until 6 months after the dependent student for whom they borrowed ceases at least half time enrollment. Checks are made copayable to parent and school and disbursed to the institution.

How to Apply - Students must complete the Free Application for Federal Student Aid (FAFSA). Students interested in applying for federal student loans must complete the loan request form at [www.allegany.edu/loanrequest](http://www.allegany.edu/loanrequest). Parent borrowers (PLUS) must visit [www.studentloans.gov](http://www.studentloans.gov) to complete the parent application process. Students should apply for financial aid as soon after January 1 as possible for each academic year for which they will be enrolled. Applications received by March 1 for Fall semester and November 1 for Spring semester will be given first consideration for financial assistance. The FAFSA may be obtained from the Student Financial Aid Office, guidance offices at most high schools, or on the web at [www.fafsa.gov](http://www.fafsa.gov). Additional information, including the required forms, on student financial aid may be obtained by calling 301-784-5213, by visiting the Student Financial Aid Office located in the College Center Building, or on the web at [www.allegany.edu/finaid](http://www.allegany.edu/finaid).

Satisfactory Academic Progress Policy - Students must be making satisfactory academic progress in order to receive financial aid. S.A.P. requires a minimum GPA, successful completion of 67% of courses, and credential completion within 150% of program length. Copies of this policy may be obtained from the Student Financial Aid Office or on the ACM website at [www.allegany.edu/finaid](http://www.allegany.edu/finaid) under "Consumer Information." Students who fail to meet S.A.P. risk termination, so students should always consult a Financial Aid officer prior to dropping or not attending a class.

Refund Policy for Title IV Recipients - As required by the Higher Education Amendments of 1998, the Student Financial Aid Office will recalculate the Title IV federal financial aid eligibility for any student who officially or unofficially withdraws, drops out, or is dismissed from Allegany College of Maryland prior to completing 60% of the enrollment period.

Title IV Federal Financial Aid refers to the federal programs ACM participates in as authorized under the Higher Education Act of 1965 (as amended) and includes the following programs: Unsubsidized Federal Direct Student Loans, Subsidized Federal Direct Student Loans, Federal Direct PLUS Loans, Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, and the Iraq/Afghanistan Service Grant.

A student's withdrawal date will be determined as:

- a. the date the student began the institutional withdrawal process or officially notified the institution of intent to withdraw; or
- b. the midpoint of the period for a student who leaves without notifying the institution; or
- c. the student's last date of attendance at a documented academically-related activity.

Recalculation of federal aid is based on the percent of earned aid which is determined by one of the following:

- a. If the day the student ceased attendance occurs on or before 60% of the enrollment period, the percentage of federal aid earned is equal to the percentage of the semester that was completed.  
Example: Student attends 40% of the semester, he/she earns 40% of the aid disbursed or that could be disbursed.
- b. If the student ceases attendance after completing 60% of the enrollment period, all federal aid is considered to have been earned.

### **Section Three: Student Financial Aid**

The difference between the earned aid and the total aid that was disbursed or could have been disbursed is “unearned aid.”

Unearned aid must be returned to the appropriate Title IV financial aid program. If the calculations determine that “unearned financial aid” has been credited to the student’s billing account, the institution will return those funds to the appropriate federal program. However, the student will then be responsible to the institution for any outstanding charges that remain when funds are returned.

Calculations may also show that students are now ineligible for refunds of federal grants and/or loans that they have already received.

NOTE: Students who are responsible for returning “unearned financial aid funds” must make arrangements with the Business Office for prompt repayment of the funds.

Title IV Funds must be returned in the following order as required by law:

- Unsubsidized Direct Stafford Loan (other than Plus)
- Subsidized Direct Stafford Loan
- Direct Plus Loan
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant
- Irag/Afganistan Service Grant

NOTE: Calculation worksheets and examples are available in the Student Financial Aid Office.

**NEW STUDENT FINANCIAL AID DISBURSEMENT PROCEDURE:** ACM will begin using a new student computer system within the 2011-12 year. Student Financial Aid refunds from our Billing Office will be calculated differently than in previous semesters. We will no longer be able to give students refund checks until all tuition, fees, books, and Willowbrook Woods charges have been paid in full, meaning the first financial aid payment received by the Billing Office will pay for expenses until the account is paid in full. This means students will need to budget accordingly.

In addition, students who plan to use financial aid funds to pay for Willowbrook Woods must have a completed and verified file before July 1.

Pennsylvania Campuses: Representatives from the Student Financial Aid Office have regularly scheduled appointments at the PA Campuses. Please call the respective PA Campus to make an appointment.

#### **ALLEGANY COLLEGE OF MARYLAND STUDENT FINANCIAL AID NON-DISCRIMINATION STATEMENT**

The Student Financial Aid Office of Allegany College of Maryland offers free financial aid counseling services to all persons who request such help. All students attending the College are awarded all of the student financial aid for which they are eligible. Students have the right to cancel/decline some or all of any student financial aid award at any time. ACM’s Student Financial Aid Office does not discriminate on the basis of curriculum, race, color, creed, or national or ethnic origin, gender, religion, disability, age, veteran status, or citizenship status (except in those circumstances permitted or mandated by Federal Law) when awarding or disbursing student financial assistance.





## **SECTION FOUR: FOUNDATION SCHOLARSHIP PROGRAM**

### **I. Cumberland Campus**

The Allegany College of Maryland Foundation is a not-for-profit foundation organized and incorporated under Maryland law.

Its purpose is to receive private gifts, bequests, and donations, and to account for, manage, and help appreciate monies or property submitted to the Foundation or College. Such donations are tax deductible to the extent allowed by law.

Funds for the Foundation are distributed to encourage and promote the growth, progress, and general welfare of Allegany College of Maryland's students.

The Foundation administers a large number of scholarships donated by a variety of community organizations and individuals. Each scholarship has its own set of requirements which students must meet in order to be eligible to apply. Please note that it is the policy of the Foundation that all scholarship applicants and recipients must have a minimum grade point average of 2.0 at the time of application in order to be eligible for any of the Foundation scholarships, although some scholarships may require a higher grade point average.

A catalog listing details about scholarships which are available for the coming academic year may be obtained from the Foundation Office. The scholarship application form and directions on how to apply are also provided in this catalog, or visit our website at [www.allegany.edu/scholarships](http://www.allegany.edu/scholarships).

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Sandi Stein  
Administrative Assistant

Allegany College of Maryland Foundation, Inc.  
12401 Willowbrook Road, SE • Cumberland, Maryland 21502  
301-784-5200

## **II. Somerset County Campus**

The Somerset County Campus Foundation for Allegany College of Maryland, Inc., was established as a non-profit foundation organized and incorporated under Pennsylvania law.

The purpose of the foundation is to receive private gifts, bequests, and donations and to account for, manage and help appreciate monies or property submitted to the foundation or College. Such donations are deductible.

Funds for the foundation are distributed to encourage and promote the growth, progress and general welfare of the students of Allegany College of Maryland in Somerset County, Pennsylvania.

The Foundation supports students attending the college by awarding scholarships, Early College tuition assistance, George S. Cook Education Fund student loans, and emergency book funding.

### **Somerset County Campus FOUNDATION BOARD OF DIRECTORS**

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### **III. Bedford County Campus**

The Bedford County Regional Education Foundation of Allegany College of Maryland, Inc., was established as a non-profit foundation organized and incorporated under Pennsylvania law.

The purpose of the foundation is to receive private gifts, bequests, and donations and to account for, manage, and help appreciate monies or property submitted to the foundation or College. Such donations are deductible.

Funds for the foundation are distributed to encourage and promote the growth, progress and general welfare of the students of Allegany College of Maryland in Bedford County, Pennsylvania.

The Foundation supports students attending the college by awarding scholarships, tuition assistance, and emergency book funding.

#### **Bedford County Campus** **FOUNDATION BOARD OF DIRECTORS**

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## SECTION FIVE: ACADEMIC INFORMATION

### I. Student Success Center

#### A. Placement Assessment

##### **Cumberland Campus**

As a part of the advising process and the registration procedure, all freshmen who follow one of the organized curricula must complete an academic placement assessment which consists of three sections: English, mathematics, and reading. The results of the placement assessment will not affect a student's entrance to the College, but rather will determine appropriate course levels for a more successful college experience. Students are encouraged to discuss test results with testing personnel and advisors.

Placement assessments are administered Tuesday through Friday from 9:00 a.m. to Noon and Monday from 9:00 a.m. to 3:00 p.m. in the Testing Lab (Humanities-58, 301-784-5554). Students must call to schedule an appointment. When taking any test in the Testing Lab, students must present photo identification or be recognized by a faculty or staff member.

Students with verbal or mathematics scores of 550 or higher on the SAT (21 or higher on the ACT English, reading or mathematics) are exempt from developmental English, reading or mathematics. Students are required to provide the Admissions Office with copies of SAT or ACT scores.

##### **Pennsylvania Campuses**

Placement assessments are administered Monday through Friday by appointment. Students should call 814-652-9528, ext. 6204 for Bedford County Campus testing information; or 814-445-9848, ext. 6135 for Somerset County Campus testing information.

#### B. Academic/Transfer Advising

##### **Academic Advising**

Upon acceptance to Allegany College of Maryland, each student is assigned an academic advisor. The academic advising process and the student/advisor relationship play an important part of planning a student's program of study.

Each student is required to meet with his or her academic advisor as part of the process of registering for courses. Your advisor will review course selection, answer questions you may have regarding your courses or curriculum, and assist you in making academic decisions. Your academic advisor must sign your registration form listing courses for each semester.

**Ultimately, however, it is the responsibility of the student to assure that degree requirements for particular programs are met.** Advisors can also help with information about employment prospects following completion of educational programs, interpretation of academic regulations, and availability of extra-curricular and special help programs. Students should plan to meet periodically with their academic advisors throughout the course of each semester. (For a list of instructional department heads who may assist you in the absence of your academic advisor, see pages 107-110.)



### **Transfer Advising**

Students planning to transfer to a four-year college or university should discuss course transferability with their advisors or Student Success Center staff members before or during their first semester (or the Student Services Offices at the Pennsylvania Campuses). Each college or university has a unique series of required courses. Students should plan their coursework to meet the requirements of the transfer institution. Ultimately, the student has the responsibility of knowing/determining course transferability. Additional resources are available on the College's website under "Transfer Advising."

### **C. Tutoring**

Individualized and small group assistance to supplement classroom instruction is provided through the Student Success Center in the Humanities Building. The goal of the tutoring program is to help students become independent learners. Tutoring is not intended to be long-term, but rather to help a student with a distinct problem in a particular course. Due to a limited number of available tutors, students are encouraged to apply early in the semester. If tutors are not available in the requested subjects, students are assigned to a study group and/or placed on a waiting list.

Study labs in a variety of subjects and locations are available on the Cumberland campus. Check with the Student Success Center for a lab schedule.

Individual and group tutoring is available to all students through the Student Services Office at the Bedford County and Somerset County Campuses.

To become tutors, students must be sponsored by an instructor, demonstrate academic abilities, (3.00 GPA or higher and a "B" or higher in the course to be tutored) and be in good standing with the College and community. Non-student tutors are hired only when a sufficient number of tutors cannot be recruited from the student body. Tutors are required to complete 4.5 hours of training prior to the first tutoring session. The Cumberland Campus Tutoring Program is accredited by the College Reading and Learning Association.

### **D. Testing Lab/Classroom Testing**

#### **Testing Lab Guidelines**

The Testing Lab offers placement assessments for prospective students, correspondence tests, and other tests arranged by students and their instructors.

To insure the security of tests in the Testing Lab, the following guidelines have been instituted:

- Students must sign-in and present a photographic identification before entering the Testing Lab. Students who do not have an ID may request that a faculty or staff member verify their identity.
- Cellular phones, text-messaging devices, and other personal electronic equipment must be turned off in the Testing Lab and placed out of sight. Students who are observed using a phone or other device in the lab will be asked to leave. Their tests will be collected and the instructor will be notified in writing.
- When a staff member observes cheating in the Testing Lab, he/she will verify the activity using digital video recording. If cheating is verified, the test will be collected and the student will be asked to leave. The instructor will be notified in writing of the observed cheating and will be offered the option to review the recording. See the College's Policy Regarding Student Cheating in this Student Handbook for more information.

## **Section Five: Academic Information**

- Instructors who request the Testing Lab to administer tests must complete a Test Administration Form. Specific instructions as to time limits, reason for testing, aids, or books allowed must be included. To provide greater security, instructors must provide a roster of students who will be taking the tests or indicate the students' names on the tests.
- Work/Study students and tutors employed by the Student Success Center are not allowed to handle or distribute tests. Only full or part-time college employees of the Student Success Center can administer tests.

### **Classroom Testing**

Individual testing is available through the Testing Lab of the Student Success Center. Often students find that taking tests in the lab setting relieves some of the tension associated with testing. The comfortable atmosphere and the opportunity to take exams without time restrictions are additional advantages of the testing lab concept. Students who require special assistance while taking tests are asked to talk with their instructor and notify the Testing Lab three days in advance. Students must present a photo ID when taking any test in the Testing Lab.

- Testing at the PA Campuses is administered by the Student Services Office and done by appointment only.

### **E. Career Services**

Career Advising Services in the Student Success Center (SSC) offers help with career exploration and planning. Drawing on resources from the SSC, the Library, and the community, the coordinator guides the student through information on various career opportunities and assists in choosing a particular field of interest or college major.

Interest inventories are designed to assist career decision-making by assessing likes and dislikes across a wide range of potential vocations. The purpose of an interest inventory is to provide a guide in further career exploration. However, results frequently pinpoint a "career cluster" (a group of related careers, such as health sciences) to focus inquiry. Interest inventories are available in the Student Success Center in the Humanities Building (H-58), 301-784-5235.

Allegany College of Maryland has partnered with CollegeCentral.com to provide students and graduates with the best Web-based tools to efficiently manage their job search of the nation's finest employers seeking entry-level talent. Students attending the Pennsylvania Campuses should contact the Student Services Office for assistance in Career Advising and exploration.

The Student Services Office can help you to know that you are headed in the right direction with your education. Our Career Development Program is designed to help our students be aware of their interests, skills and personality traits in order to pursue educational majors/careers that are well suited for them. Any student planning to transfer Allegany College of Maryland credits to another college or university needs to register for classes with our Transfer Advisor to ensure a successful transition. To contact a career advisor in Student Services Office at the Bedford County Campus call 814-652-9528, ext. 6202 and the Somerset County Campus call 814-445-9848, ext. 6106.

### **F. College Level Examination Program (CLEP)**

CLEP provides students with the opportunity to demonstrate college-level achievement through a program of exams in undergraduate college courses. Students planning to transfer CLEP credit should check with their college or university to see which tests and how many credits they accept via examination. To obtain information about CLEP or to schedule an exam, call the Student Success Center at 301-784-5554 or visit [www.clep.collegeboard.org](http://www.clep.collegeboard.org).

## II. Special Needs Students

Prospective students who have special needs are encouraged to contact the Disability Services Coordinator (301-784-5112 or TDD 301-384-5001) to discuss assistance and to schedule a guided tour of the campus. Students with special needs should make arrangements with the Coordinator at least six to eight weeks prior to the beginning of their first semester.

## III. Distance Learning

### A. Interactive Video Courses

Allegany College of Maryland offers three-way interactive distance learning courses among the Cumberland, Bedford and Somerset campuses. These courses meet at regularly scheduled class times in the interactive video labs at each campus—T-116 (Cumberland), BR-14 (Bedford) and FH-27 (Somerset). You will see and be seen, hear and be heard—in real time—by class members at each participating site. Your instructor may teach from the site you attend or from one of the remote sites. For more information, contact Janet Murray at [jmurray@allegany.edu](mailto:jmurray@allegany.edu).

### B. Online Courses

Allegany College of Maryland offers almost 90 online courses. These courses do not meet regularly in the classroom, they are taught using our web-based learning management system, Blackboard. You will interact online to receive course information, to complete or submit assignments and to communicate with your instructor and classmates. Some online courses require proctored or onsite exams. For more information, contact Janet Murray at [jmurray@allegany.edu](mailto:jmurray@allegany.edu).

## IV. Pathways for Success (Trio/Student Support Services)

The Pathways For Success Program at Allegany College of Maryland (ACM) is a TRIO Student Support Services project funded through a grant from the U.S. Department of Education. Program goals include increasing the retention, graduation and transfer rates of eligible students, as well as improving student grade point averages.

The Pathways For Success program is located in Room 57 of the Humanities Building on the Cumberland Campus. Interested students at the Cumberland Campus should contact the Pathways For Success office at (301)784-5630 for more information on the program.

### A. Eligibility

Pathways For Success serves 140 eligible, enrolled ACM students annually at the Cumberland Campus. To be eligible for the program, a student must

1. Be a citizen or national of the United States OR meet residency requirements for federal student financial aid;
2. Be enrolled in ACM, attending the Cumberland campus;
3. Have a need for academic support as determined by ACM; and
4. Be a first-generation income-eligible college student, or a student with a documented disability.

Please check with the Pathways office for additional eligibility and participation criteria.

## **B. Program Services**

Pathways For Success provides a supportive environment on campus for students with first-generation income-eligible status and students with disabilities. The program offers the following academic services to assist Pathways For Success students in achieving their academic goals:

- Tutoring
- One-on-one academic advising
- Career advising
- Transfer advising
- Financial aid advising
- Workshops
- Computer and study lab

## **C. Enrollment Process**

To be considered for enrollment, eligible students must complete an application process that includes an interview with a staff member. Decisions on program admission will be based on the student's eligibility, the findings from the application process, and the remaining space available in the program. Upon admission to the program, accepted students will meet with their Pathways for Success advisor to develop their Student Success Plans. Additional students may be placed on a wait list for later admission.

## **D. Program Funding**

In its second year, the Pathways For Success program, with an annual budget of \$222,224, is funded through a grant from the US Department of Education TRIO Student Support Services initiative in the amount of \$212,675, accounting for approximately 96% of the total annual budget. Remaining resources are provided by Allegany College of Maryland.

## **V. Cheating/Plagiarism**

Definition - Cheating is defined as an act of conscious deception done in order to obtain an undeserved grade; or the aiding or abetting of deception in order to obtain an undeserved grade.

Types of Cheating:

1. dishonestly obtaining and using copies of examinations;
2. using "crib sheets" or previously prepared materials during examinations;
3. impulsive exchange of information or copying from another's paper during examinations;
4. plagiarism:
  - a. the submission, as your own work, of papers or parts of papers actually written by another;
  - b. the inclusion in your own work of a passage written by another person without giving due credit; i.e., quoting or paraphrasing without proper citation of source.
5. falsifying records and/or the forging of an instructor's signature on clinical or laboratory evaluation papers.

If cheating and/or plagiarism occurs or is believed to occur, faculty have the discretion to determine the most appropriate sanction. Students who disagree with the response of the faculty to incidents of cheating and/or plagiarism should refer to the Academic Grievance Policy found on page 74 of this Student Handbook.



## VI. Some Notes on Academic Success

### Guidelines for Students from Faculty

#### An Opening Note

The following “tips” were designed for you by faculty to help you in your transition from being a high school student to being a college student. Take advantage of them and you’ll increase your chances of success in college.

And since college and the work world have much in common, many of these suggestions apply to both and help to ensure success in both.

As a college student, you are an adult. That means that you are primarily responsible for your work, behavior, and grades. You have the opportunity to establish your priorities, work independently, and assume responsibility for your life.

#### Course Load, Study Time, and Work

You will need to spend a minimum of two hours of study for each hour in class per week. Therefore, multiply the total number of credit hours you’re taking by two to determine the minimum amount of time to commit weekly to out of class study. Budget time well to allow time each day (including weekends) for each subject. So if you are taking 15 credits, budget a total of 45 hours for class and study time. As you can see, this is certainly a full-time job! And if you are employed, you may need to adjust the number of hours you work. Don’t forget to arrange work schedules, appointments, and child care so they do not interfere with class meetings and study time.

#### Assignments, Preparation, and Study

Find an atmosphere for study to enhance concentration. Many students find it helpful to study with a partner or in groups. Do assignments to learn and master the skill or objective, not just to “get it done.” Look over your class notes or relevant text material and do the assignment as soon after class as possible. Exam preparation is an on-going process, not just a cram session at the last minute.

#### Some Specifics on Reading and Note Taking

When taking notes in class, outline the main points and record any examples given by the instructor. Do not try to record everything said by the instructor. As soon as possible after having taken the notes, update and review them while the material is clear in your mind. Periodically update and review notes.

Do assigned reading daily. DO NOT underline anything in your textbook the first time you read the material when almost everything will look important. Instead, ask yourself what you think was important in the paragraph you just read. Then selectively underline the information that answers your question, generally no more than ten percent of the text, or—better yet—note the important information in the margin. You will find it helpful to read the “Summary” section of a chapter before you begin reading the chapter. Outlining the chapter and answering study questions at the end of the chapter also will benefit you.

#### Attendance and Responsibility for Content Missed if Absent

The course goes on even if you are not able to be there. If you are committed to learning, you’ll keep absences to a bare minimum. It is very difficult to catch up if you miss even one class, not to mention two or more in a row. (Missing one class in college is like missing a week or more in high school.) If you must be absent, contact a fellow classmate to obtain notes or assignments. It is solely your responsibility to catch up, not the instructor’s. Research indicates that “A” students generally miss zero or only one class per semester. Attendance is very important in any course. So is promptness.

### **Faculty and Students**

While faculty members are experts in their field, they are also fellow human beings employed to help you achieve expertise and/or professional credentials. So contact each faculty member whose courses you're taking during office hours or make an appointment to review tests/assignments, clarify information, pursue more information, or deal with problems—early in the semester.

### **Enhancing Learning**

Use available teaching aids such as computer programs, video tapes, and the college library to reinforce course content.

The library has special resources such as the video "Where There's A Will, There's an A." The College's developmental education program can help you in study skills and related matters. Your instructor or advisor may refer you to such courses. They are invaluable!

### **Gaining From the Classroom**

Come to class prepared. But participate also. Being involved in class deepens and expands your knowledge. It also makes learning easier. Try to relate the class material to your interests, everyday life, and/or current events. Faculty members aren't "mind readers," so ask questions if you don't understand material or assignments. Instructors often use a variety of teaching methods and means of evaluation to help you learn as easily and pleasantly as possible.

### **Learning From Library Research**

In a library paper, you may discuss, compare, contrast, and critically evaluate material. It is not enough simply to record, without comment, conclusions or a synthesis from the material located. You must cite sources internally (footnotes of APA or MLA format) and in a bibliography. Failure to do so is plagiarism, a kind of theft.

### **Academic Freedom**

In college, students are exposed to a variety of information, philosophies, and ideas. Some are controversial. This exposure, leading to awareness and understanding, is part of becoming an educated person. Freedom to express relevant ideas in the classroom is called "Academic Freedom" and the right to do so is protected not only by tradition but also by law.

### **Attitudes Toward Learning**

College is different from high school. You choose to attend college to learn and gain important knowledge and skills for life and career. The TV/movie image of "nerds" and "geeks" belongs to fiction. Adults are serious students, interested in broadening education and in doing quality work—attitudes needed for success in today's complicated, demanding, and technical job market.

### **An Important Footnote**

These "tips" are meant to contribute to your progress in general and to every course you take. But they are merely general guidelines and neither overrule nor limit specific directions on any syllabus.

(Since "tips" are applicable to all courses, they are general. Your course syllabus may provide more specific help. Read it carefully and review it often. It will answer many of your questions and prove to be invaluable.)

### **\*Turnitin.com**

Students may be taking classes that use services at [www.turnitin.com](http://www.turnitin.com). Students understand that papers may be subject to submission for textual similarity review for the detection of plagiarism. All submitted papers will be included as source documents in the [www.turnitin.com](http://www.turnitin.com) reference database solely for the purpose of detecting plagiarism of such papers. Use of the [www.turnitin.com](http://www.turnitin.com) service is subject to the Usage Policy posted on their website.



## **SECTION SIX: ACADEMIC REGULATIONS**

The Professional Staff of Allegany College of Maryland has adopted the following policy regarding academic regulations:

1. An academic regulation is hereby defined to be a rule, which applies to students enrolled in the credit programs of Allegany College of Maryland, which directly affects the academic standards of the College.
2. It shall be the duty of the Academic Standards Committee to recommend to the Professional Staff the adoption of such amendments of the regulations, as it deems necessary.
3. For purpose of organization, the regulations are classified into the following sections:

Section A:	Admission as a Degree or Certificate Candidate
Section B:	Admission as a Non-Degree Student
Section C:	Students with Advanced Standing
Section D:	Readmissions
Section E:	Academic Responsibility
Section F:	Graduation
Section G:	Honors
Section H:	Grades and Scholastic Honors
Section I:	Reporting and Recording Grades
Section J:	Quality Point Average
Section K:	Academic Probation
Section L:	Removal from Academic Probation
Section M:	Suspension for Poor Scholarship
Section N:	Student Classification
Section O:	Course Repetition
Section P:	Registration
Section Q:	Academic Load
Section R:	Withdrawal from Courses
Section S:	Instructional Programs
Section T:	Course Substitutions
Section U:	Class Attendance
Section V:	Student Records and Confidentiality
Section W:	Petition and Appeal to Waive Regulations

(When a regulation fits equally well into two classifications, it has been listed in both classifications.)

## **Section Six: Academic Regulations**

4. Any new revised academic regulations shall become effective only at the beginning of the succeeding fall semester and only after the following conditions have been fulfilled in order:
  - a. The regulation has been approved by the Academic Standards Committee; and
  - b. The regulation has been approved at a Professional College Staff Meeting.
5. In cases of urgency, the Professional College Staff may take action to supersede or augment the academic regulations without regard to paragraph (4). Such actions shall be classified as temporary regulations and shall take effect immediately and only be effective for the remainder of the academic year, unless otherwise specified.
6. It shall be the responsibility of the Academic Standards Committee to review such cases as specified in the regulations and consider cases in which the application of an academic regulation to an individual may not be in the best interest of the College and the student. The Professional College Staff may make further provision in the regulations for delegating to the Academic Standards Committee the power to set aside certain specified regulations in individual cases, after full investigation and coordination with faculty and administrative offices. As a general policy, an exception to the Academic Regulations shall be made only when (1) there are cogent and compelling reasons that an exception should be made, and (2) the consequences of the exception will contribute to the overall achievement of the objectives of the College. In the event that the Academic Standards Committee shall make an exception, it shall be reported to the full-time Professional College Staff at the next Professional College Staff meeting for purposes of record.
7. It shall be the responsibility of each member of the Professional College Staff to see that the Academic Regulations are followed and to report any non-compliance and/or any deliberate attempt on the part of a student to evade compliance to the Vice President of Instructional Affairs.
8. Each student shall be held accountable for the understanding and compliance with the Academic Regulations of the College.

The following is a complete list of academic regulations as approved by the full-time Professional College Staff of Allegany College of Maryland.

### **SECTION A: ADMISSION AS A DEGREE OR CERTIFICATE CANDIDATE**

- A1 An applicant for admission is required to:
- a. File a formal application for admission.
  - b. Furnish certified transcripts covering all previous high school and college records. Applicants who possess an Associates or higher degree need not provide transcripts of high school grades.
  - c. Be a graduate of an accredited high school or possess a GED or be admitted in accordance with the minimum requirements for degree-granting institutions as issued by the Maryland Higher Education Commission.

The College may admit to college level courses and programs individuals who present evidence, through testing or other means, of the ability to profit from the instruction. In making decisions about the potential of these individuals to complete a course or courses, or programs, the Admissions Office may consider previous formal education, equivalency of other learning by examination, and competencies gained through practical experience, maturity, or other appropriate criteria.

- d. Take the College Placement Assessment. Students who have successfully completed a college-level English composition course or a college-level algebra-based course at an accredited college/university are exempt from taking the respective portion of the assessment. Students transferring in more than 12 credits of general education courses are exempt from taking the reading portion. Students with a score of 550 or higher on the Writing, Mathematics, or Reading section of the SAT or a score of 21 or higher on the English, Mathematics, or Reading section of the ACT do not need to take the respective portion of the placement assessment if they submit an official grade report to the Admissions and Registration Office.
- e. Some selective admission programs may have additional requirements, including but not limited to the American College Test (ACT).

#### A2 Developmental Education

- a. A degree applicant with no previous college experience and whose placement assessment scores indicate a need for improvement in one or more of the developmental academic areas will be placed in required developmental courses and will be limited to 14 semester hours per semester until the deficiency is corrected.
- b. Degree candidates and early college students must meet or exceed the Ability to Benefit score (as established by the Federal Guidelines) on the reading portion of the placement assessment or successfully complete Reading 90 or Reading 91 before enrolling in any course numbered 100 or higher. This regulation applies to all credit courses except those specifically listed on the 'Suggested Course Mix for Underprepared Students' list, which is reviewed and updated yearly by all academic departments and approved by the Advising Committee.

Courses included in the developmental academic area include all English (including English for Speakers of Other Languages), Reading, and Mathematics courses with course numbers lower than 100.

In addition, students required to take two or three first-level courses (i.e., English 90 or 91, Math 83, 90, or 91, Reading 90 or 91) must complete one of the following student development sequences concurrently with the developmental courses or prior to enrolling in the developmental courses:

- Complete 69 106 Connections for College and Career Success (3 semester hours)  
OR
- Complete 69 103 Habits for Success (1 semester hour) and 69 104 Exploring Health Care Careers (2 semester hours)  
OR
- Complete 69 103 Habits for Success (1 semester hour) and 63 104 Interdisciplinary Studies in Human Society (3 semester hours)

In order to exit the developmental program in each of the three academic areas, students must pass the required course(s) with a grade of "C" or better; or retake the placement assessment and achieve an appropriate score to test out of the developmental course requirements. Students may retake the corresponding section of the placement assessment after completing any developmental course, or, with the permission of the course instructor or the division chair, after completing at least one full week in an second-level developmental course (i.e., Math 93 or 96; Reading 93, 95, or 96; English 93, 94, 95, or 96).

A student who elects to retake the placement assessment while enrolled in an upper-level developmental course will be charged a fee for the exam. If that student successfully exits the developmental sequence by scoring high enough to move to college-level courses in the

## **Section Six: Academic Regulations**

corresponding discipline, then that student will be given a minimum of a "C" in the developmental course in which he/she was enrolled at the time of the exam retake.

### **A3 Probational Admission**

- a. An applicant for admission who has had previous college experience or an applicant for readmission from Allegany College of Maryland will be admitted on academic probation if the college record reflects a probationary status within the last five years.
- b. An applicant for admission who has been suspended once from any college may be admitted on academic probation with the approval of the Admissions Committee.
- c. A student who has been suspended twice from any college or colleges, regardless of whether attendance has been interrupted or not, normally shall not be eligible for admission to Allegany College of Maryland. However, admission of these students may be considered on an individual basis through the Admissions Committee.

### **A4 Specialized Program Criteria**

- a. Selective Admission Programs include Dental Hygiene, Human Service Associate, Practical Nursing, Medical Assistant, Medical Laboratory Technology, Nursing, Occupational Therapy Assistant, Radiologic Technology, Respiratory Therapist, Physical Therapist Assistant and Therapeutic Massage.

Admission to and retention in Selective Admission Programs will be according to written and published program criteria.

- b. Final decisions regarding enrollment in these programs will rest with the Program Director and the admissions committee members.

### **A5 Admission As An International Student**

- a. Through the U.S. Department of Homeland Security, the U.S. Citizenship and Immigration Services (USCIS) has determined that Allegany College of Maryland meets the eligibility requirements and has complied with the reporting requirements of Service regulations. It has been determined that the College is approved for attendance of F-1, F-2, M-1, M-2 academic and/or language students.
- b. A designated school official (Director of Admissions) must keep the following information and documents on each student and make them available to or furnish them to the USCIS upon request:
  1. The admissions number from the student's Form I-20 ID copy.
  2. Country of citizenship.
  3. Address and telephone number in the United States.
  4. Status, i.e., full-time or part-time.
  5. Course load.
  6. Date of commencement of studies.
  7. Degree program and field of study.
  8. Expected date of completion.
  9. Nonimmigrant classification.
  10. Termination date and reason, if known.
  11. The documents which show the scholastic ability and financial status on which the student's admission to the school was based.
  12. Information specified by the USCIS as necessary to identify the student, such as date and place of birth, and to determine the student's immigration status.

- c. The U.S. Citizenship and Immigration Services (USCIS) defines any person who is not a citizen or national of the United States as an "Alien." An alien who has been lawfully afforded the privilege of residing permanently in the U.S. is a "Permanent Resident" (Immigrant). His or her status allows authorization for work and entitlement benefits. An alien who seeks temporary entry to the U.S. for a specific purpose is a "Non-Resident Alien" (Non-Immigrant). This category includes foreign government officials, visitors for business and pleasure, and students. Some non-immigrants have specialized employment privileges, for example, foreign nations who are employees of the U.S. office of a foreign-owned company.

Any person who is outside his country of nationality unable or unwilling to return to that country because of persecution or a well-founded fear of persecution is a "Refugee." Unlike asylees, refugees apply for and receive this status prior to entry into the U.S. An alien, already in the U.S. or at a port of entry, who is granted asylum in the U.S. is an "Asylee." Asylum may be granted to those persons who are unwilling or unable to return to their countries of nationality or to seek the protection of those countries because of persecution or well-founded fear of persecution.

- d. Several documents exist to explain or identify the bearer's intent and origin. INS explains the following as:

Passport: Travel document issued by competent authority showing the bearer's origin, identity, and nationality, which is valid for the entry of the bearer into a foreign country.

Visa: A travel document (stamp) issued by a U.S. Consul abroad, which authorizes the holder to apply for admission to the U.S. at a port of entry.

Form I-94, Arrival-departure Record: I-94 is issued to incoming aliens as evidence of alien registration and to identify them as legally permitted to enter the U.S. The conditions of their admission are indicated by the code, which reflects the classification, i.e. F-1.

USCIS Admissions Number: The number that is assigned to a non-resident alien when he or she enters U.S. at port of entry.

Green Card: A slang term describing the Alien Registration Receipt Card (Form I-151 or Form I-551).

I-20, Certificate of Eligibility for Nonimmigrant (F-1) Student Status for Academic and Language Students: This allows a student to apply for or maintain an F-1 visa at a U.S. embassy outside the U.S. or for F-1 status through USCIS the U.S. The I-20 may be issued only by the designated school official (Director of Admissions).

I-17: The form submitted by the College of those who are to act as DSO--Designated School Official.

- e. Immigration Status of those who may attend the College includes:

F-1 (Student)--must be in full-time attendance.

F-2 (Dependent of Student)--must be in full-time attendance.

M-1 (Nonacademic Student)--must be in full-time attendance.

M-2 (Spouse or Child of M-1 alien)--must be in full-time attendance.

\*Work permitted under various conditions as prescribed in student and exchange visitor INS regulations.

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- f. Students identified in "e" who request application for admission to Allegany College of Maryland must provide the following:  
TOEFL (The Test of English as a Foreign Language) Scores of at least 550.  
Affidavit of Support Form I-134  
Documentation of Health Insurance
- g. When the conditions of "f" have been met the student is sent an application for admission. At that point the conditions of Section A of this document apply to all students, including international students. When the application is filed with the Admissions Office, the DSO will issue an I-20.
- h. International students who have attended other institutions of higher education and wish to transfer credit to the College must provide official documents that include both the transcript and an official evaluation of foreign education credentials.

### **SECTION B: ADMISSION AS A NON-DEGREE STUDENT**

- B1 An applicant who does not wish to enter as a candidate for a degree or certificate may be admitted as a non-degree student to take courses to fit individual needs or interests. A non-degree student is not a candidate for either a degree or certificate.
- a. An applicant for admission as a part-time non-degree student must complete the appropriate application for admission.
  - b. An applicant for admission as a full-time non-degree student must complete the appropriate application for admission and furnish official transcripts covering all previous high school and college work. Non-degree applicants with an Associate's Degree or higher may present a copy of the diploma in lieu of an official transcript of grades.
  - c. A student while classified as "early college," cannot be eligible for graduation at the completion of the fall semester. The student may however provide documentation from his/her high school graduation and may participate in the spring commencement ceremony prior to the high school graduation date.
- B2 A non-degree student may become a degree or certificate student after (1) fulfilling the requirements of Regulation A1 or (2) accumulation of 6 credit hours with a cumulative GPA of 2.00 and the approval of the Director of Admissions & Registration. (All credits earned as a non-degree student will be included in the graduation evaluation if the student changes status to that of a degree or certificate candidate.)
- B3 Dual Enrollment (Early College Status)  
A high school student age sixteen (16) or over may be permitted to enroll at Allegany College of Maryland either as a full-time or part-time student under dual enrollment (early college status) with the following conditions:
- a. A part-time student must have (1) the written approval of the high school principal or guidance counselor and (2) completed all normal college admission requirements, including the College Placement Assessment or proper SAT/ACT scores.
  - b. A full-time student must have met the above conditions and have completed all high school graduation requirements, except fourth-year English.



**B4 Special Gifted and Talented Status**

In special circumstances, Allegany College of Maryland can accept, with approval from high school officials, a student under sixteen years of age who has attained a score of 1200 or more on the Scholastic Aptitude Test (SAT) or a score of 22 or more on the American College Test (ACT); or if the student has been identified by professionally qualified individuals as having outstanding abilities in the area of: (1) general intellectual capabilities; (2) specific academic aptitudes; or (3) the creative, visual, or performing arts.

Students who are under sixteen years of age must have written approval of parent or guardian and the Director of Admissions and Registration before the registration can be completed. The student must complete an Application of Special Admissions. The instructor will be then be notified prior to the beginning date of the class.

**B5 Transient Status**

A transient student is one who has college credits earned elsewhere and is taking courses at Allegany College of Maryland for credit toward a degree at another college. Written authorization from the home institution is required to ensure transferability of credits, good academic standing, and financial clearance.

**SECTION C: STUDENTS WITH ADVANCED STANDING**

**C1**

- a. College credits completed at other accredited institutions recognized by the American Council on Education will be accepted for transfer subject to Regulations C2 through C6.
- b. College credits completed at a non-accredited college or university may be transferred at the discretion of the Director of Admissions & Registration after due investigation and consideration, guided by the general practice of the state's other accredited institutions in accepting or rejecting credits from the institution in question. Courses will be evaluated in accordance with Regulations C2 through C6.
- c. College-level work completed at an accredited educational agency such as the Armed Services, or recognition of prior learning through nationally recognized tests including CLEP, ACT-PEP, and Advanced Placement, with minimum allowable scores consistent with state minimum requirements, will be evaluated if appropriately documented and certified and if in accordance with Regulations C2 through C6.
- d. Credit-by-examination may be established on a matriculated student's record when the proper procedure is followed. This includes completion of the form, payment of fee, signatures of Program Director or Division Chair, and successful passing of the examination. Credit earned in this manner from other institutions will not be considered in meeting graduation requirements at Allegany College of Maryland.

**C2** Transferable course work includes the courses equated with the same offered at Allegany College of Maryland, meeting the conditions of C1, and meeting graduation requirements in the student's curriculum or program.

**C3**

- a. The College will give general education credits to a transferring student who has taken any part of the general education credits described in Regulation F1a of this document for any general education courses successfully completed at the sending institution and so identified by ARTSYS.

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- b. Credit earned of a non-general education nature is transferable to the College if the cumulative GPA transferred averages a 2.00 or higher and if acceptance of the credit is consistent with the policies of the program.
  - c. A student who has once been evaluated and received credit and then returns to the first institution, earns additional credit, and returns then to Allegany College of Maryland will be re-evaluated subject to Regulation C3 a and b.
- C4 The maximum number of total credit hours allowable in transfer and/or credit by examination to Allegany College of Maryland may not exceed one-half the total number of semester hours required in the student's curriculum or program. A maximum of 15 semester hours of the minimum 60 semester hours required for the associate degree or a proportional amount of a greater number of hours will be awarded for credit for prior learning granted based on exams developed by the College. Exceptions to this regulation are subject to written approval of the Vice President of Instructional Affairs and the Director of Admissions & Registration.
- C5 Course content must be equivalent to a corresponding course offered at Allegany College of Maryland. The semester hours of credit granted for non-equivalent course work is subject to C4.
- C6 Neither quality points nor grades are accepted in transfer from another institution. Quality points will not be awarded for credit by-examination.
- C7 A degree/certificate seeking student at Allegany College of Maryland who plans to attend another college in a transient status and wishes to transfer credits back to Allegany College of Maryland cannot be guaranteed transferability of credits unless prior approval is obtained from the Registration Office. Maximum number of hours transferred must not exceed one-half the total number of semester hours required in the curriculum or program. Exceptions to this regulation are subject to written approval of the Vice President of Instructional Affairs and the Director of Admissions & Registration.
- C8 A student shall earn at least 30 semester hours of academic credit by direct instruction for conferral of a degree. A student shall earn at least 15 semester hours of academic credit at the institution granting the degree.
- C9 All credits earned in the state of Maryland are subject to the provisions of the Maryland Annotated Code when students are transferring to another Maryland college governed by the regulations of MHEC.

### **SECTION D: READMISSION**

- D1 A student who has interrupted enrollment excluding the summer session must reapply.
- D2 The Chair of the Admissions Committee, in accordance with established policy, may act on cases of admission and readmission; however, when a student has applied for admission or readmission under the conditions of Section A3, the Chair shall give due notification of each action to the Admissions Committee.
- D3 Final decision in all admission and readmission cases will rest with the Admissions Committee.

### **SECTION E: ACADEMIC RESPONSIBILITY**

Faculty may impose academic consequences in accordance with any and all relevant college instructional policies, including, but not limited to class rules and syllabi, Academic Regulations and the Code of Student Conduct.

**SECTION F: GRADUATION**

F1

- a. Each curriculum leading to the Associate's degree will have between 60 and 70 semester hours. To qualify as a candidate for the Associate's degree or a certificate, a student must satisfactorily complete all courses required in the curriculum as stated in the curriculum description in the College catalog. Each program leading to an A.A. (Associate in Arts) or A.S. (Associate in Science) must include not fewer than 30 semester hours in the following areas: Arts and Humanities (one course in each of two disciplines--6 credits); English Composition (one course minimum--3 credits); Social and Behavioral Sciences (one course in each of two disciplines--6 credits); Mathematics (3-4 credits); and Biological/Physical Science (at least one course must be a laboratory course--7-8 credits). Each program leading to an A.A.S. (Associate in Applied Science) degree must include at least 20 semester hours with a minimum of three semester hours in each of the following five areas: Arts and Humanities; English Composition; Social and Behavioral Sciences; Mathematics; and Biological and Physical Science.
- b. The student is required to satisfactorily complete all courses required in the curriculum as stated in the year of entry catalog or the graduation year catalog. If a student's enrollment at Allegany College of Maryland is interrupted by a break of 4 or more semesters excluding Summer sessions, the catalog in effect when the student reenters the College will be considered the year of entry catalog.
- c. Required courses in physical education are listed in the College catalog for each curriculum. A student will be exempted from physical education courses that involve physical activity based on medical documentation. The student must make up the total hour difference in meeting graduation requirements.

F2 A candidate for the Associate's degree or a certificate must:

- a. have a minimum cumulative quality point average of 2.00.
- b. be clear of any violations of the College policy on Code of Student Conduct.
- c. be in good academic standing.
- d. have satisfied all financial obligations to the College.

F3 A student who has completed at least one-half of the required coursework in a curriculum and wants to be admitted to candidacy for the Associate's degree can transfer back to the College the remaining required coursework. A student should contact the Associate Registrar to ascertain the transferability of coursework.

F4 Each candidate for the Associate's degree or a certificate should file an application in the Registration Office on or before the deadline date. Candidates filing after this deadline will be subject to a late fee and the applications must be received in the Registration Office no later than the end of the business day prior to the December, May and July Board of Trustees meetings. Late applicants who have paid the fee may participate in the ceremony if a cap and gown are available. They will not receive their actual diplomas at the ceremony.

F5 The student is encouraged to be present for commencement, although attendance is not required. The student planning to participate in commencement must participate in commencement rehearsal. The student who does not plan to participate in commencement must notify the Registration Office in writing no later than ten (10) calendar days prior to the date of commencement in order to graduate "in absentia."

F6 A candidate for the Associate's degree must satisfactorily complete all requirements established by the Maryland Higher Education Commission. This regulation supersedes catalog requirements that may not reflect current state guidelines.

**Section Six: Academic Regulations**

F7 Any waiver of course requirements for graduation must be approved by the student's advisor, the department chair or program director responsible for the content of the required course, and the Academic Standards Committee. A waiver in requirements cannot decrease the total curriculum semester hour requirements. Students must still meet state graduation requirements even if a waiver is approved.

**SECTION G: HONORS**

G1 A candidate whose final cumulative point average is 3.80 or higher shall be graduated summa cum laude.

G2 A candidate whose final cumulative point average is 3.51 - 3.79 shall be graduated magna cum laude.

G3 A candidate whose final cumulative point average is 3.30 - 3.50 shall be graduated cum laude.

**SECTION H: GRADES AND SCHOLASTIC HONORS**

H1 The following grade system is used:

<u>Grade</u>	<u>Interpretation</u>	<u>Quality Points</u>
A	Outstanding	4
B	High	3
C	Average	2
D	Below Average	1
F	Failure	0
I	Incomplete	None
P	Pass (non-credit and designated credit courses only)	None
R	Registered to audit	None
W	Withdrawn	None
X	Deferred (See Regulation H7)	None

Note: All grades with the exception of "I" (Incomplete) are permanent grades.

H2 The grade of "I" (Incomplete) shall be used as a temporary grade whenever a student requests in writing and is granted permission to complete required coursework, including the final evaluation after the close of a semester or summer session. Such permission will be granted at the discretion of the instructor. A special form supplied by the Registration Office shall be used for this purpose. The grade of "I" will not be awarded at mid-term with the exception of classes as described in Regulation P4.

If the request for an incomplete is granted by the instructor, all work must be completed by a date specified by the instructor with concurrence of the Director of Admissions & Registration. All incompletes granted during the spring semester or summer session must be completed no later than 30 calendar days after the first day of fall semester classes. All incompletes granted during the fall semester must be completed no later than 30 calendar days after the first day of spring semester classes. Otherwise, the grade of "F" will be recorded by the Registration Office. An extension of time beyond the date specified may be granted upon written request with the concurrence of the instructor and Vice President of Instructional Affairs.

H3 The grade of "P" (Pass) will be recorded for satisfactory work in certain credit courses as indicated in the College catalog.

H4 The grade of "R" (Registered for audit) will be recorded at the student's request at the time of registration. Students registered for audit are entitled to participate in all course activities but will receive no credit. To have a grade of "R" (audit) recorded on the official transcripts for a course, the student is expected to follow the instructions in the course syllabus. A grade of "R" will be recorded automatically, unless the instructor advises the Registration Office in writing that the student has failed to follow the instructions in the course syllabus. Failure to follow these instructions will cause a grade of "W" or "F" to be recorded on the student's transcript of grades.

- H5 A student who is registered for credit for a course may change to audit the course until the first day of the tenth week of the semester. (The student must prepare a Change of Schedule Form and have it signed by the advisor and instructor to effect this change.) A student who is registered to audit may change to credit within the first week of class with instructor and advisor's approval.
- H6 The grade of "W" (Withdrawn) will be recorded under the complete circumstances listed in Section R: Withdrawal from Courses.
- H7 The grade of "X" (Deferred) will be awarded at the instructor's discretion to those students who, in the opinion have made some progress through reasonably diligent efforts, but have not attained proficiency sufficient for a passing grade. Such students are eligible to re-enroll at the beginning of any subsequent semester. Note: The "X" grade is a permanent grade. A student must re-enroll in a course to achieve a different letter grade. The grade of "X" will not be awarded at mid-term.

### **SECTION I: REPORTING AND RECORDING GRADES**

- I1 Grades for each student and for each course shall be reported by the instructor to the Director of Admissions & Registration at mid-term and at the end of each semester or session. "X" and "I" grades will be issued at the end of the semester only. Midterm grades are not issued for the summer semester or A & B terms.
- I2 Midterm and final Grades may be mailed to the student's permanent address in the week following the examination period subject to the provisions of regulation I4. Midterm and final grades will be available online.
- I3 The semester grade as reported to the Registration Office at the end of the semester or session shall be final but may be changed within sixty (60) calendar days only if: (a) The instructor acknowledges in writing that there was an error in recording or computing the grade; or (b) the instructor explains fully in writing the special conditions or extenuating circumstances, which he believes constitute sufficient justification for the grade change and obtains the written approval of the Vice President of Instructional Affairs.
- I4 A student's final grades do not constitute an official transcript and shall be withheld by the Registration Office if the student does not fulfill all financial obligations to the College.
- I5 If a student repeats a course, any earlier grade(s) shall remain listed on the student's permanent record and shall be included in all transcripts of credits.

### **SECTION J: QUALITY POINT AVERAGE**

The semester Quality Point Average and the Cumulative Quality Point Average shall be computed at the end of each semester. For Purposes of this section, semester hours refer only to college credit bearing courses numbered 100 or above.

- J1 A Semester Quality Point Average (QPA) is the total number of the quality points earned in the semester or summer session divided by the total number of semester hours attempted.
- J2 A Cumulative Quality Point Average (GPA) is the total number of quality points earned in all semesters or summer sessions divided by the total number of semester hours attempted.
- J3 If a student repeats a course, only the later grade shall be used in determining quality point average. However, in a final required course, should the first grade be passing and the repeating grade failing, ("F"), then the passing grade may be counted as satisfying graduation requirements for the course.

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- J4 Only final course grades are used to compute cumulative point averages at the close of a semester or a summer session.
- J5 Quality points are not accepted in transfer from another institution.
- J6 To be eligible for the Dean's list, a student must have a semester QPA of at least 3.80, and the student must have carried a course load of at least five (5) semester hours.
- J7 To be eligible for the Honor's List, a student must have a semester QPA of at least 3.30 and less than 3.80, and the student must have carried a course load of at least five (5) semester hours.
- J8 Students who have discontinued attending Allegany College of Maryland for a minimum of five years and who decide to re-enroll to continue their education, may petition the Academic Standards Committee for approval to use the J8 regulation for deficient grades earned during previous enrollment. The student must submit a written request to the Chair of the Academic Standards Committee requesting a review of his/her records to determine eligibility for grade forgiveness. If approved, the student may have the grades for a maximum of 16 credits "forgiven" in terms of their impact on the student's GPA. Original grades are not expunged from the student's record; however, the courses are coded and the original grades will no longer be calculated in the student's grade point average. Students should work with an academic advisor to determine which courses they will select to be forgiven on their academic record. Grade forgiveness may be used no more than one time, regardless of the number of times a student may begin and discontinue enrollment at Allegany College of Maryland.

### **SECTION K: ACADEMIC PROBATION**

- K1 Any full-time student or part-time student with an accumulated total of 12 or more semester hours must attain a semester quality point average of at least 1.75, or a cumulative quality point average of 2.00 to avoid being placed on academic probation.
- K2 A student on academic probation may not enroll for more than 14 semester hours.

### **SECTION L: REMOVAL FROM ACADEMIC PROBATION**

A student will be removed from academic probation if the student has attained a cumulative quality point average of at least 2.00.

### **SECTION M: SUSPENSION FOR POOR SCHOLARSHIP**

A student who has been placed on academic probation will be academically suspended if, the student fails to attain at least a 1.50 semester grade point average. (See Regulation A3 for information on probational admission.)

### **SECTION N: STUDENT CLASSIFICATION**

- N1 A student carrying 12 or more semester hours is classified as a full-time student. A student carrying less than 12 semester hours is classified as a part-time student.
- N2 A student who has earned 28 or more semester hours of academic credits will be classified as a sophomore. A student who has earned less than 28 semester hours of academic credit will be classified as a freshman.

### **SECTION O: COURSE REPETITIONS**

- O1 A student may take and complete the same course for credit no more than three times. The most recent repeated grade will be computed in the student's grade point average. See regulation J3.

O2 To receive credit for any course in which a grade of "F" was received at Allegany College of Maryland, the student must repeat and pass the course at this institution subject to the provisions of Regulations O1 unless permission for taking the course elsewhere has been granted in advance by the Director of Admissions & Registration.

### **SECTION P: REGISTRATION**

P1 The College Calendar lists the dates for registration.

P2 With instructor and advisor approval, a student will be permitted to enroll in a class during the first full week of class or five academic calendar days. A student will not be permitted to enroll in a class after the first week of classes unless under the conditions of Section P3.

P3 A student may change classes until the end of the third full week:

- a. if the change is sections of the same course, or
- b. if the course is within the same department and the change is recommended by the department.

P4 Registration deadlines for classes with beginning and ending dates different from the regular semester dates will be adjusted in accordance with the deadlines of the regular semester.

P5 Registration deadlines for A and B terms will follow the Academic Calendar.

### **SECTION Q: ACADEMIC LOAD**

A student may enroll for more than 19 semester hours in one semester, or for more than 12 semester hours for a summer session only upon receiving written permission from the academic advisor.

### **SECTION R: WITHDRAWAL FROM CLASSES**

R1 To withdraw from a course(s) prior to the beginning of class/es, the student must prepare a Change of Schedule Form, have it signed by the advisor, and have it recorded in the Registration Office.

R2 To withdraw from a course(s) after the beginning of class/es, the student must prepare a Change of Schedule Form, have it signed by the advisor and the instructor(s), and have it recorded in the Registration Office.

R3 To withdraw from the College the student must prepare a Withdrawal Form, have it signed by the advisor, and have it recorded in the Registration Office.

R4 A student may withdraw and receive "W" grades for all courses in a semester supported by medical documentation indicating that the student was unable to attend classes or effectively participate in class activities. The documentation must include dates.

R5 Courses officially dropped within the first 20% of the course will not be included on the student's official transcript.

R6 Courses officially dropped up to 60% of the course will be recorded with "W" grades on the student's official transcript.

R7 The official date of withdrawal is the date on which the completed Change of Schedule Form or Withdrawal Form is received in the Registration Office.

R8 When absences endanger the student's progress in a course in the judgment of the instructor, the instructor may drop the student from the class roster. The instructor will notify the Registration Office, in writing, to this effect and the Registration Office will then notify the student. When a student is dropped by the instructor, Regulations R4 and R5 shall apply. When a student is dropped by the instructor after withdrawal deadline, a grade of "F" shall be recorded. (See Regulation U4).

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- R9 If a student dies during the course of a semester, a grade of "W" will be recorded for each class. Also, any unresolved "I" grades on a deceased student's record will revert to "W" grade.

### **SECTION S: INSTRUCTIONAL PROGRAMS**

- S1 Each student will be classified as Non-Degree, Dual Enrollment (Early College), or Transient student, or will be placed in a specific curriculum.
- S2 A student wishing to change his/her curriculum must obtain a Change of Curriculum/Advisor form from the Registration Office, have the completed form approved by the advisor, and return the form to the Registration Office.

### **SECTION T: COURSE SUBSTITUTIONS**

- T1 A maximum of 12 credit hours may be substituted in a student's curriculum if approved by the student's advisor and the head of the department responsible for the course content. The content of the course being substituted must be at the same level or higher level than the course it replaces and both courses must be in the same department.
- T2 All course substitutions must be authorized in writing, and all correspondence citing the substitution must be forwarded to the Registration Office for inclusion in the student's permanent records.
- T3 Any substitution of curriculum course requirements cannot reduce the total curriculum semester hour requirements.

### **SECTION U: CLASS ATTENDANCE**

- U1 The student is required to attend every class session.
- U2 Permission to make up absences will be granted only at the instructor's discretion.
- U3 A student must notify the instructor as to the reason for an absence from a class session. The instructor may require evidence to justify an absence. Unexcused absences may adversely affect a student's grade in a course.
- U4 When a student's absences endanger the progress in a course in the judgment of the instructor, the instructor may drop the student from the class roster.

### **SECTION V: STUDENT RECORDS AND CONFIDENTIALITY**

- V1 The College will maintain student records in accordance with acceptable national standards regarding institutions of higher education.

The College will ensure the physical security and confidentiality of student records, and store physical records in fireproof cabinets. The College maintains a statement regarding the "Family Education Rights and Privacy Act of 1974 in the College Catalog.

The College will have adequate security to prevent loss of records maintained in electronic systems; and the College will have a document security plan appropriate to its record-keeping system.

- V2 The College adheres to a statement of the rights, privileges, and responsibilities of students, and makes this statement available to students through the catalog, student handbook, or other appropriate means.



**SECTION W: PETITION AND APPEAL TO WAIVE REGULATIONS**

W1 Whenever a student believes that application of any of these Academic Regulations (with the exception of Admissions and Readmissions and Financial Aid) is unwarranted in the individual case, the student may appeal to the Chair of the Academic Standards Committee through the Registration Office. Students who wish to appeal any regulation concerning admissions or readmissions may do so through the Admissions Committee and any student who wishes to appeal a financial aid regulation may do so through the Student Services Appeals Committee.

W2 The Academic Standards Committee and the Admissions Committee is empowered by the College to act in cases involving all academic regulations. The Committee shall notify the student in writing of action taken and shall forward a copy to the Registration Office. The Committee shall submit a report of such cases at the end-of-year College staff meeting.

W3 A student whose petition is not approved by the Academic Standards Committee or the Admissions Committee may, after consultation with the advisor, appeal to the Director of Admissions and Registration by submitting a letter of appeal, signed by the student and the student's advisor.

A committee representative will contact the student, the advisor, and the Vice President of Instructional Affairs, to arrange a hearing on the petition. Following the hearing, a decision will be made by a majority of those members in attendance. The student and advisor will be notified by letter of the decision.

Any student whose appeal has been denied, may, appeal to the President and the President's decision is final. A copy of the President's decision will be sent to the Registration Office for inclusion in the student's record.

Revised May 2010



## **SECTION SEVEN: GRIEVANCE POLICIES AND PROCEDURES FOR STUDENTS**

### **I. Academic Grievance Procedure**

A student having a concern with a faculty member of an academic nature arising from participation in a credit class should follow this process:

**1. Review the course syllabus and Academic Regulations.**

Review the requirements and/or performance standards. Please take a few moments to make sure your concern is a valid one and is not based on inaccurate or incomplete information. Also please understand that this policy addresses issues of an academic nature, such as grades, attendance, or other academic issues relating to a course. This procedure must be initiated within 10 working days after occurrence. For issues that are non-academic in nature, students should refer to the appropriate College policy, which may be found in the Student Handbook.

**2. Talk with the faculty member.**

You **must** talk with the faculty member about your concerns. Schedule a meeting with the faculty member and meet with him/her. Chances are good that you can resolve a misunderstanding or other concern at this meeting. If you are unable to resolve the issue with the faculty member, contact the Program Director/Division Chair/Coordinator within 10 working days after meeting with the faculty member by following the directions in Step 3. Written documentation may be requested. The faculty member has the right to meet with involved individuals throughout each step of this process.

**3. Contact the Program Director/Division Chair/Coordinator.**

The director/chair/coordinator will verify that a meeting was held with the faculty member and then discuss the concern with you and the faculty member, either in person at the respective campus or by conference call. If unable to resolve the issue together, you may present your grievance to the Associate Dean of Instructional Affairs within 10 working days after you receive the decision of the director, chair, or coordinator by following the directions in Step 4. If the faculty member is the Program Director/Division Chair/Coordinator, see step 4.

**4. Contact the Associate Dean of Instructional Affairs.**

If you are dissatisfied with the Director/Chair/Coordinator's decision, you **must** take the following actions:

- Obtain the Academic Grievance Notice from the Office of the Vice President of Instructional Affairs, Student and Legal Affairs, your advisor, or online.
- Complete the Academic Grievance Notice. Include an explanation of why you believe the Director/Chair/Coordinator's decision was incorrect. Be specific.
- Schedule a meeting with the Associate Dean of Instructional Affairs.

- The Associate Dean will obtain signatures from the faculty member and Director/Chair/Coordinator and notify them about the meeting. In the event that the faculty and Director/Chair/Coordinator refuse to sign the form because the matter was not discussed with them, the form will be returned to the student and the student will be required to follow the procedures herein.
- Meet with the Associate Dean of Instructional Affairs.
- The Associate Dean will make a decision based on the information contained in the Academic Grievance Notice and meetings with involved parties.

The Associate Dean notes his/her decision on the Notice (with copies provided to all parties, and a copy maintained in the files of the Associate Dean). If you are dissatisfied with the Associate Dean's decision, you may appeal that decision to the Vice President of Instructional Affairs within 10 working days by following the directions in Step 5.

**5. Contact the Vice President of Instructional Affairs.**

If you are dissatisfied with the Associate Dean's decision, you **must** take the following actions:

- Submit a copy of the original Academic Grievance Notice with the Associate Dean's decision to the Vice President of Instructional Affairs.
- Include an explanation of why you believe the Associate Dean's decision was incorrect. Be specific.
- Schedule a meeting with the Vice President of Instructional Affairs.
- Meet with the Vice President of Instructional Affairs.
- The Vice President will make a decision based on the information contained in the Academic Grievance Notice and meetings with involved parties.

The Vice President notes his/her decision on the Notice (with a copy to the faculty member, Director/Chair/Coordinator, Associate Dean, and a copy for the record.) If you are dissatisfied with the Vice President's decision, you may appeal that decision to the President within 10 working days after receiving the decision of Vice President of Instructional Affairs by following the directions in Step 6.

**6. Contact the President.**

If you are dissatisfied with the Vice President's decision, you **must** take the following actions:

- Submit the Academic Grievance Notice with the Associate Dean's and Vice President's decisions to the President.
- Include an explanation of why you believe the Vice President's decision was incorrect. Be specific.
- Schedule a meeting with the President.
- Meet with the President.
- The President will make a decision based on the information contained in the Academic Grievance Notice and meetings with involved parties.

The President notes his/her decision on the original Notice (with a copy to the faculty member, Director/Chair/Coordinator, Associate Dean, Vice President, and a copy for the record.)

**The President's decision is final.**

Approved by Board of Trustees 6/21/10

## **II. Employee Complaint/Misconduct Policy**

Any person (student, faculty, or staff) who has a complaint against a College employee must be able to communicate the complaint with confidence that it will be heard and acted upon appropriately - without risk of retaliation. Any person with a complaint about how an employee has conducted himself/herself in word or deed in his/her capacity as an employee of the College shall schedule a time to meet and discuss the complaint/concern with the particular employee. Informal resolution of concerns is permitted at this stage. If, however, the person does not feel his/her complaint has been redressed OR feels uncomfortable speaking privately with the employee, s/he should speak with the employee's immediate supervisor. The supervisor shall request a written account of the incident(s) and then identify the nature of the complaint to assess what action is needed.

OPTIONS THAT **MUST** BE CONSIDERED INCLUDE

- **notification** of the employee about whom the complaint is made;
- the possibility of misinformation or **miscommunication**.
- **review** of existing college policy/ies (e.g., academic grievance, sexual harassment, etc. ) with immediate referral to the designated College official,
- **consultation** with the President's legal advisor if legal implications exist;
- a **meeting** with the employee about whom the complaint is made;
- a mediated/facilitated **meeting** with the complainant and the employee;
- further **investigation** by the supervisor;
- **no action** because the complaint has no basis in fact, insufficient information is available, the matter has otherwise been resolved, or the employee acted correctly (which should be explained to the complainant); and
- **discipline** of the employee if warranted. (See the Employee Handbook's disciplinary policy for details on this process.)

The supervisor's finding(s)/action(s) shall be communicated - as privacy laws permit - to the complainant in writing. If the complainant is dissatisfied with the outcome, s/he may take the complaint to that person's supervisor and so on. The President's decision is final. All actions and/or findings shall be internally documented, including justification; however only disciplinary findings shall be noted in the employee's personnel file.

Approved by Board of Trustees 6/18/07

## **III. Procedure for Appealing Denial of College Service(s)**

The Allegany College of Maryland Student Services Appeals Committee processes concerns of students regarding financial aid, counseling programs, the main campus Child Care Center, the main campus Student Success Center and Pennsylvania campus Student Service Offices, and student activities. Matters that may be appealed include, but are not limited to, termination of financial aid, termination from a college work study, institutional work study, or tutoring position, denial of tutoring services, denial of child

care services, residency classification for tuition purposes, denial of participation in student activities, and denial of services or accommodations for a disability. Appeals may only be considered by the Committee when a person is adversely affected by a final decision of a department director, coordinator, or manager. Warnings, reprimands, and other forms of non-conclusory actions may not be appealed.

The Student Services Appeals Committee consists of at least five members of the faculty and staff. The Vice President of Student & Legal Affairs is a permanent member and serves as the Committee's secretary and offers advice on procedure and preparing a written appeal petition.

A credit student having a concern regarding the areas listed above should first attempt to resolve the concern in an informal manner by:

1. Presenting the concern orally to the appropriate director, coordinator, or manager, who will make a written record noting the date of the oral statement of the concern, the College students and employees involved, any witnesses that might be helpful to resolution, and a brief description of the concern. The director, coordinator, or manager will make an investigation of the facts, if necessary, and provide the student with a written resolution.
2. If the resolution is unsatisfactory to the student, the student may appeal to the Student Services Appeals Committee.
3. If a student wishes to express a concern about termination of financial aid due to unsatisfactory academic progress after written notification, the student should appeal directly to the Student Services Appeals Committee without attempting an informal resolution of their concern as outlined above.

A credit student wishing to appeal a concern to the Student Services Appeals Committee should:

1. Obtain a form of petition before the Committee from the Office of the Vice President of Student & Legal Affairs, and complete the petition, providing all of the information requested, as well as any additional information that might be helpful in understanding the concern. Attachments to the petition form that provide additional information are encouraged. The Vice President of Student & Legal Affairs may provide advice on completing the written petition.
2. The student may elect to appear in person before the Committee, or direct the Committee to consider the appeal and reach a decision without an appearance before the Committee. The student is encouraged to attend so that the Committee may ask questions and obtain information not included in the written petition.
3. The Chairman or Secretary (Vice President of Student & Legal Affairs) shall promptly schedule a meeting of the Student Services Appeals Committee and notify the student of the time and place of the meeting.
4. The Student Services Appeals Committee will meet and review the petition, conduct any investigation necessary, and deliberate the concern. The Committee renders a decision based upon a majority vote. The Vice President of Student & Legal Affairs will prepare a written letter to the student advising of the Committee's action.

\* The decision of the Student Services Appeals Committee is final.



## **SECTION EIGHT: CODE OF STUDENT CONDUCT**

*June 2006 - Revised and Approved by the Board of Trustees*

*Editorial corrections: April 2010, June 2011 –BRC*

### **I. Philosophy**

Allegany College of Maryland, hereinafter referred to as “the College” is an institution of higher learning dedicated to excellence; as stated in the College’s mission statement, “Our focus is the preparation of individuals in mind, body, and spirit for lives of fulfillment, leadership, and service in a diverse and global society.” Consequently, the College accepts its responsibility to provide a meaningful, safe, educational environment not only in the classroom but also in the library, in the residence halls, in the cafeteria, in the gym, and anywhere else we find students, faculty, staff, and visitors. To fulfill that responsibility, the College presents this Code of Student Conduct, which demands high standards in our Core Values: Respect, Integrity, Opportunity, Wellness, and Quality.

### **II. Authority**

Allegany College of Maryland’s Board of Trustees adopts the Code of Student Conduct, and any changes to it must be approved by the Board of Trustees.

(NOTE: per standard practice, Board-approved Policies, Policy revisions, title corrections, wording corrections, grammar/punctuation corrections, formatting, and other non-substantive changes do not require Board approval.)

### **III. Jurisdiction**

The Code of Student Conduct applies to all students on any of the College’s campuses\* and to all students whose off-campus conduct (whether or not affiliated with the College or any College-sponsored activity) adversely affects the student’s fitness to be a member of the College community or is detrimental to the aims and objectives of the College. The Code of Student Conduct applies from enrollment (including between semesters) until the student graduates, withdraws from the College, or transfers to another institution without enrolling for further coursework at the College.

\*Main campus in Cumberland, Maryland; the Gateway Center in Cumberland, Maryland; Somerset County campus in Somerset, Pennsylvania; Bedford County campus in Everett, Pennsylvania; and Bedford County Technical Center in Everett, Pennsylvania.

### **IV. Standard of Conduct and Policies**

Students enrolling at any campus of Allegany College of Maryland assume an obligation to conduct themselves in a manner compatible with the College’s function as an educational institution. Conduct shall be consistent with the College’s Core Values: Respect, Integrity, Opportunity, Wellness, and Quality. Each student is presumed to have fundamental knowledge of proper conduct, such as manners, keeping hands to oneself, respecting the property rights of others, listening in class, and obeying authority. Each student is likewise expected to follow all federal, state, and local laws. Furthermore, each student shall be presumed to have read the Code of Student Conduct; ignorance of its provisions shall not be a defense to violating them. Finally, the actions/behaviors prohibited in the lists that follow are not exhaustive, since every possible conduct action/behavior cannot be foreseen by

College officials, and the College reserves the right to supplement the standards of conduct at any time with notice to the students. Any questions about the Code may be addressed to the Vice President of Student & Legal Affairs.

### **A. Personal Interaction**

Within the Standards of Conduct expected of all students at all campuses, the following actions/behaviors (and attempts to commit them) violate standards of personal interaction and are strictly prohibited:

1. Assault and Battery: touching (with one's hand or an object) another person without his/her consent, in anger, or in a way that puts any other person in fear of harm. If no actual touch occurs, the offense is assault.
2. Aggravated assault: an assault and battery that results in serious injury.
3. Threat/intimidation: words and/or actions that communicate to another person that s/he will be harmed in some way.
4. Sexual Assault: see the policy described below.
5. Sexual Harassment: see the policy described below.
6. Harassment: specific, offensive actions/behaviors (or combination of actions/behaviors) that are repeated at least three times and that have the intent or the effect of causing distress, anxiety, fear, or alteration of the actions, habits, or conduct of the person at whom the offensive conduct is directed.
7. Bullying: using one's power (of size, strength, reputation, position, finances, etc.) to dominate another person and/or to control his/her actions/behavior.
8. Other act(s) that violate the personal rights of another OR that violate any local, state, or federal law.

#### **Policy: Sexual Assault**

Sexual assault is defined as touching the private parts of another person, compelling another person to touch the private parts of any other person, exposing one's own private parts, or threatening to do any of the above. Sexual assault can be as simple as touching a woman's breast over her clothes or as serious as forced intercourse. Students accused of any sexual assault are subject to the enforcement provisions described below (i.e., "VI. Student Discipline"). Because of the sensitive nature of the offense, victims of sexual assault are afforded rights during disciplinary proceedings.

- The victim may seek the assistance of any faculty or staff member in reporting the violation to campus and/or police authorities. The College encourages victims of sex-related offenses to report allegations to both campus and police authorities.
- The victim has a right under State law to be transported by a law enforcement officer to a designated treatment facility for free examination, assistance with preservation of evidence, and treatment by physicians, mental health professionals, and others. The College encourages every victim of a sex-related offense to avail themselves of these services.
- The victim may utilize the counseling services described on page 28 of this Student Handbook or may seek assistance from the office of the Vice President of Student & Legal Affairs in seeking other appropriate treatment programs in the community.
- The victim may use the information provided through the Housing Office (located in the Vice President of Student & Legal Affairs' Office) in changing living arrangements.
- The victim may gain information on options in changing an academic schedule in the Admissions and/or Registration Offices or from a faculty advisor.
- For purposes of any hearings conducted by the Committee on Student Conduct, the victim may be assisted by one non-legal representative of his or her own choosing (the same as the accused).

The victim shall be informed of the outcome of any campus disciplinary proceeding.

**Policy: Sexual Harassment**

Allegany College of Maryland, like the State of Maryland, is dedicated, in spirit and in law, to a strong policy against discrimination based upon sex. This Policy is founded on State and Federal laws, the U.S. Constitution, and the Maryland Constitution and Declaration of Rights.

The College, as an employer and as an educational institution, should provide an environment conducive to both the performance of duties and to the learning experience free from intimidation or coercion in any form. It is imperative that all members of the College community—administrators, staff, faculty, and students—are assured of a working and educational atmosphere free from sexual harassment.

As a matter of College policy, unwelcome sexual advances, requests for sexual favors, or other physical or verbal conduct 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 or a part of the educational process;
2. submission to, or rejection of, such conduct by an individual is used as a basis for employment or academic decisions affecting such an individual; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or educational environment.

Any student (credit or non-credit) of Allegany College of Maryland who feels that he/she has been subject to sexual harassment should register a written complaint with the Vice President of Student & Legal Affairs who will either process it at that point if it is a student-to-student issue or will forward the written complaint to the College Personnel Officer if it is an issue dealing with a College employee and a student. The Personnel Officer will bring the complaint to the President of the College, who may choose to use the President's Council or the Vice President of Student & Legal Affairs for investigation and resolution.

**B. Respect for Property**

Within the Standards of Conduct expected of all students at all campuses, the following actions/behaviors (and attempts to commit them) violate standards for respect of property and are strictly prohibited:

1. Theft/Unauthorized Use: if the property does not belong to you, then you may not take, use, tamper or move it without the permission of its owner. Also, no one may possess or assist in the concealment of stolen property.
2. Trespassing: if a student has been advised orally or in writing by a College official that s/he is not permitted on campus, at housing, or in a particular location of the College, then the student may not enter that property without advance permission by an authorized College official.
3. Unauthorized Entry: if the room, apartment, building, or other location has not been opened to you by the person/entity authorized to admit you, then you may not enter. No one may demand entry to any room, apartment, building, or location.
4. Breaking and Entering: no one may forcibly enter a room, apartment, building, or location. "Force" includes (but is not limited to) kicking doors, picking locks, opening windows, and threatening occupants.
5. Robbery: stealing the property (including money) of another person through force, threat, or intimidation.
6. Vandalism: intentionally causing damage to the property of another person or the College. Unintentional damage will not result in disciplinary action, but the person(s) responsible will be required to pay for repair/replacement.
7. Other act(s) that violate the property rights of another OR that violate any local, state, or federal law.



**C. Health and Safety**

Within the Standards of Conduct expected of all students at all campuses, the following actions/behaviors (and attempts to commit them) violate health and safety standards and are strictly prohibited:

1. **Weapons:** No one may possess or use on College property any firearms, guns (including BB guns), knives (except a penknife without switchblade), other dangerous or deadly weapons of any kind, explosive ammunition, or incendiary/explosive material or device (except as expressly permitted by the President). Also, if an ordinary usage item is wielded as a weapon, then it will be treated as a violation of this standard.
2. **Disregarding Fire Safety:** the College complies with mandates and recommendations of the fire marshal. Equipment is in place for the protection of all people on campus. Violations include tampering with equipment, pulling false alarms, playing with fire extinguishers, removing fire extinguishers from their designated locations, dismantling smoke detectors, removing batteries, hanging items from sprinkler heads, using fireworks (including sparklers), and failing to evacuate a building when a fire alarm has sounded.
3. **Drugs:** the College has a zero tolerance for illegal drug use. (See the Alcohol and Drugs Policy below for more information.) "Drugs" includes the possession, use, distribution/dispensation, and manufacture of any controlled substance (including residue or trace amounts) as defined by state or federal law.
4. **Alcohol:** the College does not tolerate the use or possession of alcoholic beverages by anyone under the age of 21. People over age 21 may consume alcoholic beverages only at events wherein the use of alcoholic beverages has been approved by the President. No one may use or possess alcoholic beverages on the grounds of Willowbrook Woods. (See the Alcohol and Drugs Policy below for more information.)
5. **Tobacco:** smoking and/or the use of other tobacco products is limited. (See the Tobacco Policy and Housing Regulations below for more information.)
6. **Reckless Endangerment:** unsafe act(s) that place any person at risk of injury.
7. **Child Endangerment:** the College often has children on campus, and no one may engage in activities that put any child at risk of physical, medical, or psychological harm. Only authorized persons are permitted entry to Campus Kids Child Care Center. All students bringing children onto campus should read the Unattended Children Policy below.
8. **Enabling Dangerous Persons:** the College sometimes designates certain individuals to be too dangerous or disruptive to be permitted onto campus. Such persons may be non-students (i.e., see the Dangerous Persons on Campus Policy) or may be a current or former student whose presence on campus or certain locations on campus have been restricted (e.g., evicted residents at Willowbrook Woods). Students may not assist these persons in getting access to areas they have been denied.
9. **Unauthorized Possession/Duplication of keys:** only keys given to a student by an authorized College official may be used; no keys may be duplicated.
10. **Traffic Obstruction:** roadways, sidewalks, hallways, doorways, and stairs must be free of obstruction for both vehicular and pedestrian traffic.
11. **Unsafe driving:** all students are expected to follow the posted speed limits and other rules of the road when operating a motor vehicle on campus.
12. **Unauthorized Parking:** the parking of a motor vehicle in a location where parking is restricted or not permitted. Staff parking is designated for use only by faculty and staff. Handicapped parking is designated for use only by persons with authorized handicapped tags/stickers.
13. **Animals:** See the Pets and Animals Policy below for more information.
14. **Spreading Infectious Disease:** Failure to report an infectious disease/condition as required jeopardizes the entire College community. See the Infectious Disease Policy below for more information.
15. **Other act(s) that violate the health and safety rights of another OR that violate any local, state, or federal law.**

**Policy: Alcohol & Drug Use**

Allegany College of Maryland supports the efforts of the State of Maryland and the United States to provide workplaces and learning centers free of illicit drug use and free of unlawful alcohol use. The College supports the Federal Drug-Free Workplace Act of 1988, the Federal Drug-Free Schools and Communities Act Amendments of 1989, and drug and alcohol abuse policies of the Maryland Higher Education Commission.

It is the College's intention to provide and maintain a work environment for employees and students that is drug-free, healthful, safe, and secure. When a student is on campus, the student is expected to be in an appropriate mental and physical condition, free of any illegal drugs/alcohol and capable of fulfilling their daily duties. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance (as defined by the Controlled Substance Act 21 U.S.C. section 802 and further defined at 21 C.F.R. sections 1300.11 - 1300.15) and the unlawful possession or use of alcohol on College property or as part of any College-sponsored activities off-campus is absolutely prohibited. Any unlawful activity with controlled substances or alcohol by students while involved with a College activity, on or off the campus, will not be tolerated.

Although the College recognizes drug/alcohol dependency as an illness and a major health problem affecting society, it also recognizes drug use and activity as a potential health, safety, and security problem. Students requiring assistance in dealing with drug or alcohol abuse or dependency are encouraged to seek counseling and/or medical assistance through the use of the College's health insurance plan, as may be appropriate, or through the Student Assistance Program which offers counseling and referral.

Certain student financial aid awards may only be made if the student is willing to certify or pledge that they will not engage in unlawful activities with regard to drugs and alcohol.

Violations of this Policy statement shall be immediately addressed by the College and may result in disciplinary action which could include expulsion. The College may also refer violations for criminal prosecution by civil authorities where circumstances warrant.

**Policy: Tobacco Use** (Revised and Approved by the Board of Trustees 11/19/07)

I. **PURPOSE AND BACKGROUND:**

It is a shared responsibility of the students, staff, and visitors of Allegany College of Maryland to promote a healthy, comfortable, productive, and safe campus environment.

Reliable medical evidence reveals that smoking is hazardous not only to the health of those who smoke, but also to the health of nonsmokers who are exposed to smoke.

In addition, numerous communicable diseases may be transmitted by contact with body fluids and sputum produced during oral tobacco use which can provide the vehicle for infection.

Thus, it is the position of the College that the use of tobacco, or tobacco substitute products, is harmful not only to the person using the product, but also to others.

In an effort to promote health and preserve the working/learning environment of the campus community, all students, staff, and visitors to Allegany College of Maryland are required to comply with the provisions of this policy. In all matters related to the implementation and enforcement of this directive, reasonable priority shall be given to the needs of nonsmokers.

II. POLICY STATEMENT AND GUIDELINES:

SMOKING, OR THE CARRYING OF ANY LIGHTED TOBACCO PRODUCT OR TOBACCO SUBSTITUTE, AND THE USE OF ORAL TOBACCO OR TOBACCO SUBSTITUTE PRODUCTS, IS PROHIBITED IN ALL INTERIOR AREAS OF ALL CAMPUS BUILDINGS AND IN ALL COLLEGE VEHICLES.

- A. Tobacco use is prohibited in all classrooms, study areas, medical and dental clinical areas, offices, auditoriums, conference rooms, libraries, gymnasium and exercise rooms, stairwells, restrooms, hallways, reception rooms, and all other areas within any college building or vehicle.
- B. The only areas where tobacco use is permitted on the Allegany College of Maryland campus are the outdoor parking lot areas of the campus where proper receptacles are provided for proper disposal of tobacco products or in personal vehicles parked in the parking lots.

III. SMOKING CESSATION ASSISTANCE

The Personnel Office will make available, to all staff who are smokers, information about private and public smoking cessation programs and services available in the local area. In addition, Allegany College of Maryland will offer to all smokers the opportunity to enroll in one or more identified smoking programs each year at a reduced cost with Allegany College of Maryland paying for one-half of the expense of the program.

IV. IMPLEMENTATION AND ENFORCEMENT

All students and staff share in the responsibility for adhering to and enforcing this directive among employees, students, and visitors to Allegany College of Maryland.

STUDENTS: Any alleged STUDENT violation of this policy shall be reported to the Vice President of Student & Legal Affairs. A student found to be in violation of this policy shall be subject to the disciplinary procedure and actions as specified in the Allegany College of Maryland Student Handbook, #IV.C.4 Student Discipline.

The first violation will result in a penalty of censure, and successive violations will result in increasing penalties: probation, suspension, dismissal, and expulsion. This pattern will be followed in all cases except where particularly flagrant or innocent circumstances existed.

FACULTY/STAFF: With any STAFF/FACULTY member, the violation of this policy shall be handled as any other policy violation. Disciplinary procedures are described in the All-College Manual (policy 05.001)

CAMPUS VISITORS: Campus visitors are expected to comply with this policy. Any violation of this policy by a visitor or group using Allegany College of Maryland facilities shall be reported to the Vice President of Student & Legal Affairs who will contact the person/parties to discuss and resolve the matter.

If the matter is not resolved, denial of use of campus facilities will eventually be the outcome if so approved by the President.

**Information: Littering**

Allegany College of Maryland provides trash cans and tobacco receptacles on its campuses. Each person using College facilities is expected to dispose of his/her trash properly (including tobacco products).

**Policy: Unattended Children**

In an effort to protect the health and safety of students, faculty, and staff at the Main Campus in Cumberland, Bedford County and Somerset County Campuses in Pennsylvania, and all other campus sites of the college, all persons doing business on this campus or either of its Pennsylvania Campuses are reminded that they are responsible for any minor children brought to the Campuses. No unattended children are allowed on campus.

Even if a child\* is in the company of an adult, the child may not accompany the adult to a class and/or laboratory. There is a very plausible reason for this and it is a matter of safety (Fire Marshal's mandate the number of persons allowed in each classroom and that number may not be exceeded).

Additionally, the child's presence may disturb other students in the class.

\*Child = Any person under the age of eighteen, who is not registered as a credit or continuing education student at the College.

Efforts to have children cared for elsewhere are the responsibility of the student. Allegany College of Maryland staff members may have additional information about other childcare resources.

**Policy: Dangerous Persons on Campus**

Allegany College of Maryland strives to provide quality education and services in a safe and comfortable environment at a reasonable cost. Anyone who satisfies our admissions criteria and who is at least sixteen year of age is admitted to Allegany College of Maryland. The College reserves the right to refuse admission or re-enrollment or to place conditions on admission or re-enrollment of applicants and former students who the College determines represent a safety risk to students, faculty, or staff.

Allegany College of Maryland also strives to promote a college that enhances lives and the community through education and service. We welcome the public and service providers to our campus. All visitors are expected to conduct themselves appropriately and lawfully at all times. The College reserves the right to deny entrance to the College or to remove persons from the College grounds who pose a safety risk to our students, faculty, staff, other visitors, or property

**Policy: Pets and Animals**

Bringing pets or animals onto College properties or into buildings without the express permission of the Physical Plant Department is prohibited. Pets and animals are strictly prohibited from Willowbrook Woods – except for fish in the maximum of a 10-gallon tank.

**Policy: Infectious Diseases/Conditions**

This policy concerns infectious diseases/conditions that include (but are not limited to) measles, chickenpox, other rashes with fever, lice, hepatitis, flu pandemic, impetigo, pink eye, jaundice, and the like.

In an effort to protect the health and welfare of students, staff, and faculty at Allegany College of Maryland, students, staff, faculty, and their children who exhibit signs and symptoms of potential, acute communicable illnesses may not remain on campus and will be excluded from public areas, classrooms, laboratories, college offices, and housing until the acute and/or contagious stage is over. (That determination must be made by a physician or Health Department official, who must provide written verification.) Exclusion from campus during this period will not only facilitate the recovery of the affected person, but it will also protect others from possible transmission to other persons, particularly those whose immunity to disease is already compromised (e.g., persons undergoing treatment for leukemia and other forms of cancer).

It is the responsibility of the infected individual to notify the Vice President of Student & Legal Affairs\* of the illness. The person will be asked to provide essential information such as when the illness/condition was contracted, from whom the illness/condition was contracted, and with whom the infected person has had contact. The Vice President of Student & Legal Affairs will coordinate any campus-wide response that is needed with the appropriate officials (e.g., Health Department officials, the Vice President of Administrative Services, the Vice President of Instructional Affairs, the Director of Residence Life, etc..) *If necessary, Allegany College of Maryland will close until the medical crisis has passed.*

\*On the Pennsylvania campuses, the Director of Student Services will accept notification and coordinate response.

Assuming hospitalization or other quarantine is not required, students will be encouraged to go to their permanent homes during this time and to contact their instructors to make arrangements for their assignments, tests, and other academic obligations. Please consult the relevant section of this Handbook and course syllabi for attendance policies.

### **D. Peace and Order**

Within the Standards of Conduct expected of all students at all campuses, the following actions/behaviors (and attempts to commit them) violate standards of peace and order and are strictly prohibited:

1. Failure to Comply: when a student is given an order, direction, or instruction from a College official or a community authority (such as fire and rescue personnel) who is rendering assistance to the College, the student must follow the order, direction, or instruction. (If the student objects to it, s/he must comply but may lodge a complaint with the official/authority or with the Vice President of Student & Legal Affairs on the next business day.)
2. Probation Violation: failure to observe a term or condition of probation issued in a previous disciplinary matter.
3. False Statements: there are many occasions when a student is required to be truthful and honest with College officials. Violations include knowingly making a false report, giving false information during an investigatory interview, and/or falsifying a College document.
4. Fraud: certain actions/behaviors that are intended to deceive College officials or to gain access to records, classes, facilities, equipment, offices, etc. constitute fraud. (See Terms and Conditions for Use of Internet for an example.) Also, no student shall engage in the forgery, adulteration, or misuse of any College document or record.
5. Disorderly Conduct: students shall not engage in actions/behavior that disrupt educational or administrative operations of the College. (See Classroom Behavior Information for an example.)
6. Inappropriate/Unauthorized Use of Computer(s): the use of any computer to harass, intimidate, abuse, or embarrass any other person OR the use of another person's identity/access/password OR the misuse of internet privileges. (See Technologies Resources Policy).
7. Residence/Residency: Providing false, misleading, incomplete, or inaccurate information to solicit a change in legal residency is not permitted. Moving to Maryland and/or Allegany County solely for the purpose of obtaining a reduced tuition is not permitted. Also, each student is required to notify the Admissions/Registration Office of his/her permanent and local addresses – including any changes of addresses within a reasonable time. Willowbrook Woods may NOT be listed as a permanent address.
8. Unauthorized Publication(s)/Sale(s): Except as authorized in College policy or one-time, private transactions involving personal property, students are not permitted to sell merchandise without prior approval from the Vice President of Student & Legal Affairs. Entrepreneurs who wish to engage in the routine sale of goods shall obtain a local business license.
9. Other act(s) that violate peace and order OR that violate any local, state, or federal law.

#### **Information: Classroom Behavior**

Faculty may enforce their own classroom/syllabus rules and have discretion to impose academic consequences in accordance with relevant college instructional policies. Faculty members who have concerns about a student's discourteous or disruptive conduct in the classroom (or other class-related setting) are encouraged to meet privately with the student to discuss the concerns and reach a reasonable solution. If the solution does not work, the faculty member is encouraged to have a second meeting and to issue a written reprimand. If a written reprimand does not resolve the behavior, the faculty member may withdraw the student from the course. The student has the right to appeal any withdrawal using the College's Academic Grievance Procedure.

However, if the problem behavior is excessively disruptive, aggressive, out-of-control, or otherwise presents a safety risk to the instructor or other students, the faculty member shall immediately direct the student at fault to leave\* the classroom, call 911 as needed, and then notify either security or the Vice President of Student & Legal Affairs, for immediate action and follow-up (including possible disciplinary

## **Section Eight: Code of Student Conduct**

action, mental health referral, and/or Ix3 Team referral). The faculty member may elect to withdraw the student, subject to the same appeal process outlined above.

(\*In unusual circumstances, it may be wiser to evacuate the classroom, leaving the disruptive student alone for intervention by the proper authorities.)

### **Policy: Use of Cellular Telephones**

While the use of cellular telephones on the campuses of Allegany College of Maryland is generally permitted, there are certain situations in which cellular telephone use becomes disruptive. The following, non-exhaustive list contains examples of places/times when the use of cellular telephones is not permitted: all classrooms, lecture halls, and laboratories; all libraries and other areas used as “quiet study” places; and events in the College theatre where hosts have requested that all cellular telephones be turned off.

Out of courtesy to your instructors, fellow classmates, and College staff, Allegany College of Maryland encourages you to use your judgment as to the appropriateness of the use of your cellular telephone while on campus.

### **Policy: Technology Resources Policy**

See Information Technology.

### **Policy: Student Publications and Sales**

See Student Life.

## **E. Housing Regulations**

In addition to the policies and rules of conduct applicable everywhere on the College’s campuses, student housing has particular regulations that are necessary for the safety and harmony of that community. It is the responsibility, however, of every student to know and follow these regulations when they visit Willowbrook Woods.

1. PHOTO IDENTIFICATION CARDS
  - All residents must have a College ID card.
  - All residents must carry this ID card at all times.
  - ID cards must be shown if and when requested by any official.
2. Everyone entering Willowbrook Woods must show a photo ID; visitors’ IDs will be kept by security until the visitor departs. The visitor must sign in and out.
3. GUESTS
  - All residents and visitors must follow Guest Policies and Procedures.
4. QUIET HOURS AND COURTESY HOURS
  - Courtesy hours are in effect at all times; courtesy hours indicate a general respect for others’ sleep, study, and lifestyle habits.
  - Quiet hours are times when noise should not be heard outside the apartment, and noise in breezeways/balconies should be kept to a bare minimum.

Designated Quiet Hours: 11:00 pm to 8:00 am Sunday thru Thursday  
12:00 am to 11:00 am Friday and Saturday  
24 hours during mid-term and final weeks
5. ALCOHOLIC BEVERAGES ARE PROHIBITED.
6. SMOKING IS NOT PERMITTED in any apartment or indoor common area; smoking is permitted on balconies if the sliding glass door is closed and non-smokers who are present do not object.
7. An extensive list of ITEMS BANNED from apartments is provided to each resident. (Examples include candles, incense, fireworks, dart boards, and grills.) Guests should bring nothing on housing property without checking that the item is permitted.
8. Per the fire marshal, NO MORE THAN 10 PEOPLE ARE PERMITTED in an apartment at any time.
9. CARS MUST BE REGISTERED; unregistered cars will be towed.

## V. Enforcement of Policies

Except for academic violations which are enforced as described above, the Vice President of Student & Legal Affairs (i.e., Student & Legal Affairs) is responsible for the enforcement of all policies.

## VI. Student Discipline

### A. Misconduct (Violations of the Code of Student Conduct, local, state, federal laws)

#### 1. **Offenses against another person**

General Description: These violations relate to the intentional or unintentional harming of another person (not necessarily a student) and could have physical injuries or emotional impact on the other person(s).

*Category I Examples:* sexual assault, aggravated assault, robbery

*Category II Examples:* A&B, harassment, bullying

*Category III Examples:* fighting (mutual combat), assault, threats

#### 2. **Offenses against property**

General Description: These violations relate to the improper use or taking of property belonging to another person and/or the College.

*Category I Examples:* breaking and entering, arson

*Category II Examples:* major theft (value > \$100), unauthorized use/entry

*Category III Examples:* minor theft (value < \$100), vandalism

#### 3. **Offenses against health and safety**

General Description: These violations relate to issues that may - but do not necessarily - be criminal offenses off campus but the commission of which creates health and safety risks for the accused student, other people, or the College environment generally.

*Category I Examples:* weapons, explosives, drugs

*Category II Examples:* alcohol, infectious disease, misuse of fire safety equipment (including false alarms), unauthorized copying of keys,

*Category III Examples:* smoking, candles, pets, vermin/infestation, trash

#### 4. **Offenses against peace and order**

General Description: These violations relate to behaviors required for a peaceful, orderly campus community; they often reflect expectations students will find in the workplace and in the cities/towns in which they will live upon completing their educations.

*Category I Examples:* fraud, failure to comply with directions of College officials in the proper exercise of their duties

*Category II Examples:* false statement during an official investigation, failure to report violations of the Code of Student Conduct

*Category III Examples:* disorderly conduct, obstructing the free flow of traffic (vehicular or pedestrian)

#### 5. **Offenses against Housing**

General Description: These violations relate to housing-specific issues that do not apply elsewhere on campus.

*Category I Examples:* None

*Category II Examples:* Repeat violations.

*Category III Examples:* First violations.

## **B. Disciplinary Procedures**

- 1. Reporting:** All violations (or suspected violations) shall be reported. Reports should be made in writing when possible/practical. Once reported, all violations (or suspected violations) will be documented.
- 2. Initiation of Discipline:** Reports will be forwarded immediately to the appropriate Hearing Officer.
  - a. Student/non-resident violations (all) to the Vice President of Student & Legal Affairs
  - b. Non-student violations to the Vice President of Student & Legal Affairs
  - c. Student/resident Housing violations to Housing staff
    - (i) All Housing violations screened by Director of Residence Life
    - (ii) Reported violations distributed Area Coordinator, Director of Residence Life, or Vice President of Student & Legal Affairs.  
Area Coordinator = Category III violations (exception: probation violation where the probation was assigned by the Area Coordinator)  
Director = Category II violations (exception: probation violation where the probation was assigned by the Director)  
Vice President of Student & Legal Affairs = Category I violations (exception: probation violation where the probation was assigned by the Vice President)
  - d. When a reported violation involves violence, force, and/or a reasonable concern that a safety risk exists, the Vice President of Student & Legal Affairs may request an Order of Immediate Interim Suspension from the College President. Such an Order requires that the accused student immediately leave College grounds (including housing) and may not return for any reason (including classes) without permission from the College President – typically when either the investigation is concluded or the safety risk no longer exists. Housing residents who are accused of conduct violations that necessitate their temporary removal from [only] housing (also for safety reasons) may be suspended by either the Director of Residence Life or the Vice President of Student & Legal Affairs. These residents will be responsible for finding temporary accommodations and transportation to/from campus.
- 3. Notice:** Students accused of Code violations will be given written notice
  - a. Specific policy, regulation, rule, or law allegedly violated
  - b. Date (approximated, if necessary) of alleged violation
  - c. Hearing date, time, and location (not less than 24 hours) or directions for the accused student to schedule a hearing.
  - d. Notice shall either be sent by certified mail to the accused student's address of record OR be hand-delivered with a signed receipt/acknowledgment by the accused student. Any student who refuses to claim his/her certified mail will be assessed the cost of the mailing.
  - e. Additional Notice may be waived in limited circumstances.
    - (i) The accused student gives demonstrably false information during the investigation, and the original Notice contained a warning of consequences if false information is given.
    - (ii) Additional violations are discovered during the investigations, the violations are directly related to the original matter(s) being investigated, and the accused student agrees to proceed without initiating a second disciplinary process.
- 4. Investigation:** Assigned hearing officer conducts investigation\*
  - a. Interview complainant/victim. The Hearing Officer shall ascertain whether, in fact, a violation is likely to have occurred. If there is no basis for the complaint, the matter will be dismissed immediately. False reports could trigger a new disciplinary proceeding against whoever made it.
  - b. Interview witnesses; witness names may be provided by the complainant/victim, the accused student, other witnesses, College faculty/staff, and/or the hearing officer.
  - c. Review incident or police report(s), if any.



- d. Review documentation or other records, recordings, videos, etc..
- e. Hearing with accused student.

\* These steps need not occur in any particular order. Interviews and hearings shall *not* conflict with any student's class schedule. In order to protect confidentiality and to promote candor, hearings and interviews shall be conducted in private; students may not be accompanied by parents, friends, roommates, attorneys, or other persons – except an Ombudsman.

5. **Hearing:** Accused students are entitled to an impartial, closed hearing with the Hearing Officer who may be assisted by another College official to ensure accuracy. As stated below, the accused may be accompanied by an Ombudsman\*
  - a. Students have the right to attend the hearing
    - (i) Failure to attend could result in decision without student's input
    - (ii) If a student is unable to attend a scheduled hearing for good cause or needs more time to prepare, s/he must contact the Hearing Officer to reschedule.
  - b. Students have the right to answer and admit/deny the allegation
  - c. Students have the right to decline to give a statement
    - (i) Students' failure to provide a statement will not end the process; decisions shall be made without the student's input.
  - d. Students have the right to present fact or character witnesses.
  - e. Students have the right to present relevant evidence
  - f. Students do *not* have the right to an attorney during any disciplinary proceedings, as College proceedings are non-legal in nature and are, therefore, not subject to the same rules, procedures, and standards of proof as legal proceedings.
  - g. Students have the right to seek procedural assistance and information from the Ombudsman, a neutral third party who is a member of the College staff appointed by the President, who does not advocate for any position or outcome, but who is well-versed in the Code of Student Conduct. The Ombudsman *may* meet with accused students (as requested) to prepare for the hearing and may attend the hearing.

**\*These rights apply at all hearings, including the Committee on Student Conduct.**

6. **Deliberation:** The Hearing Officer shall take the necessary time to decide and shall re-interview any person s/he deems necessary. The standard to be applied in making decisions is preponderance of the evidence (i.e., it is more likely than not that the accused student committed the violation(s) as alleged).
7. **Decision:** The hearing officer shall notify the student in writing of the decision and the reasoning for that decision. It shall either be sent by certified mail to the appealing student's address of record or hand-delivered with a signed receipt/acknowledgement by the appealing student.
  - a. Findings: Not responsible/not in violation OR Responsible/in violation
  - b. If found not responsible, report/file will be closed and nothing will be noted in the student's official disciplinary records
  - c. If found responsible, sanction(s) shall be imposed.
8. **Sanctions:** A response appropriate for the offense will be imposed.
  - a. Censure: A written reprimand placed in the student's disciplinary file.
  - b. Fine: A financial penalty.
  - c. Educational Sanction: An exercise intended to help the student learn.
  - d. Probation: A period of time when the student's conduct will be more closely monitored for compliance with all rules, regulations, policies, and laws. Specific terms and/or conditions that are intended to ensure safety, to compensate any victim, to deter this or any student from a similar course of conduct, or to educate the student may be placed upon a student for whom

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- the sanction is probation. Examples of terms/conditions that may be imposed include (but are not limited to) restitution, letters of apology, counseling, written assignments, educational sanctions, community service, restriction of activities, and no contact with designated persons. Failure to comply with any term/condition of probation could result in additional disciplinary action. The written decision will state when the probation period expires; that time may be extended for cause (e.g., the student's inability to complete probationary sanctions).
- e. Suspension: A period of time when the student may not be present on campus (or at housing) for any reason without the prior, written permission of the Hearing Officer. The written decision will state when the suspension period expires. A student who is suspended and who comes onto campus (or housing) could be arrested and prosecuted for criminal trespassing and could face additional disciplinary action.
  - f. Dismissal: The student is terminated from the College for an indefinite period of time and may be readmitted only with written approval from the College President. A student who is dismissed and who comes onto campus (or housing) could be arrested and prosecuted for criminal trespassing and could face additional disciplinary action. Any Willowbrook Woods resident who is dismissed from the College is automatically expelled from housing.
  - g. Expulsion (Willowbrook Woods residents only): The resident is removed from housing for a specific period of time, typically for the remainder of the contract term. The resident must remove all personal possession from his/her apartment, complete a formal check-out with the Area Coordinator, relinquish all keys and housing ID, and vacate the premises as directed. A resident who is expelled and who comes onto housing property could be arrested and prosecuted for criminal trespassing and could face additional disciplinary action. As stated in the housing contract, expulsion does not release the now-former resident from his/her financial obligations under the contract; fees will remain due as agreed unless and until that person's *vacancy - not room* – is filled.
9. **Appeal:** Any student who has been found responsible/in violation of the Code of Student Conduct and sanctioned may petition to appeal that decision (or any part thereof) to the next higher authority within the Code of Student Conduct. **The appeal must be in writing, must state with specificity the grounds for appeal (i.e., why the decision was incorrect), and must be submitted to the Hearing Officer within 15 calendar days of the date of the decision being appealed.** The Hearing Officer will promptly notify the proper official and forward the appeal, a copy of the student's file, and any response to the petition to appeal.

\*See B5 (above) for list of appealing student's rights.

- a. Decisions by the Area Coordinator (housing only) are appealed to the Director of Residence Life.
- b. Decisions by the Director of Residence Life (housing only) are appealed to the Vice President of Student & Legal Affairs.
- c. Decisions by the Vice President of Student & Legal Affairs are appealed to the Committee on Student Conduct. The Committee Chair functions as the designated "Hearing Officer" for purposes of this provision.
  - (i) The Committee on Student Conduct is comprised of eight members: three members of the full-time faculty (selected by the Chairman of the Faculty Senate), no more than five students (selected, after completing an application, by the Committee Chairs), and two Chairs (selected by the President).
  - (ii) When an appeal is noted, all three faculty members and three students will be contacted to serve at the hearing. The two Chairs will alternate hearings. At least one Chair and three members must be present (to constitute a quorum).
- d. Decisions by the Committee on Student Conduct are appealed to the President of the College. Decisions by the President are final.

**10. Appeal Procedures:** Upon receiving the student's appeal letter and copy of the file, the Appeal Officer will promptly review the petition for appeal and the file materials submitted by the Hearing Officer to determine student's petition meets the required appeal criteria:

- Petition is in writing.
- Petition is timely filed.
- Petition states what is being appealed (e.g., finding and/or sanction).
- Petition clearly states the student's grounds for appeal (i.e., merely being dissatisfied with the outcome is insufficient). Acceptable grounds include the discovery of new evidence, proof of actual innocence that was unavailable before the Decision was made, or misconduct by the Hearing Officer. Such allegations must be supported by reference to specific evidence (such as notarized statements by newly identified witnesses, documentation, etc.) – not by vague claims or assertions.
- All procedural requirements for Hearings were met (e.g., notice, opportunity to be heard, etc.)
- Student participated as requested at the Hearing from which the decision is being appealed (i.e., Documented failure to cooperate with the investigation and/or hearing forfeits the student's right to appeal the decision. An accused student must attend his/her hearing even if s/he exercises the right to decline or give a statement or to answer questions.)

If the criteria have not been met, the Appeal Officer will notify the student that his/her appeal has been rejected. If the criteria have been met, the Appeal Officer will promptly schedule a hearing. When possible, hearings will be scheduled within 15 calendar days but should be scheduled for the soonest available date.

- a. Appeals to the Director of Residence Life will consist of a review of the file, additional interviews as necessary, and a hearing with the appealing resident. The Director of Residence Life should examine whether the appealing student has compelling grounds for the appeal and may uphold the decision, reverse the decision, or modify the decision as s/he deems appropriate. The new decision will be issued in writing within 15 calendar days and either sent to the appealing student by certified mail to the appealing student's address of record or hand-delivered with a signed receipt/acknowledgement by the appealing student.
- b. Appeals to the Vice President of Student & Legal Affairs will consist of a review of the file, additional interviews as necessary, and a hearing with the appealing resident. The Vice President of Student & Legal Affairs should examine whether the appealing student has compelling grounds for the appeal and may uphold the decision, reverse the decision, or modify the decision as s/he deems appropriate. The new decision will be issued in writing within 15 calendar days and either sent to the appealing student by certified mail to the appealing student's address of record or hand-delivered with a signed receipt/acknowledgement by the appealing student.
- c. Appeals to the Committee on Student Conduct are more complex.
  - (i) Scheduling: At the beginning of each semester, the Chairs of the Committee will record when members of the Committee are available by consulting the faculty grid and the required applications submitted by student representatives. This information will be provided to the Ombudsman for efficient scheduling. The Ombudsman will notify the appealing student as well as the Committee members of the date, time, and location of the hearing in writing. The Ombudsman may meet with the appealing student prior to the appeal hearing to discuss hearing procedures (if requested by the appealing student) and shall attend the hearing to answer the appealing student's procedural questions during the hearing and to make recommendations to the Committee Chair when disputed issues arise during the hearing.

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- (ii) The Committee Chair will preside over the appeal hearing, resolve any procedural disputes, ensure that the hearing is fair, participate in deliberations, and write the Committee's decision. The other Committee members will hear the evidence and deliberate.
  - (iii) Hearings by the Committee on Student Conduct shall be recorded, and the tape(s) shall be kept with the file by the Chairs in a designated, secure location. No other person may record these proceedings. Additionally, hearings are closed; only the Committee, the appealing student, the Ombudsman, the Vice President, and his/her investigatory aide may be present during the hearing.
  - (iv) The Vice President will address the Committee first, followed by the appealing student. Then, each side may present a summary of his/her position or present witnesses/documents to support his/her position.
  - (v) Witnesses will remain outside the hearing until called; the Ombudsman will assist in bringing witnesses into the hearing. When possible, witnesses will be seated in an area separate from the Vice President and the appealing student. All witnesses (including the Vice President and the appealing student) may be questioned by the Vice President, the appealing student, and/or any member of the Committee; such questioning should be conducted in logical sequence. Either side may present documentary evidence, as well.
  - (vi) Evidentiary rules of court do not apply; however, standard practices of civility apply. No party should interrupt a person who is speaking unless s/he has a valid objection. No party should insult, attack, harass, or intimidate any other person. All parties should remain in their seats unless a demonstration requires otherwise. Anyone who fails to follow these practices may be removed from the hearing and a decision may be made without his/her additional input.
  - (vii) At the conclusion of summaries and/or testimony, the Vice President may provide closing remarks, followed by the appealing student. Following the closing remarks, the hearing is concluded.
  - (viii) Only the Committee members may be present during deliberations. A majority vote dictates the Committee's decision. The Committee should examine whether the appealing student has compelling grounds for the appeal and may uphold the decision, reverse the decision, or modify the decision as it deems appropriate.
  - (ix) The Committee Chair will issue a written decision to the appealing student, copied to the Vice President, within fifteen calendar days. This decision may be sent by certified mail to the appealing student's address of record or hand-delivered with a signed receipt/acknowledgement by the appealing student. The decision will not become public; rather it will be placed in the appealing student's official disciplinary file and subject to the usual FERPA requirements.
- d. Appeals to the President will consist of a review of the file, additional interviews as necessary, and a hearing with the appealing student. The President should examine whether the appealing student has compelling grounds for the appeal and may uphold the decision, reverse the decision, or modify the decision as s/he deems appropriate. The new decision will be issued in writing within 15 calendar days and either sent to the appealing student by certified mail to the appealing student's address of record or hand-delivered with a signed receipt/acknowledgement by the appealing student. Decisions by the President are final.



## SECTION NINE: FERPA

### I. The Family Educational Rights and Privacy Act (FERPA) Policy

(The following policy is applicable to all Allegany College of Maryland faculty and staff)

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student educational records. The law applies to all schools that receive funds from the U.S. Department of Education.

As implied by the title, FERPA requires schools to protect the **privacy** and **access** rights of students regarding their educational records. There are limitations on what information a school may disclose and mandates on when students may inspect, review, and seek to amend their own records.

Since many FERPA terms are broad in nature and can be subject to interpretation, the President's Staff, with input from faculty and staff, has defined these terms as they will pertain to Allegany College of Maryland, and has identified and addressed how all college faculty and staff should respond in certain situations.

#### INSTITUTIONAL DEFINITIONS

Directory information – Directory information is information that **can be** disclosed about a student and includes the following: student name, address, field of study, degree/awards, and full-or part-time status. Address will only be disclosed when circumstances warrant it. This policy adds address to "directory information". (NOTE: The fact that this information **can be disclosed** does **not require** the College to do so.)

Educational record – Education records are all records that are directly related to a student and are maintained by an educational agency, an institution, or a party acting for the agency or institution.

Emergency – Emergency is any incident that poses a health risk or threat of imminent danger, physical violence, or intimidation.

Enrolled student – A student is considered to be "enrolled" once the student has processed the registration forms and the schedule is either provided to the student or made available to him/her online. While *applicant* information is not protected by FERPA, the College will not release it without proper authority.

#### DESIGNATED INSTITUTIONAL CONTACTS

FERPA questions should be directed to the Director of Admissions and Registration. If s/he is unavailable, the Associate Registrar should be the contact. In Pennsylvania, the Coordinator of Academic Services is the contact for both campuses. If necessary, the Vice President of Student and Legal Affairs may be consulted for responses to legal questions.

The Student Services Appeals Committee will hear student complaints and petitions to amend educational records.

### **DISCLOSURE OF STUDENT INFORMATION**

Educational records are “owned” by the student when he/she turns 18 **or** enrolls in college. However, grades may be disclosed to parents of dependent students only after written verification of dependency status has been obtained from the parents; i.e., copy of the 1040 federal tax return or signed release form obtained from the Admissions/ Registration Office.

When an inquiry about a student is made by a faculty/staff member, the person who has the information should disclose that information only after assessing the request and determining its legitimacy as a “need to know.” The “holder” of the information will make that determination.

Student information should not be disclosed over the phone to the students’ family members or others, since one cannot be sure with whom he/she is actually speaking.

### **MAINTENANCE OF STUDENT RECORDS**

Grades, rosters, and disciplinary records are kept indefinitely. All other centralized institutional records should be kept for five (5) years. Individual departments should establish their own policies for the length of time students records are to be kept.

### **ALUMNI**

Educational records of alumni are subject to FERPA regulations. Records of Foundation contributions are public record and may be revealed. Anything that occurs after graduation is considered directory information and, thus, not covered under FERPA.

### **EMERGENCY SITUATIONS and/or DISCLOSURE OF INFORMATION TO LAW ENFORCEMENT**

Information regarding health/safety emergencies may be disclosed without consent, with *emergency* being defined as stated above.

In the event of an on-campus emergency,\* the College may call the emergency contact, as this information is provided at registration time.

\*Or emergency that occurs off-campus during/associated with a college-sponsored activity.

If a crime or threatening situation occurs on campus, (eg., fight or breaking and entering) *and* a College employee calls the authorities or agrees with a non-employee’s decision to call the authorities, then the College will provide requested information to the police. Requests for information will be honored within 24-hours of the call. If the investigation is on-going, requiring longer than a 24-hour period, then the concern is not as urgent, and the College will not release student information without a properly issued subpoena or court order.

If a law officer comes to the campus to locate a student, the officer must present a subpoena to the Director of Admissions/Registration or designee, **if** the incident for which he is seeking the student occurred off-campus and/or **is not** an emergency to us (see *emergency* definition above).

Approved 3/06

## **POLICY STATEMENT ON THE RELEASE AND CONFIDENTIALITY OF STUDENT RECORDS**

Allegany College of Maryland affirms that a student's official educational records are confidential matters. The College adheres to the Family Educational Rights and Privacy Act regarding inspection, release or disclosure, and providing an opportunity to correct entries. The College's Policy is set forth in full in the Academic Information section of the annual catalog, and students are encouraged to familiarize themselves with all aspects of their privacy rights and responsibilities. In brief, the Family Educational Rights and Privacy Act and the College Policy provide students the right to:

- Inspect and obtain copies of information contained in their education records.
- Prevent disclosure of "directory information," such as name, address, major field of study, etc.
- Have educational records treated as confidential.
- Challenge the contents of educational records.
- File complaints with the U.S. Department of Education concerning alleged failures of Allegany College of Maryland to comply with the law.
- Obtain a copy from the Allegany College of Maryland's Registration Office.

### **Procedures for Students to Review Their Academic Record**

Any student of Allegany College of Maryland who wishes to review their academic record may do so according to the following procedure:

- Step 1 - Obtain the "Request to Review Permanent File" available from the Registration Office.
- Step 2 - Complete the form indicating the specific materials to be reviewed and return the completed form to the Registration Office.
- Step 3 - Once the request is filed, the student will be notified in writing within thirty (30) days of a time and date the file may be reviewed.
- Step 4 - The student will review the file with the Director of Admissions & Registration.

It should be noted that students may obtain a student copy of their transcript at any time by filing a request with the Registration Office.

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records - including your Social Security Number, grades, or other private information - may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State authority to evaluate a federal--or state supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.



## **SECTION TEN: COMMON QUESTIONS ABOUT ACM**

### **Questions Relating to Academics**

1. What does it mean to be a full time student?

Students are considered to be “full time” if they enroll in twelve or more credit hours a semester. (Section N of the Academic Regulations.) Students taking fewer than 12 credit hours in a semester are classified as “part time.” Full time classification may be important for various types of insurance for students who are financially dependent upon parents or others.

2. What is a credit hour?

The credit hour is an academic unit of measure to determine the relative value and difficulty of different courses, and is determined on the basis of how much time a student spends in class. For lecture courses, each credit hour means a student will spend 50 minutes per week in class during a 15-week semester. Laboratory, clinic, and physical education courses are based upon a different calculation.

For example, if you are enrolled in a three-credit hour, lecture course, you will spend 150 minutes or 2.5 hours per week in the class for a 15-week semester.

3. What is a program of study?

A program of study (sometimes called a major) is a program of study leading to a degree or certificate. Completion of the courses in a particular program of study is one of the requirements for graduation. The College Catalog lists various programs of study in different majors or areas of emphasis consisting of specific courses and electives.

4. How much time must I spend for a course in addition to time spent in the classroom (homework, class preparation, etc.)?

Study skills experts advise students should spend two hours in outside work for every hour spent in the classroom. Therefore, students enrolled in 12 credit hours will be spending 24 hours in study outside the classroom for their courses. However, it is important to realize that courses vary in both the degree of difficulty and the policies of the instructor.

5. Does the College have an attendance policy?

Yes. The attendance policy is found at Section U of the Academic Regulations. Individual instructors may vary from the general expectation that students attend every class session except in cases of emergency. Instructors may drop or withdraw a student from a course when they believe that student cannot successfully complete the course in the time remaining.

6. How do I interpret my grade report?

The meaning of letter grades received in both mid-semester and final grade reports can be found in Section H of the Academic Regulations.



7. What grades are assigned if I stop coming to classes during a semester or summer term?  
 Nonattendance may result in “F” grades being recorded in any or all courses in which the student is enrolled. Under certain circumstances, “F” grades can be avoided by following withdrawal procedures set forth in Section R of the Academic Regulations. Students are encouraged to follow withdrawal procedures to avoid the academic penalty of “F” grades should the student resume an educational program.

8. What is a quality point on my grade report?  
 At the end of each semester or summer term, you will be given a letter grade by your instructor for each course in which you’re enrolled. Each letter grade is worth so many “quality points” per semester hour. The quality points assigned for letter grades are explained in Section H of the Academic Regulations.

Since “A” work is of higher quality than “B” through “F” work, the “A” carries more quality points. Each quality point value is multiplied by the credit hours for the course. Example: Attaining a “C” in English 101, a three-credit course, earns two quality points per credit hour, or a total of six quality points for the class.

9. How do I compute my semester quality point average?  
 Academic performance for a semester or term is expressed as quality point average or grade point average. The semester or term quality point average (QPA) will be computed by the College and will appear on your grade report and transcript. In general, it is calculated by determining the quality points for each course (quality points earned via the grade assigned by the instructor times the number of credit hours of the course); adding the quality points for each course and then dividing by the number of credit hours taken during that semester or term. Complete information about quality point averages can be found in Section J of the Academic Regulations. An example calculation for a 17 credit hour semester follows:

	Semester Hours	Grade	Quality Points of Grade	# of Quality Points per Course <small>(col. 1 x col. 3)</small>
English	3	A	4	12
History 103	3	F	0	0
Automotive Technology 101	4	B	3	12
Automotive Technology 102	4	C	2	8
Physical Education 105	1	D	1	1
Automotive Technology 105	2	A	4	8
<b>TOTAL</b>	<b>17</b>			<b>41</b>

Compute the semester quality point average by dividing the total number of quality points for all courses by the total number of semester hours. Therefore, in the example above:

$$\text{Semester quality point average} = \frac{41}{17} = 2.4117 \text{ or } 2.41 \text{ (to the nearest hundredth)}$$

## **Section Ten: Common Questions About ACM**

10. What is the difference between semester quality point average and cumulative quality point average?  
At the end of each semester or term, your grade report will show two types of quality point or grade point averages: the semester quality point average and the cumulative grade point average. If this is your first semester at Allegany College of Maryland, the semester and cumulative quality point average will be the same.

A semester quality point average, or grade point average, is the total number of quality points earned in a semester divided by the total of credit hours attempted.

A cumulative quality point average is the total number of quality points earned in all semesters or terms attended divided by the total number of credit hours attempted in all semesters or terms of attendance.

11. What academic honors and programs exist for outstanding students?  
Allegany College of Maryland recognizes high academic performance in a given semester by the designation of Dean's List and Honors List. Explained in Section J of the Academic Regulations, these designations are determined by the quality point or grade point average for each semester.

The College also recognizes high academic performance upon graduation with a degree or certificate with designations of summa cum laude; magna cum laude, and cum laude. The grade point average qualification for each of these designations is explained in Section G of the Academic Regulations.

The College has an Honors Program for students who have demonstrated outstanding academic achievement. Honors courses, seminars, field trips, conferences and other special activities are offered, and certain fees are waived for Honors Program participants. Applicants must have a 3.50 cumulative high school grade point average (on a four point scale) or a 3.25 cumulative grade point average in at least 12 credit hours of college courses. Both part-time and full-time students are eligible.

Students completing 12 credit hours in a degree program with a 3.50 cumulative grade point average are eligible for membership in Allegany College of Maryland's chapter of Phi Theta Kappa, national honor society.

12. When is a student placed on academic probation or suspended academically?  
Students are expected to maintain a quality point or grade point average that will indicate a level of achievement that qualifies them for graduation when other requirements are met. Sections K, L, and M of the Academic Regulations explain the conditions for being placed on academic probation or suspension for poor scholarship and the consequences of each.

13. What is a prerequisite?  
A prerequisite is a course which is basic to others which follow in a given discipline or department. A course for which there is a prerequisite cannot be taken until the prerequisite is satisfactorily completed.

Example: General Biology I is a "prerequisite" for General Biology II, and a student cannot enroll in General Biology II without having passed General Biology I.

Prerequisites are designated in the course descriptions of the College Catalog. Be sure to check the Catalog before putting together a schedule of classes.

14. What is an elective?

The designation of “elective” in a curriculum means that the student may make a choice. If the curriculum or major lists just the word “elective,” it means that the student may select any course or courses which equal the required number of credit hours. If the curriculum or major lists the word “elective” followed by a designation such as social science, humanities, natural science, or other restriction, the choice is limited to courses fitting the designation.

Lists of courses which will satisfy restrictions such as arts and humanities, mathematics and biological/physical sciences, physical activities, English composition, social and behavioral sciences, and interdisciplinary and emerging issues may be found in the College catalog.

15. What are the minimum requirements for graduation?

Students who complete the course requirements set forth in a curriculum or major may be eligible for graduation. (The College also offers letters of recognition.) But, eligibility for graduation entails more than mere completion of a list of courses in a curriculum or major. Even an overdue library book with an unpaid fine can keep a student from graduating. A complete listing of graduation requirements can be found in Section F of the Academic Regulations. Regulation F4 explains the graduation application process.

16. What is the role of an academic advisor?

Allegany College of Maryland has a program of academic advising designed to ensure that the student is aware of the comprehensive educational opportunities offered, and that they acquire the knowledge and skills needed for continued studies or entry into a career field. Students are assigned an academic advisor who is familiar with the academic information necessary for that student to successfully reach educational goals. “Proxy advisors” are available in the Admissions Office during periods of time when school is not in session. Though students remain ultimately responsible for meeting graduation requirements, students are encouraged to consult with their academic advisor as part of the registration process for each semester or term.

Academic advisors can also provide information about College resources and programs and career fields and can answer general questions about College policies and protocols.

17. What do I do if an instructor does not show up for class?

If an instructor does not appear in class within ten minutes after the scheduled starting time, a member of the class should go to the instructor’s office. If the instructor is not in his/her office, a student should go to Vice President of Instructional Affairs’ Office on the main campus or to the Student Services Office on either of the Pennsylvania campuses. If the instructor cannot be located by these methods, students may consider the class cancelled.

18. Do I need to let the College know if I change my address or phone number?

Yes. Students should take immediate steps to notify the Registration Office at any campus of changes in local or permanent address changes, telephone number changes, and e-mail address changes. The College’s registration data system is used by instructors to contact students and by various administrative units of the College for mail, including grade and other academic reports.

## **Questions Relating to Student Life**

19. Is there health insurance available to students?

Yes. The Business Office selects a health insurance program designed especially for College students who need major medical coverage. Complete details are provided in a brochure available from the Cashier's desk at any campus of the College. Students who desire to participate make arrangements directly with the insurance provider.

20. Where can students access health care in Cumberland?

The Office of Student and Legal Affairs maintains a list of local medical providers, including hospitals, clinics, and more.

The emergency telephone number for any injury or illness requiring ambulance assistance from any Allegany College of Maryland campus is 911. (See also Student Counseling Services listed in this Handbook.)

21. What services are available to students from the Dental Hygiene Department?

Low cost dental hygiene care is available for Allegany College of Maryland students at the main campus dental hygiene clinic. The cost is \$5.00 with a current College ID card. Dental hygiene students perform the services, directly supervised by licensed dentists and dental hygiene instructors. Services include medical and dental history, oral inspection to include cancer screening, blood pressure evaluation, cleaning of teeth, fluoride therapy, and individualized instruction on self-care of teeth and gums and nutrition, and dental X-rays. All students are encouraged to utilize this service.

Appointments are necessary. Contact the Dental Hygiene Department in the Allied Health Building at 301-784-5540.

22. How do I obtain a locker on the main campus?

Student lockers are located in three buildings on the main campus: College Center, Humanities, and Science. Students should inquire at the Office of Student Life in the College Center Building (C-40).

Lockers are reassigned during the fall semester of each year on a first-come, first-serve basis. Returning students may request the same locker for a second year by notifying the Office of Student Life at the end of the spring semester. There is no charge for lockers.

At the end of the Spring semester, please remove all of your belongings and your lock from the locker. All lockers will be completely emptied prior to the start of each fall semester. Items left in the locker as of the end of the summer semester will be discarded. ACM assumes no responsibility for personal property or identifying information abandoned in the locker.

23. Can students cash personal checks on campus?

Yes. Students may write a personal check for up to \$15.00, and have it cashed at a cashier's desk at the main campus only. Two-party checks are not accepted. Personal checks are not accepted during the last month of any semester, or during summer term.

Students should note there is a fee for all dishonored ("bad") checks.

24. Is there public transportation available for the main campus?

The Allegany County Transit Authority (ATA) provides bus service to the main campus Monday through Friday. Schedules are available in the Student and Legal Affairs Office (C-128) or by calling the ATA at 301-722-6360.

Several taxi companies serve the greater Cumberland area and these can be contacted by telephone.

25. Are childcare services available to main campus students?

Yes. Please see the information on the main campus Campus Kids Child Care Center on page 31 of this Handbook.

26. How can I keep informed about the College after I graduate or transfer?

The Allegany College of Maryland Alumni Association strives to stimulate alumni interest, involvement and participation in the programs and activities of the College. Membership in the Alumni Association is open to all students who have completed one credit or non-credit class, as well as graduates. The business of the Association is managed by a Board of Directors and they meet regularly throughout the year. The annual business meeting of the Association is open to all members.

27. What services are available to students from the Therapeutic Massage Program?

All students are eligible to receive a one-hour massage per semester from the therapeutic massage student clinic. The cost is \$10. The therapeutic massage students offer relaxing Swedish massage, deep tissue massage, myofascial release work, as well as Reiki. Modalities vary depending on the semester. Appointments are necessary. Contact the Therapeutic Massage student clinic in the Allied Health Building in room AH 154A or by phone at 301-784-5598. Students are encouraged to utilize this service.

28. What services are available to non-traditional students?

Non-traditional students are encouraged to contact The Turning Point Program at 301-784-5610.



## SECTION ELEVEN: NAVIGATING ACM

### I. Directories

#### A. Directory of Student Services Personnel

<u>Service</u>	<u>Contact Person/Title/College Location</u>
Student & Legal Affairs .....	Dr. B. Renee Conner Vice President of Student & Legal Affairs College Center Bldg. (C-128) 301-784-5206
General College Information .....	Information Center Continuing Education Building 301-784-5005
Admissions .....	Ms. Cathy Nolan Director of Admissions and Registration College Center Bldg. (C-127) 301-784-5199
	Ms. Marianne Shedlock Coordinator of Academic Services for PA Campuses Bedford 814-652-9528 Somerset 814-445-9848
Adult Transition Services .....	Ms. Wilma Kerns Coordinator, Adult Transition Turning Point Center 301-784-5234
Bookstore .....	Ms. Karen Delaney Bookstore Manager College Campus Store 301-784-5349
Business Office .....	Ms. Terri Smith Business Office Manager College Center Bldg. 301-784-5226

<u>Service</u>	<u>Contact Person/Title/College Location</u>
Cafeteria .....	Mr. Derrick Rennix Cafeteria Manager College Center Bldg. 301-784-5335
Career Advising.....	Ms. Juanita Andrews Student Success Center Humanities Bldg. (H-58C) 301-784-5235
Career Exploration - Bedford County Campus.....	Ms. Robin Swindell Director of Student Services 814-652-9528, ext 6202
Career Exploration - Somerset County Campus .....	Ms. Deb Hoover Director of Student Services 814-445-9848, ext 6106
Child Care (Campus Kids) .....	Ms. Michelle Merrill Child Care Center Manager College Center Bldg. (C-12) 301-784-5236
Counseling Program (Students) .....	Student & Legal Affairs College Center Bldg. (C-128) Appalachian Behavioral Health Center 301-724-7277 WMHS Behavioral Health Services 240-964-8585
Disability Services.....	Dr. June Bracken Coordinator of Disability Services Humanities Bldg. (H-52) 301-784-5112
Diversity Center .....	Ms. Erin Yokum Director of Student Life College Center Building (C-19) 301-784-5205
Financial Aid.....	Ms. Vicki Smith Director of Student Financial Aid College Center Bldg. (C-133) 301-784-5213
Foundation (Cumberland Campus) .....	Ms. Linda A. Price Vice President of Advancement and Enrollment Management Advancement Office 301-784-5200
Foundation (Bedford Co. Campus) .....	Ms. Tina Imes Contact Person 814-652-9528, ext. 6224

**Section Eleven: Navigating ACM**

<u>Service</u>	<u>Contact Person/Title/College Location</u>
Foundation (Somerset Co. Campus).....	Ms. Brianna Livingston Contact Person 814-445-9848, ext. 6131
Graduation .....	Ms. Jennifer Engelbach Associate Registrar Registration Office College Center Bldg. (C-145) 301-784-5203
Health Programs .....	Ms. Mary Y. Hartman Coordinator of Admissions Counseling & Academic Advising College Center Bldg. (C-126) 301-784-5204
Library.....	Mr. Robert Baldwin Director of Learning Resources Library Building 301-784-5268
	Ms. Andrea Sleek Librarian for PA Campuses 814-445-9848, ext. 6118
Pathways For Success (TRIO/SSS).....	Ms. Rhonda Schwinabart Director Humanities Bldg. (H-57) 301-784-5630
	Ms. Laurie Garris Advisement Counselor Humanities Bldg. (H-57) 301-784-5630
	Mr. Matt Stucky Professional Math Tutor Humanities Bldg. (H-57) 301-784-5630
	Mrs. Debby Hardinger Office Manager Humanities Bldg. (H-57) 301-784-5630
Photo IDs .....	Ms. Erin Yokum Director of Student Life College Center Building (C-19) 301-784-5205



<b><u>Service</u></b>	<b><u>Contact Person/Title/College Location</u></b>
Public Relations .....	Ms. Shauna McQuade Director of Public Relations and Student Recruitment Advancement Office 301-784-5154
Registration/Records .....	Ms. Lisa Wilson Records Manager Registration Office College Center Bldg. (C-146) 301-784-5345
Residency Change.....	Office of Student & Legal Affairs College Center Bldg. (C-128) 301-784-5206
Security.....	Mr. John Morley Coordinator of Security College Center Bldg. (C-160) 301-784-5555
Student Housing .....	Mr. George Pierce Director of Residence Life 301-784-5638 (Willowbrook Woods Club House)
	Mr. Gerry Geil Area Coordinator for Student Housing College Center Bldg. (C-19-20) 301-784-5368
	Business Manager College Center Bldg. (C-169) 301-784-5206
Student Life .....	Ms. Erin Yokum Director of Student Life College Center Bldg. (C-40) 301-784-5205
Student Government & Clubs .....	Ms. Erin Yokum Director of Student Life College Center Bldg. (C-40) 301-784-5205
Student Lockers.....	Ms. Erin Yokum Director of Student Life College Center Bldg. (C-40) 301-784-5205

**Section Eleven: Navigating ACM**

<u>Service</u>	<u>Contact Person/Title/College Location</u>
Student Service Appeals .....	Office of Student & Legal Affairs College Center Bldg. (C-128) 301-784-5206
Student Services (Bedford County Campus).....	Ms. Robin Swindell Director of Student Services 814-652-9528, ext. 6202
Student Services (Somerset County Campus).....	Ms. Deb Hoover Director of Student Services 814-445-9848, ext. 6106
Student Success Center .....	Mr. William Devlin Director of Student Success Center Humanities Bldg. (H-58B) 301-784-5551
Testing Services.....	Ms. Juanita Andrews Coordinator of Testing Services Humanities Bldg. (H-58C) 301-784-5235
Transfer Advising (Cumberland Campus).....	Mr. William Devlin Director of Student Success Center Humanities Bldg. (H-58B) 301-784-5551
Tutoring.....	Mr. William Devlin Director of Student Success Center Humanities Bldg. (H-58B) 301-784-5551
Vending.....	Ms. Charlotte Lapp Vending Manager College Center Bldg. 301-784-5175
Veterans Affairs .....	Ms. Jennifer Engelbach Veteran’s Coordinator Registration Office College Center Bldg. (C-127) 301-784-5203

**B. Directory of Instructional Department Heads**

<u>Person</u>	<u>Title and College Location</u>
Ms. Fran Leibfreid .....	Interim Vice President of Instructional Affairs Humanities Bldg. (H-1) 301-784-5288
Mr. Robert Baldwin .....	Director, Learning Resources Library Bldg. 301-784-5268

<b><u>Person</u></b>	<b><u>Title and College Location</u></b>
Dr. Thomas Behrendt.....	Coordinator, Political Science/Paralegal Humanities Building (H-17) 301-784-5300
Dr. June Bracken .....	Director, Developmental Education/Disabilities Humanities Building (H-52) 301-784-5112
Ms. Maureen Brown .....	Director, Teacher Education Humanities Bldg. (H-8) 301-784-5362
Ms. Debbie Costello .....	Acting Director, Nursing Programs/Legal Nurse Allied Health Bldg. (A-218) 301-784-5574
Ms. Pam Deering.....	Director, Instructional Technologies and Multimedia Services Technology Bldg. (T-28) 301-784-5314
Mr. Terry Feck .....	Coordinator, Communication Arts Technology Technology Bldg. (T-28) 301-784-5330
Ms. Debra Frank .....	Director, School of Hospitality, Tourism, and Culinary Arts/Gateway Center 112 Baltimore Street, Cumberland, Maryland 301-784-5411
Ms. Jenna Gallion .....	Chair, Division of Humanities Humanities Bldg. (H-39) 301-784-5239
Ms. Cheryl Gilton .....	Director, Special Health Initiatives & Transitional Services Allied Health Bldg. (AH-121) 301-784-5527
Mr. Kurt Hoffman .....	Chair, Behavior and Social Sciences Humanities Bldg. (H-15) 301-784-5113
Ms. Lisa Hoston .....	Coordinator, Criminal Justice Humanities Building (H-21) 301-784-5172
Ms. Peggy Hughes.....	Director, Office Technologies/Medical Assistant Program/Technology Bldg. (T-124) 301-784-5319

**Section Eleven: Navigating ACM**

<u>Person</u>	<u>Title and College Location</u>
Ms. Robin Imgrund .....	Coordinator, Business Administration, PA Campuses Bedford County Campus 814-652-9528, ext. 6209 Somerset County Campus 814-445-9848, ext. 6112
Ms. Paula K. Jilanis .....	Director, Therapeutic Massage Allied Health Bldg. (AH-124) 301-784-5191
Mr. Robert D. Kirk.....	Chair, Division of Physical Education Physical Education Bldg. (G-164) 301-784-5264
Ms. Cathy Kline.....	Director, Radiologic Technology Allied Health Bldg. (AH-224) 301-784-5560
Mr. Ron Krug.....	Coordinator, Business Administration, Cumberland Campus Technologies Building (T-134) 301-784-5123
Mr. Joshua Leibfreid .....	Coordinator, Golf Management Physical Education Bldg. (G-170) 301-784-5274
Mr. Dennis McKenzie .....	Director, Automotive Technology Program Automotive Tech. Bldg. (A-10) 301-784-5150
Mr. Tom Melvin.....	Coordinator, Computer Science and Technology, Cumberland Campus Technology Bldg. (T-165) 301-784-5332
Ms. Janet Murray .....	Coordinator, Instructional Technologies Technologies Building (T-28) 301-784-5376
Mr. Steve Resh .....	Coordinator, Forestry Programs Technology Bldg. (T-127) 301-784-5307
Dr. William Rocks.....	Director, Respiratory Therapist Program Facilitator, Institute for Leadership Development Allied Health Bldg. (A-105) 301-784-5522
Ms. Stacey Rohrbaugh.....	Director, Medical Laboratory Technology - Biotechnology Program Allied Health Bldg. (AH-249) 301-784-5547

<b><u>Person</u></b>	<b><u>Title and College Location</u></b>
Mr. David Sanford .....	Coordinator, Culinary Arts Director of Food Services/Gateway Center 112 Baltimore Street, Cumberland, Maryland 301-784-5412
Dr. Karin Savage .....	Director, Physical Therapist Assistant Program Allied Health Bldg. (A-233) 301-784-5535
Dr. Mark Shore .....	Chair, Mathematics and Engineering Humanities Bldg. (H-30) 301-784-5371
Ms. Kristi Smith .....	Coordinator, Computer Science and Technology, PA Campuses Bedford County Campus 814-652-9528, ext. 6220 Somerset County Campus 814-445-9848, ext. 6108
Dr. Rae Ann Smith .....	Director, Occupational Therapy Assistant Program Allied Health Bldg. (A-236) 301-784-5536
Ms. Cherie Snyder .....	Coordinator, Human Service Associate Allied Health Bldg. (AH-244) 301-784-5556
Dr. David Stickler .....	Chair, Division of Forestry and Science Science Bldg. (S-51) 301-784-5256
Ms. Cathy Wakefield .....	Director, Dental Hygiene Allied Health Bldg. (A-141) 301-784-5543

## **C. Pennsylvania Campuses Information - Services Offered Students**

Dr. James Snider  
Vice President of Pennsylvania Campuses

Mrs. Bobbie Cameron  
Administrative Assistant to the Vice President of Pennsylvania Campuses

Dr. Dennis M. Afton,  
Dean of Early College and Instructional Support

Dr. Barbara Zuchelli  
Dean and COO for Pennsylvania Campuses

### **Bedford County Campus**

Robin Swindell, Director of Student Services  
Denise Bouch, Site Coordinator and Student Council Advisor  
Marianne Shedlock, Coordinator for Academic Services for PA Campuses  
Mary Ann Clark, Office Assistant, Student Services and Instructional Affairs  
Tina Imes, Office Assistant, Student Services/Foundation  
Derek Young, PA Campuses Coordinator of Financial Aid

### **Somerset County Campus**

Deb Hoover, Director of Student Services  
Marianne Shedlock, Coordinator for Academic Services for PA Campuses  
Brianna Livingston, Office Assistant, Student Services/Foundation  
Tiffany Boone, Office Assistant, Early College and Curriculum Support  
Suzanne Kelly, Office Assistant  
Mollie Walker, Office Assistant, Student Services and Instructional Affairs  
Derek Young, PA Campuses Coordinator of Financial Aid

### **Career Advising**

Bedford County Campus: Student Services Office	814-652-9528, ext. 6202
Somerset County Campus: Student Services Office	814-445-9848, ext. 6106

### **Transfer Information**

Bedford County Campus: Student Services Office	814-652-9528, ext. 6202
Somerset County Campus: Student Services Office	814-445-9848, ext. 6106

### **Scholarships**

Bedford County Campus: Student Services Office	814-652-9528, ext. 6224
Somerset County Campus: Student Services Office	814-445-9848, ext. 6131

**Sources of Information in Your Community**

**Bedford County Campus**

18 North River Lane  
Everett, PA 15537-1403  
814-652-9528  
FAX Number 814-652-9775

The Bedford County Campus is located on North River Lane adjacent to Everett Area High School. ACM's Technical Campus is located at the Bedford County Technical Center and houses the College's Nursing Program and lab science courses in addition to being the location for many technology courses. Office hours are Monday through Friday from 8:30 a.m. - 4:30 p.m. (Labor Day to Memorial Day) and 8:00 a.m. - 4:00 p.m. (Memorial Day to Labor Day). Evening hours are until 6:00 p.m. on Mondays thru Thursdays when classes are in session.

Services available at the Bedford County Campus include book sales, admissions/registration, advising, disability services, veteran affairs, and financial aid. The Bedford County Campus Library, located in the new addition, contains a book collection, a small magazine collection, and a small newspaper collection. At the center of the library are ten computers that give access to the library on-line catalog, the internet, Microsoft Office 2010 programs, and all of the online databases and electronic resources. There are 2,220 titles and VCR tapes and over nineteen other publications available.

Electronic resources available at the Pennsylvania Campuses include many different databases, electronic resources and eBooks. These databases contain hundreds of thousands of full-text articles and are a great research tool for students and faculty. Training on the databases and electronic resources is available from the librarians.

Library hours are posted on the College library website and library door.

**Somerset County Campus**

6022 Glades Pike, Suite 100  
Somerset, PA 15501-4300  
814-445-9848  
FAX Number 814-445-8132

The Somerset County Campus is located east of Somerset on Route 31. The Somerset County Library is located in Founders Hall on the campus. A new facility, Partners Hall, was recently added to the campus complex expanding facilities for health, science, technology, and agriculture. This facility also houses offices of Penn State Cooperative - Somerset, United States Department of Agriculture (USDA), and the Somerset County Conservation District.

Office hours are Monday through Friday from 8:00 a.m. - 4:00 p.m. (Memorial Day to Labor Day) and 8:30 a.m. - 4:30 p.m. (Labor Day to Memorial Day). Evening hours are available as needed.

Services available at the Somerset County Campus include admissions/registration, transfer and career advising, book sales, disability services, veteran affairs, placement assessment, tutoring, and resume writing. Through the Student Services Office, mini-transfer days are scheduled throughout the academic semester.

Electronic resources available at the Somerset County Campus include the college's online databases, electronic resources, eBooks, and access to the Pennsylvania Power Library. These databases contain hundreds of thousands of full-text articles and are a great research tool for students and faculty. Training on the databases, electronic resources, and Pennsylvania Power Library is available from the librarians.

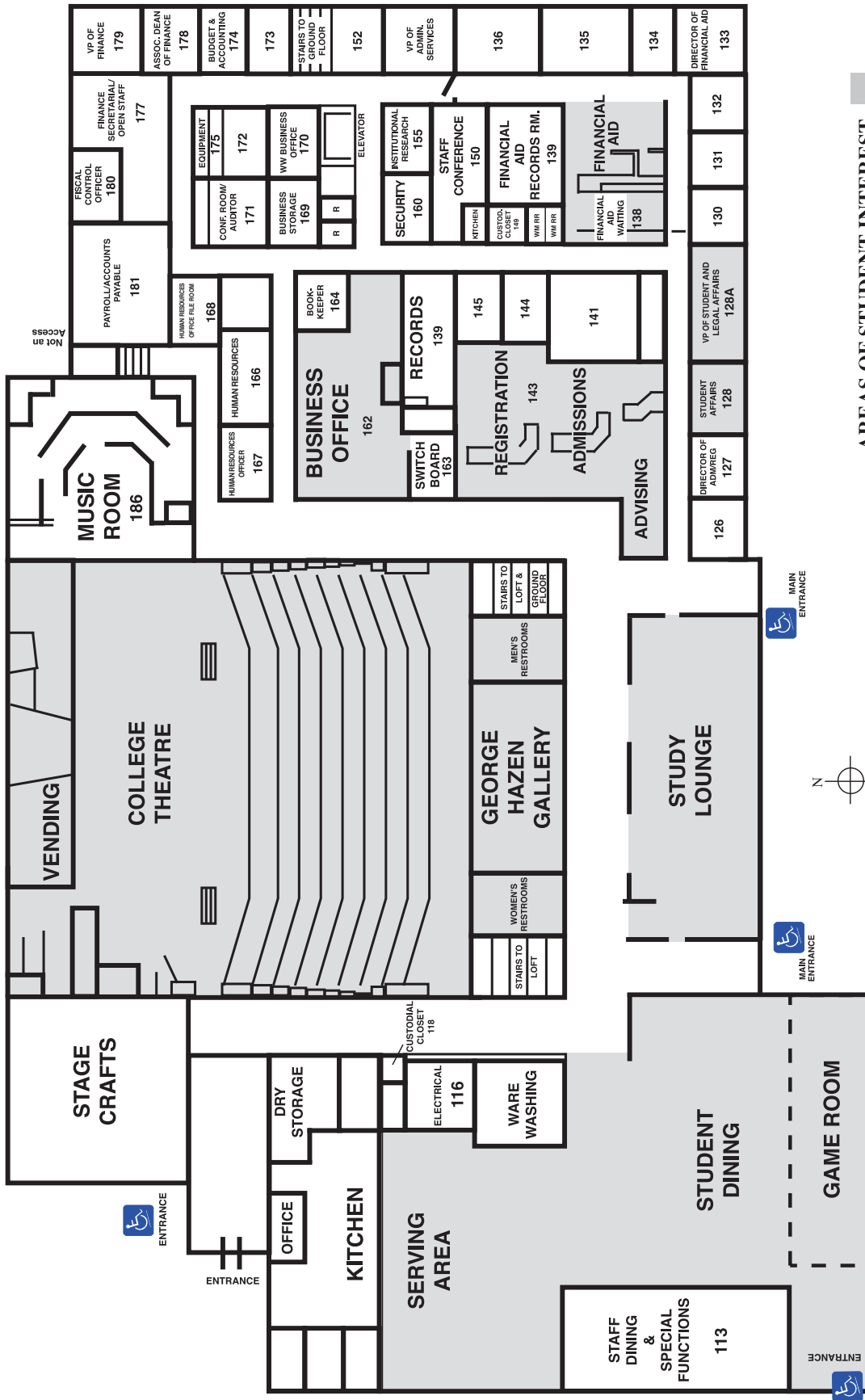
Library services are provided by the Somerset County Public Library and Allegany College of Maryland; hours are posted on the College library website and on the Library door.

The phone number for the Somerset County Campus Library is 814-445-5907.

In addition, there are six computers available in the Somerset County Campus Library that provide easy access to the College's computerized library resources.

## II. Floorplans

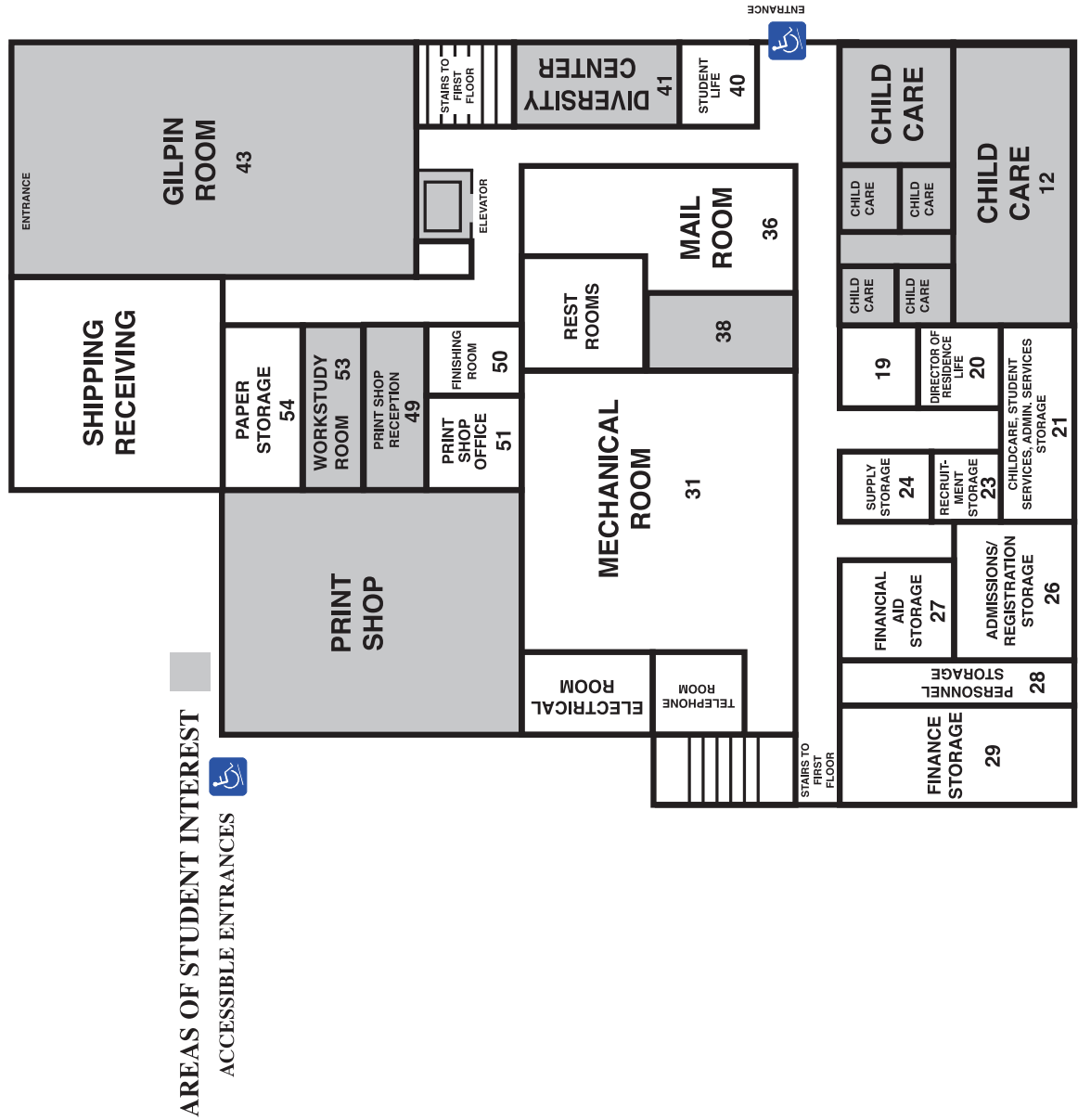
### College Center - Main Level



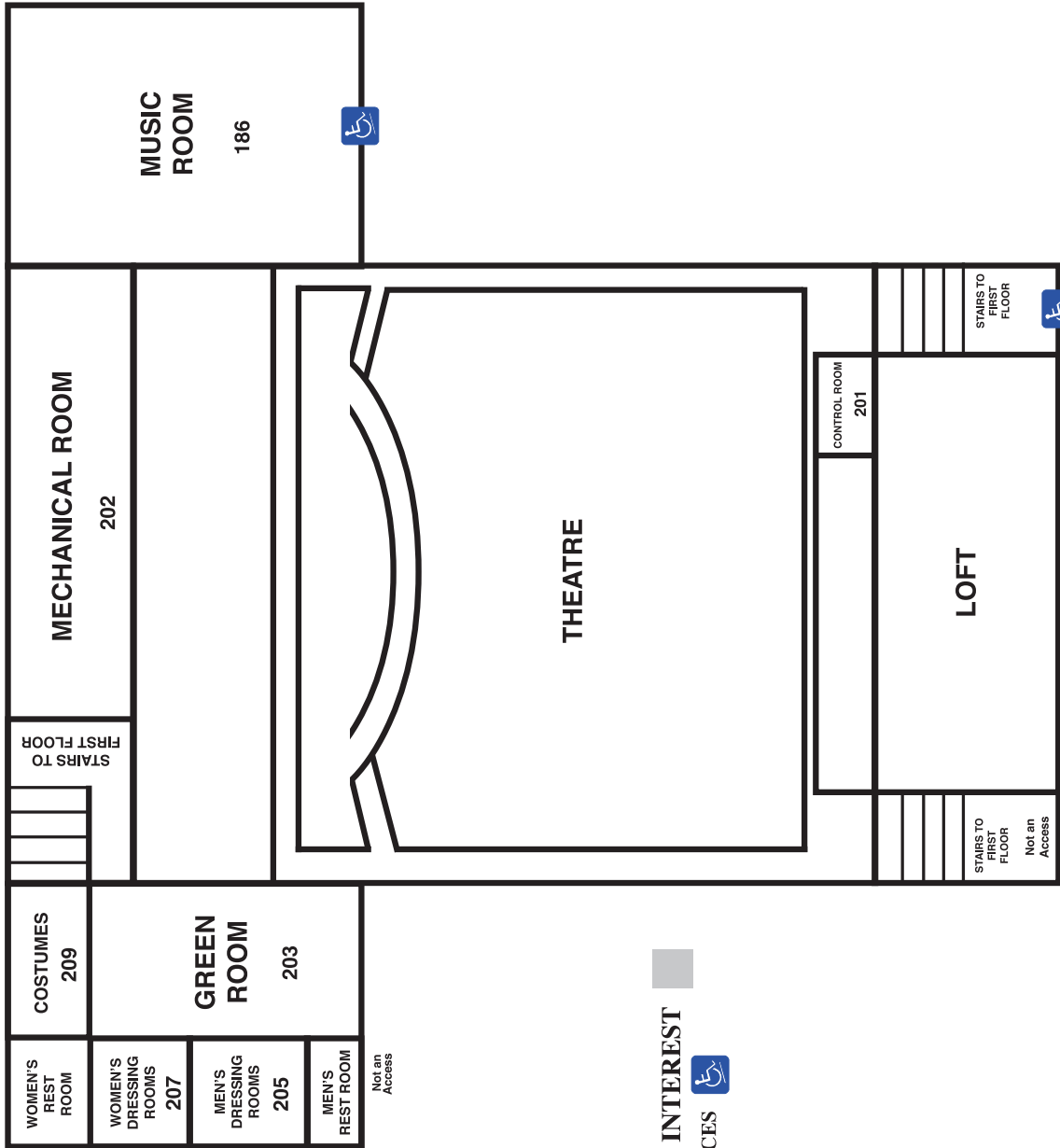
AREAS OF STUDENT INTEREST  
ACCESSIBLE ENTRANCES



*College Center - Ground Floor*

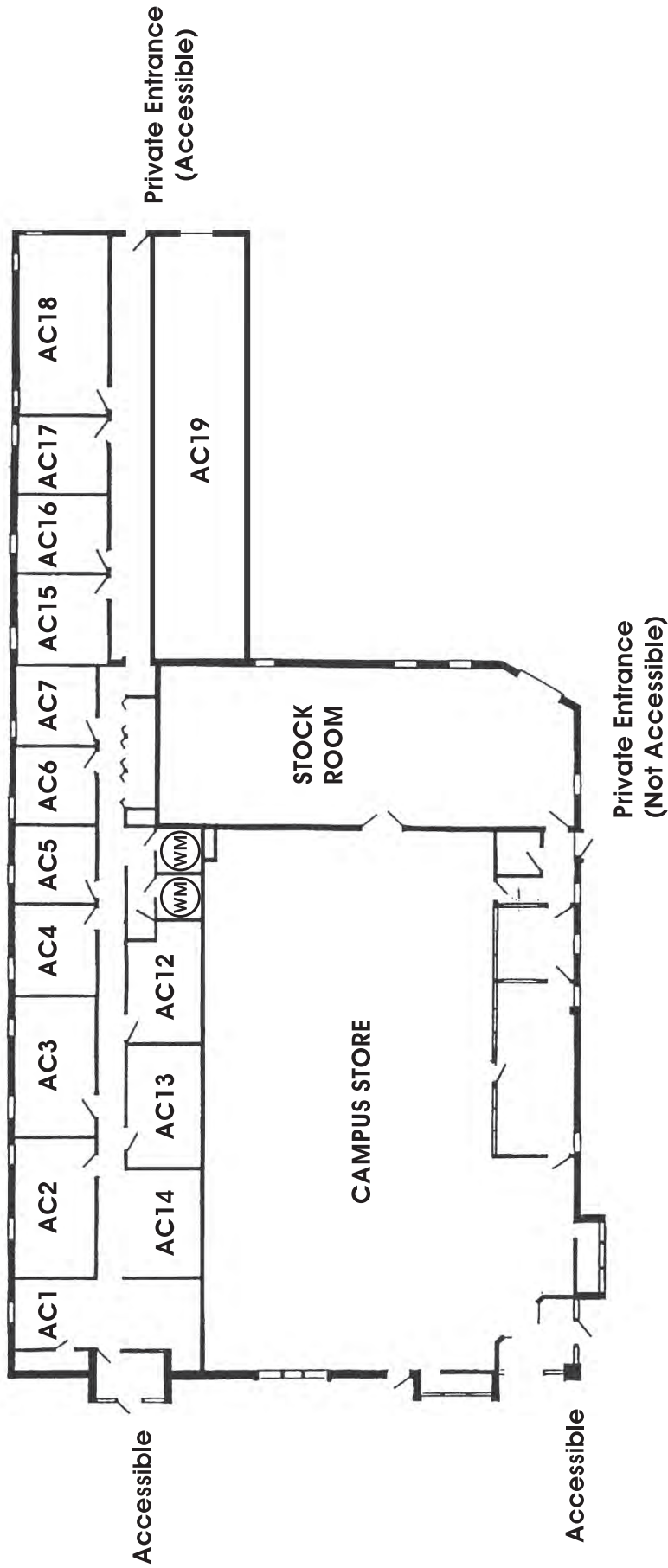


*College Center - Loft*



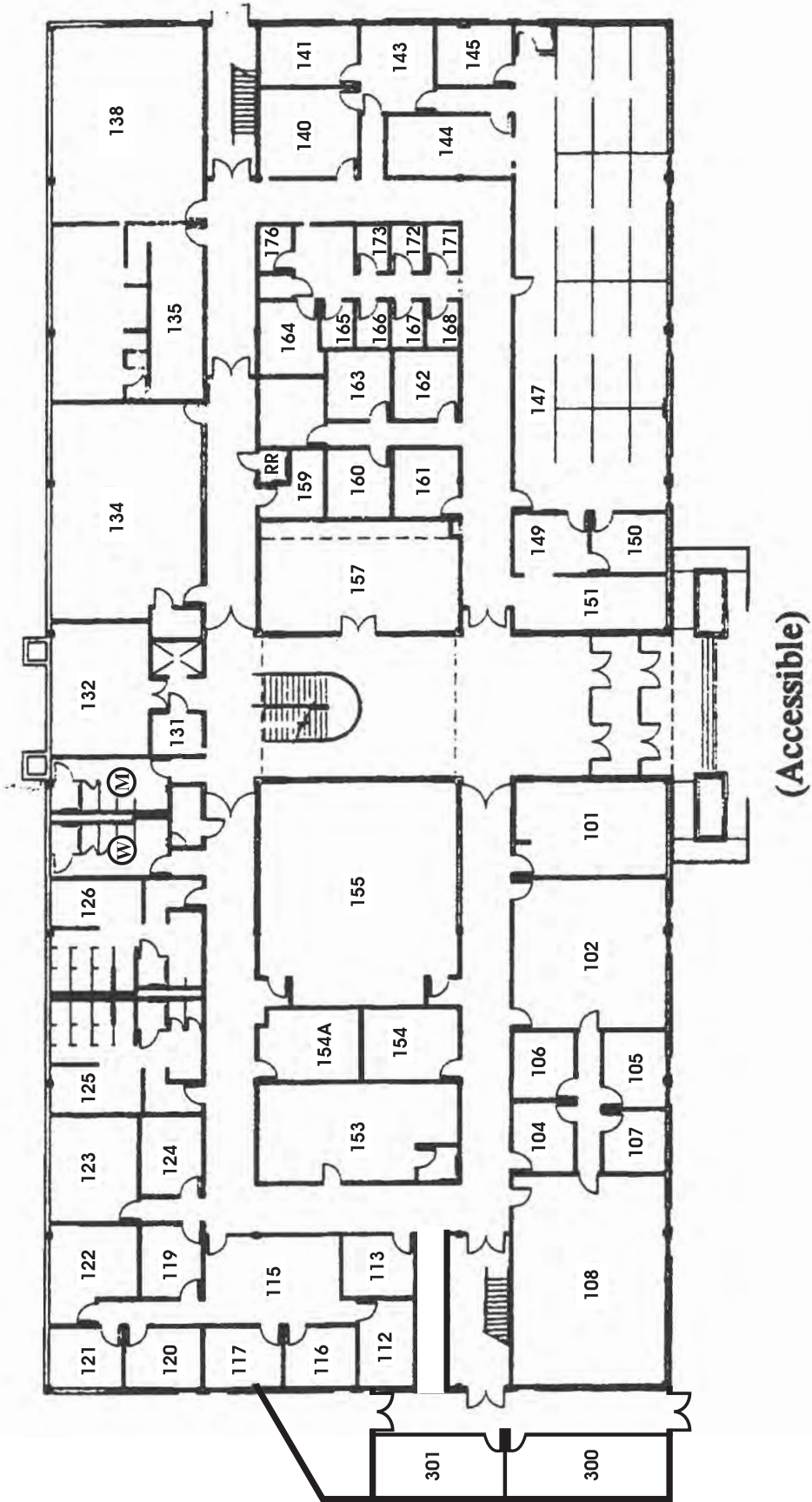
AREAS OF STUDENT INTEREST  
 ACCESSIBLE ENTRANCES

*Advancement/Campus Bookstore*



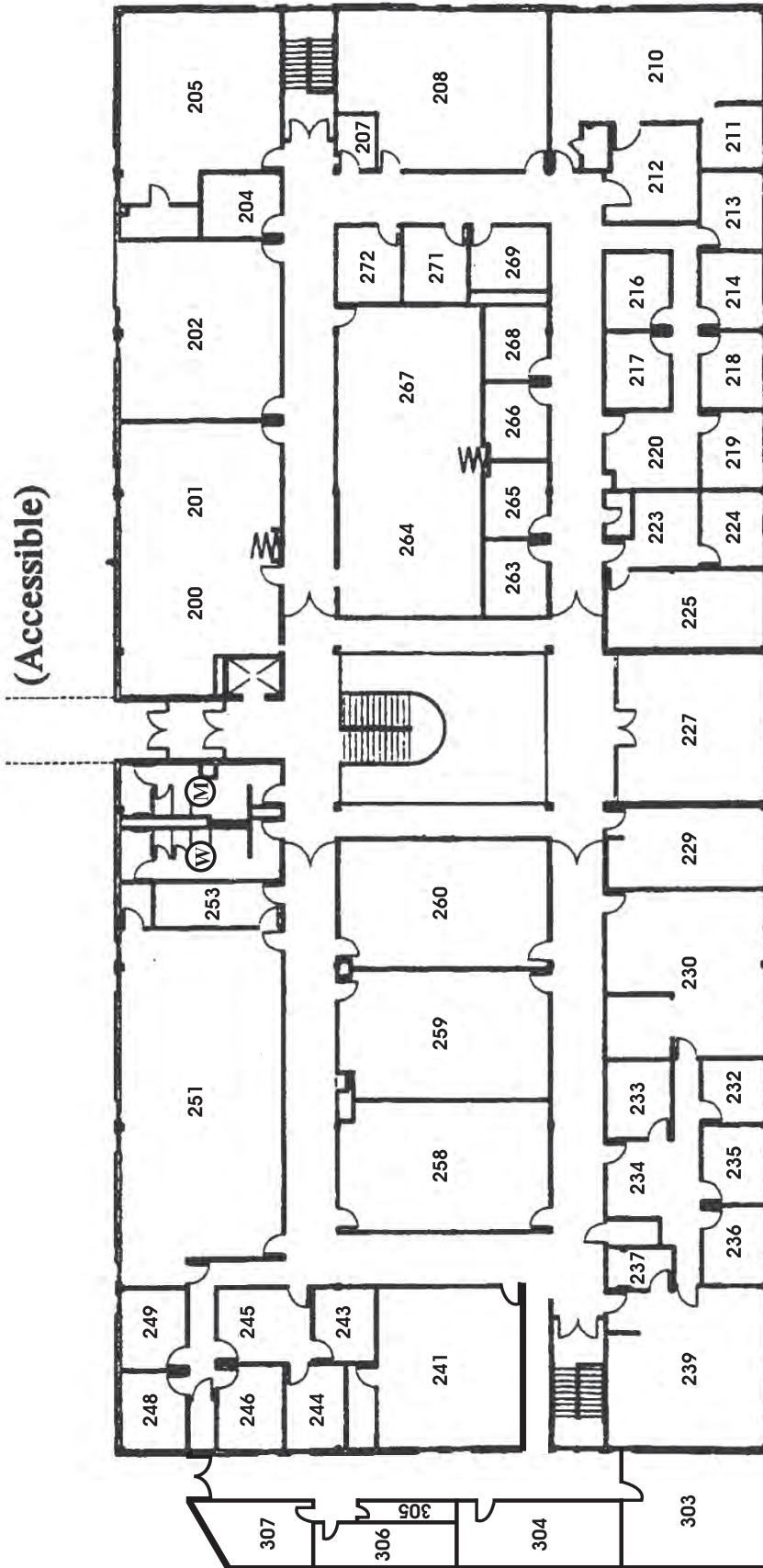
All Public Entrances are accessible.

*Allied Health - 1st Floor*



The main entrances are accessible.

*Allied Health - 2nd Floor*

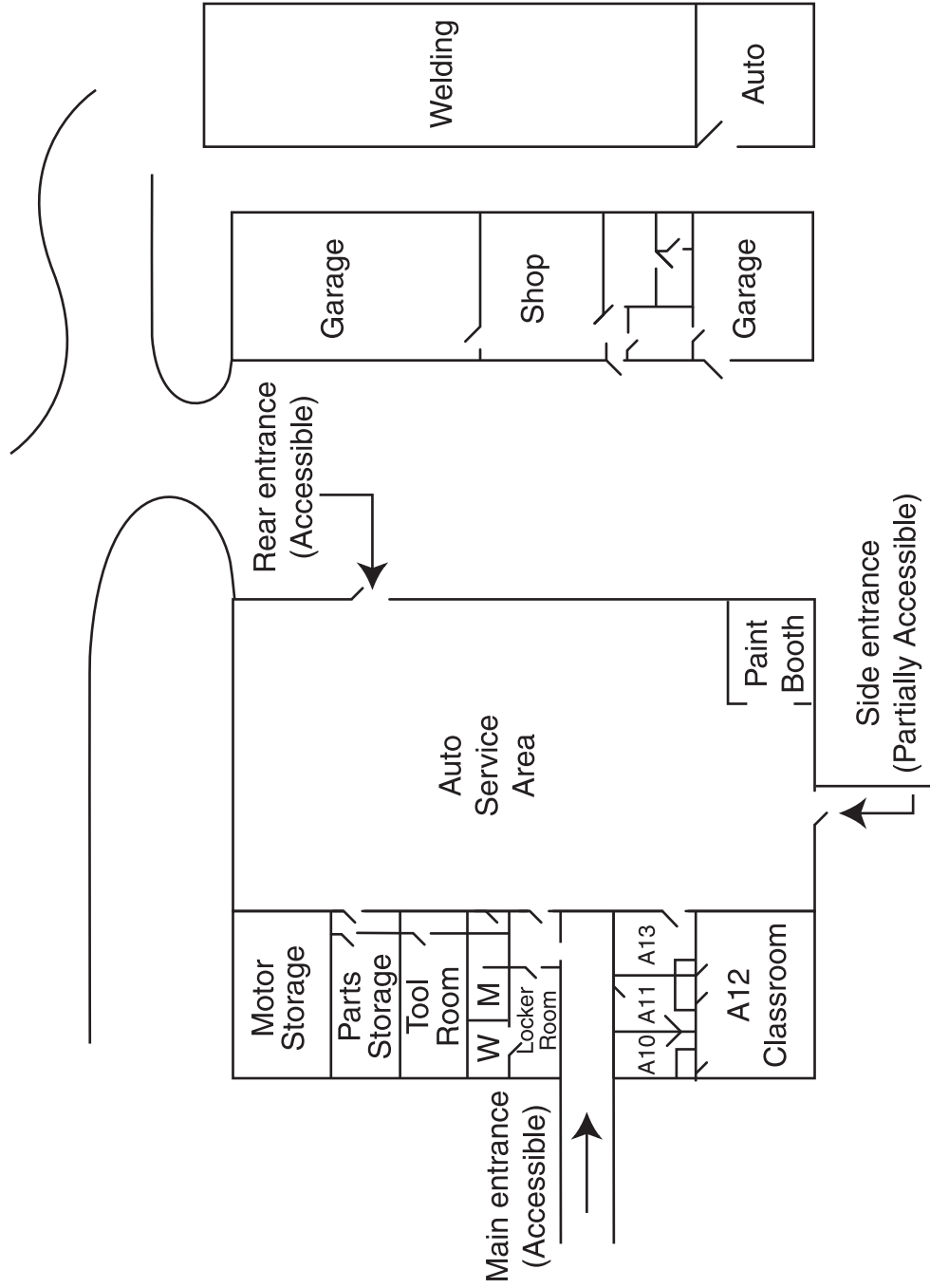


The main entrances are accessible.

**Automotive Technology**

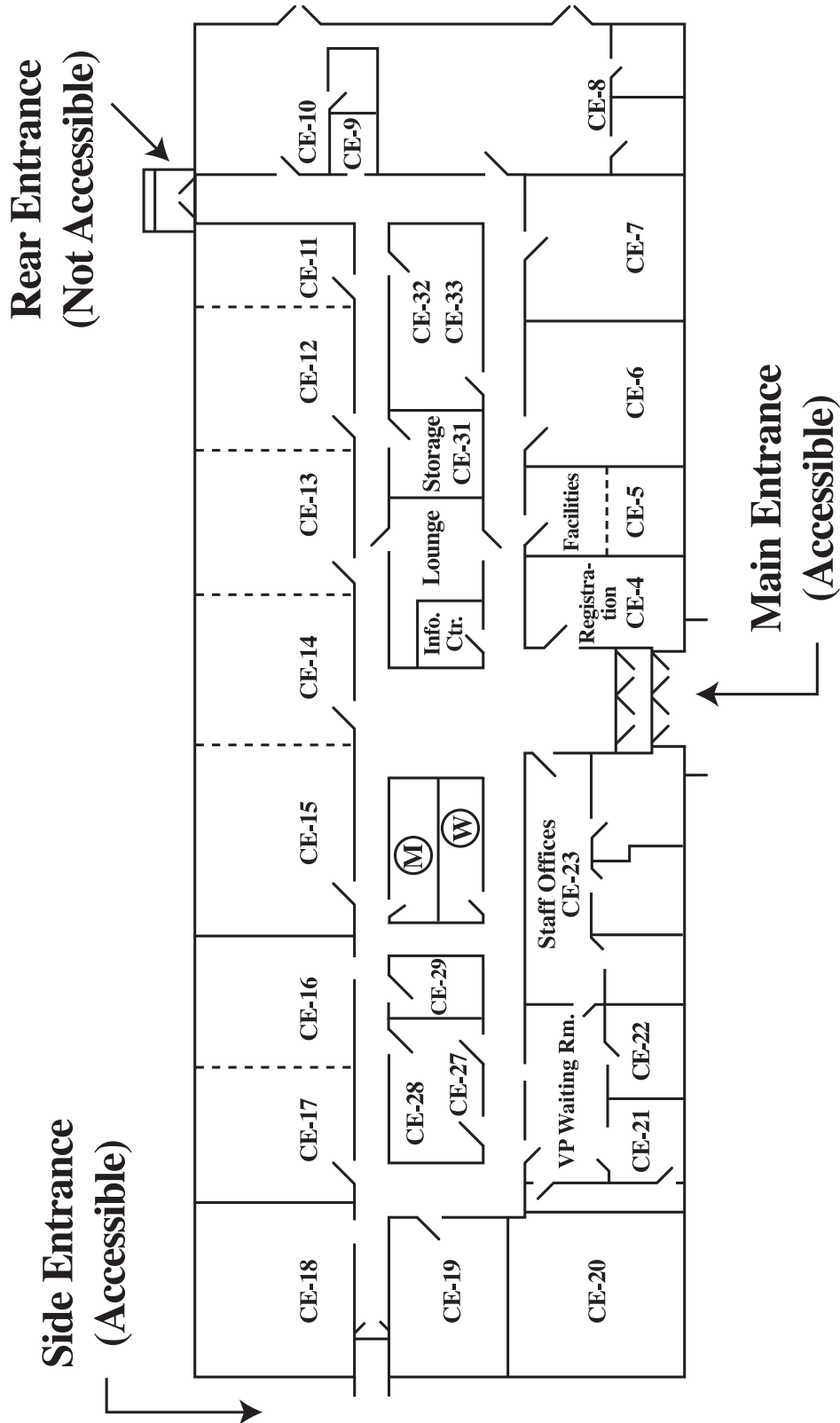
Automotive Technology

Maintenance



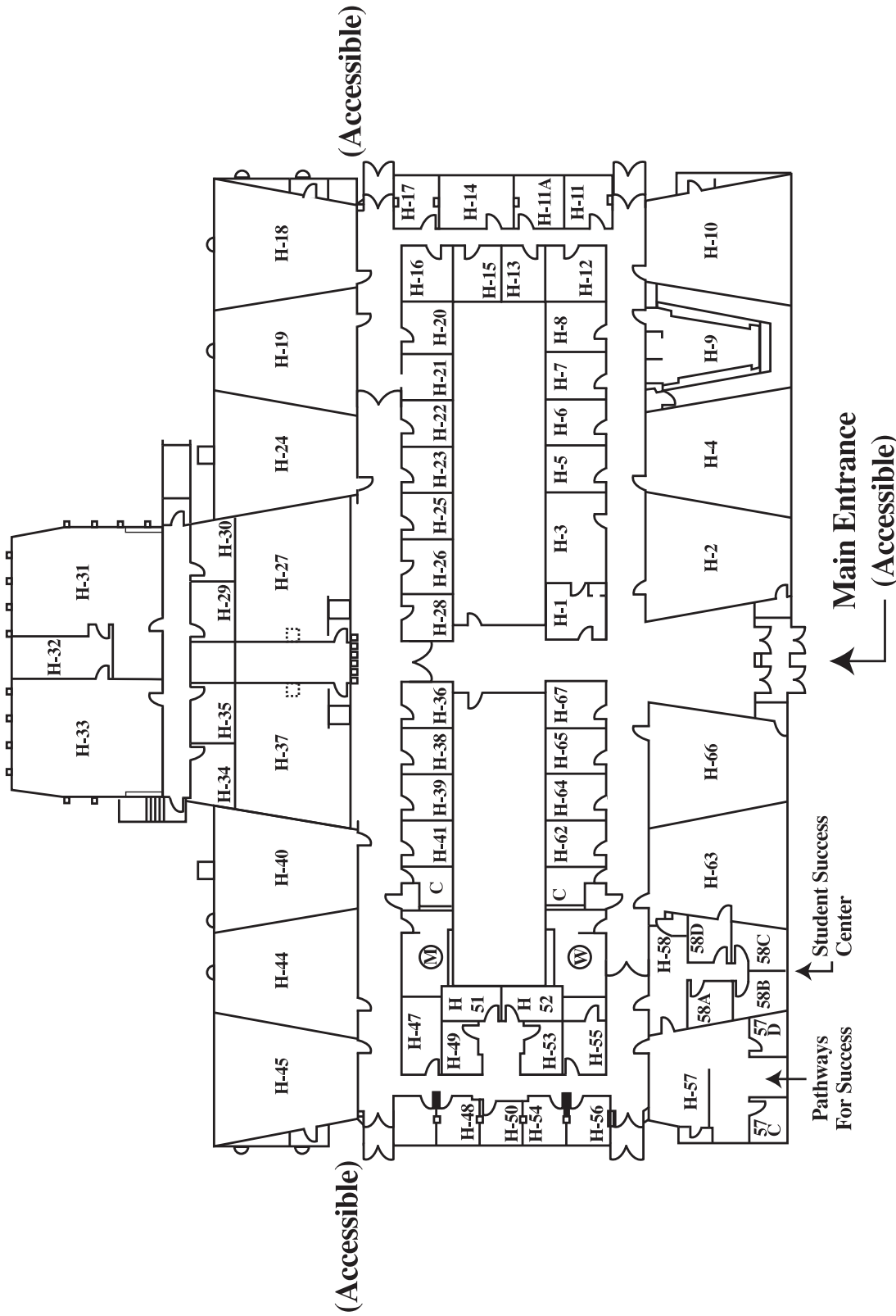
- The main entrance is accessible.
- Building in one story; hence, all classrooms, offices and facilities are readily accessible once inside.

*Continuing Education*



- The Main Entrance is accessible.
- Building is one story; hence, all classrooms, offices, and facilities are readily accessible once inside.
- Restrooms are equipped for the handicapped.
- Wheelchairs available. Please contact the Information Office.

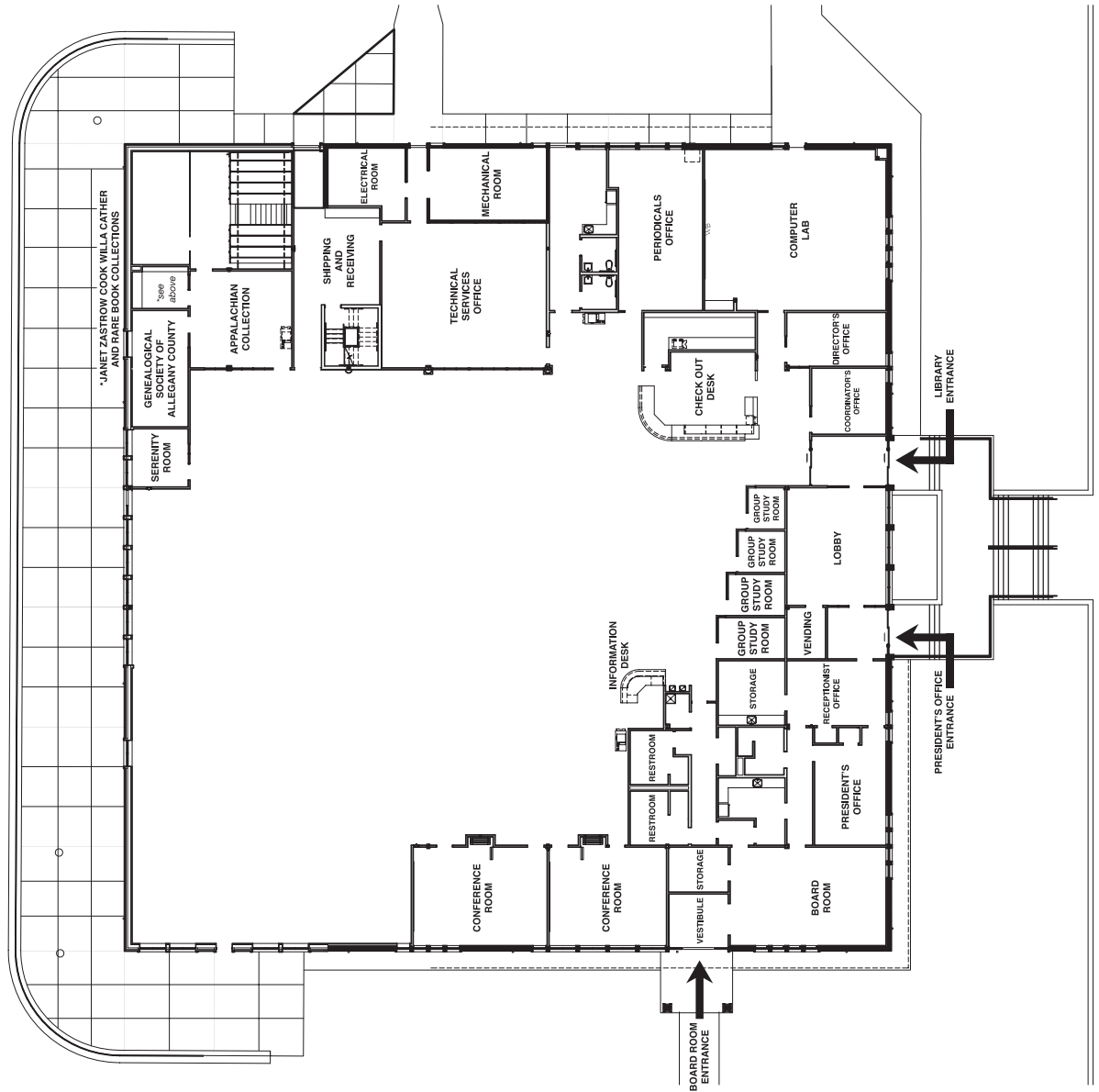
**Humanities**



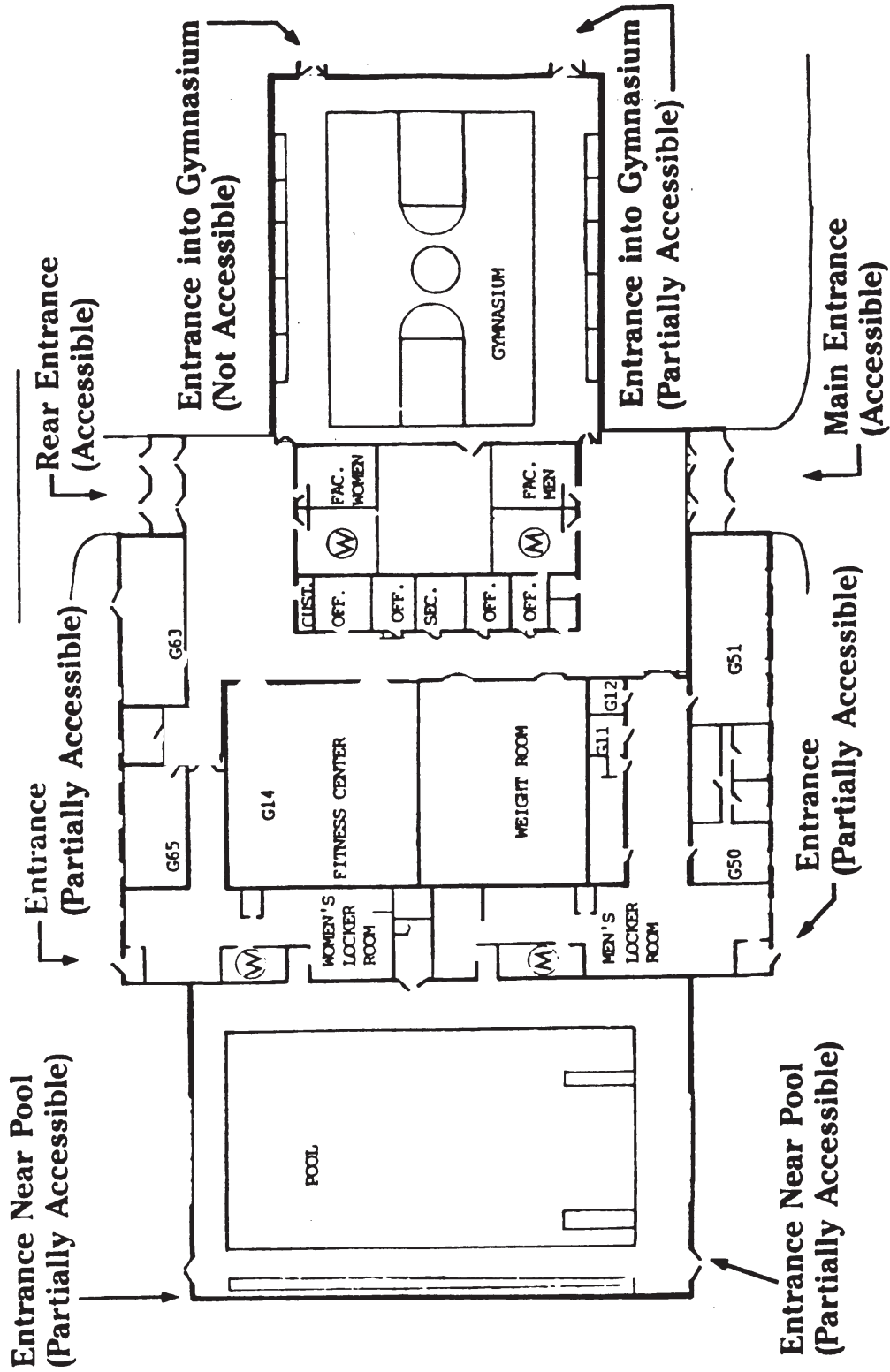
- The main entrance (by the reflecting pools; opposite the Library) is accessible.
- Building is one story; hence, all classrooms and offices are readily accessible once inside.
- The side entrances are accessible.



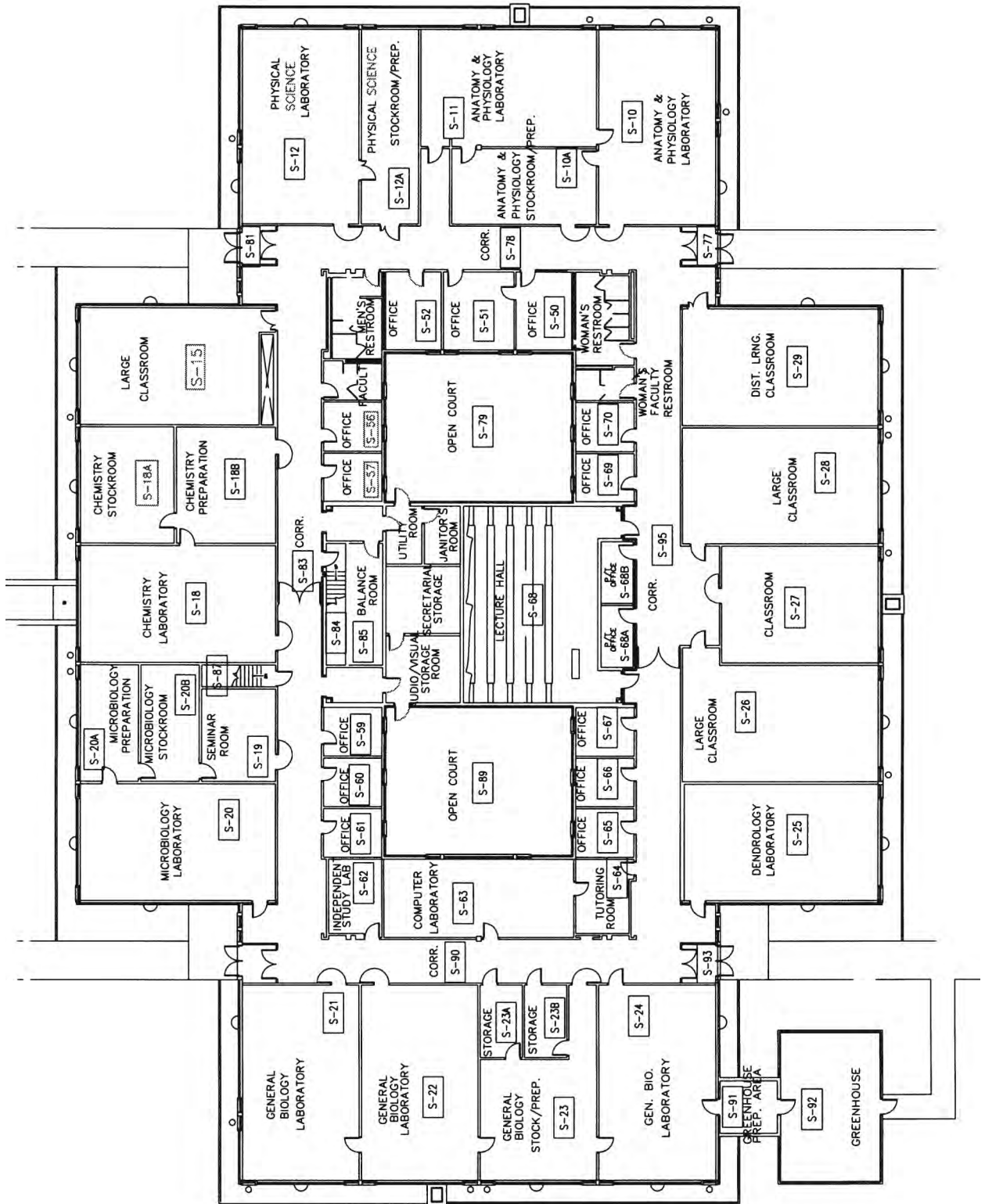
*Donald L. Alexander Library*



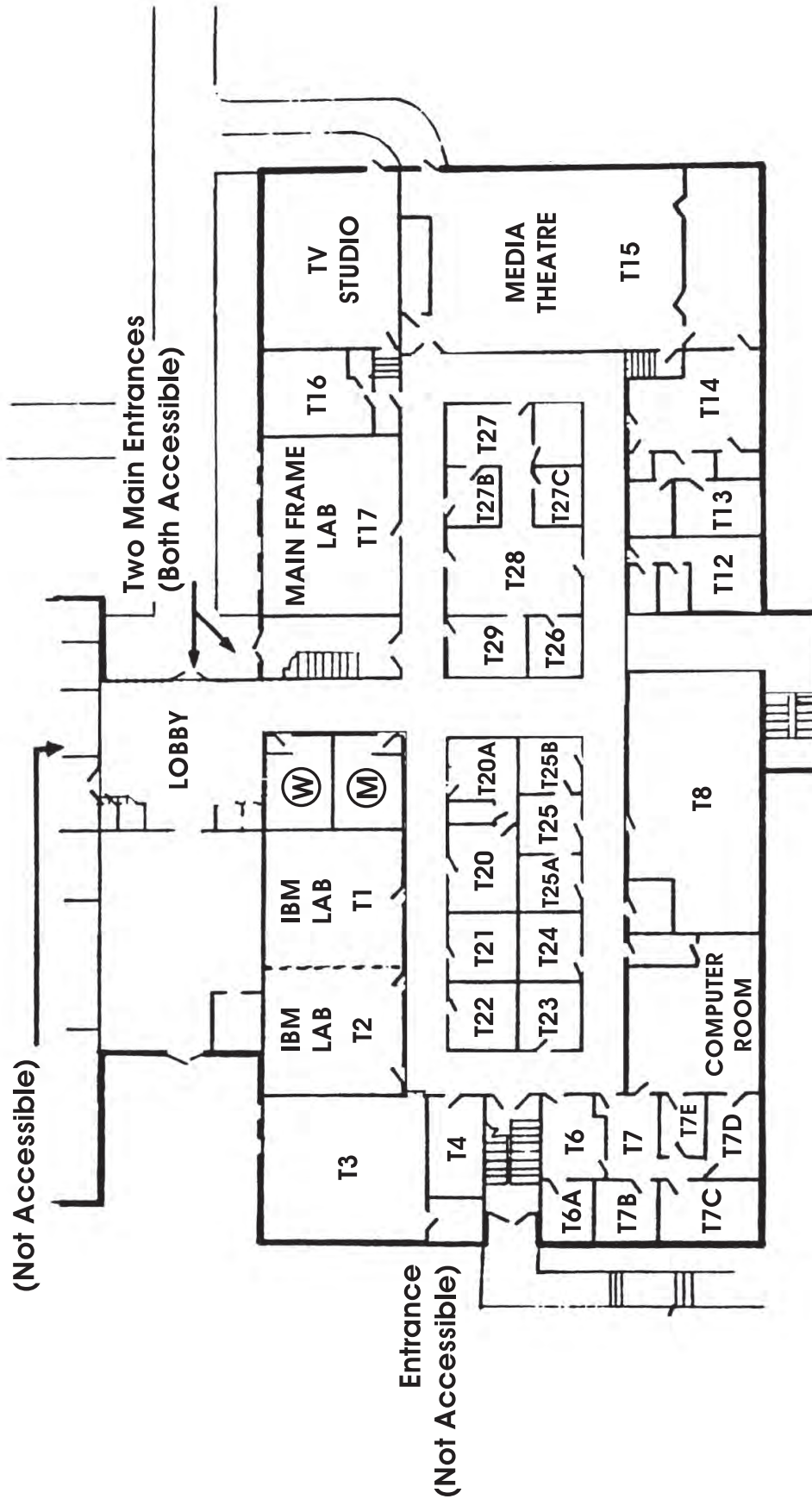
*Physical Education*



Sciences

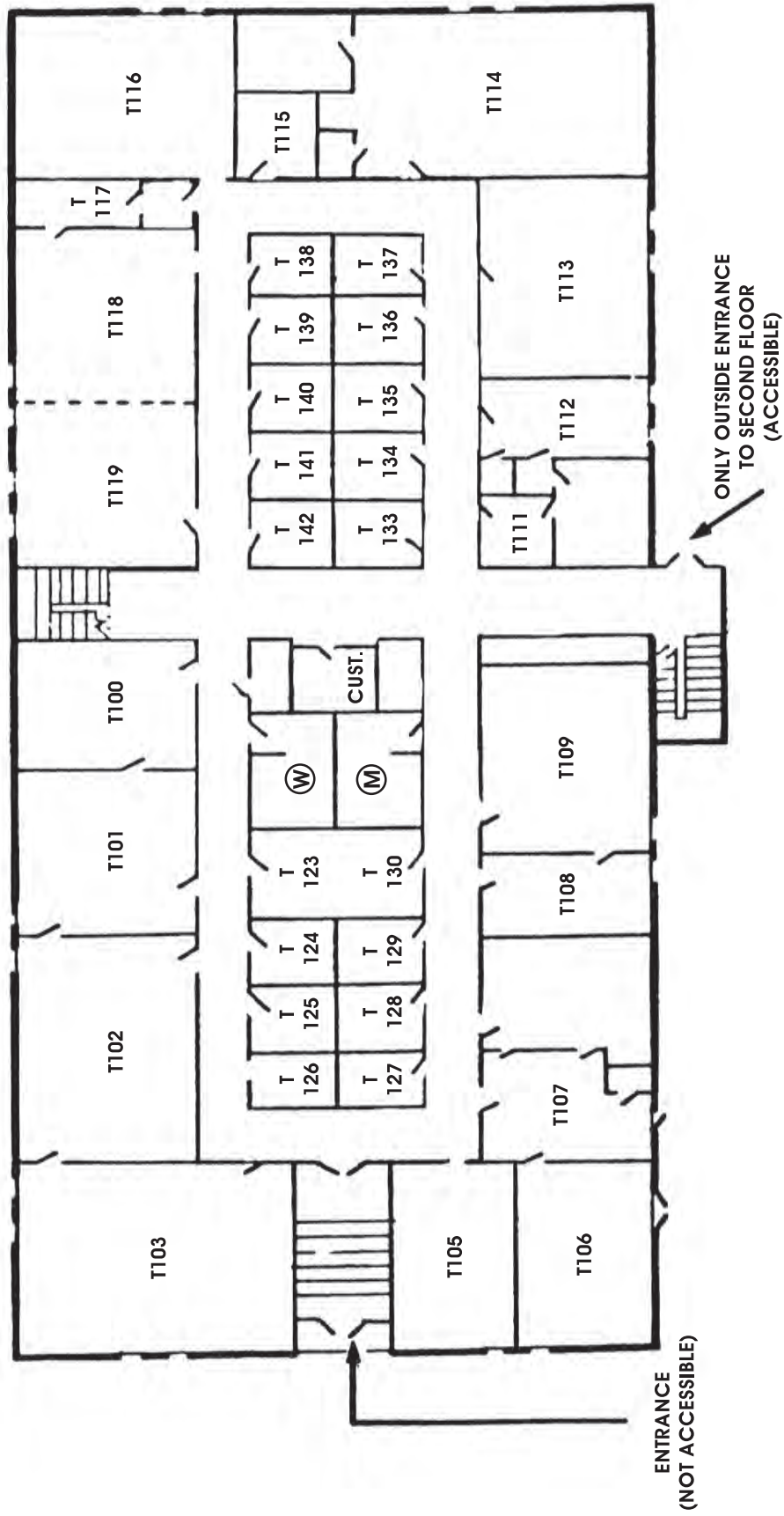


*Technologies - 1st Floor*



- The Technology Building is three stories. Access from floor to floor is not possible, except by outside entrances.
- The main entrances are accessible.

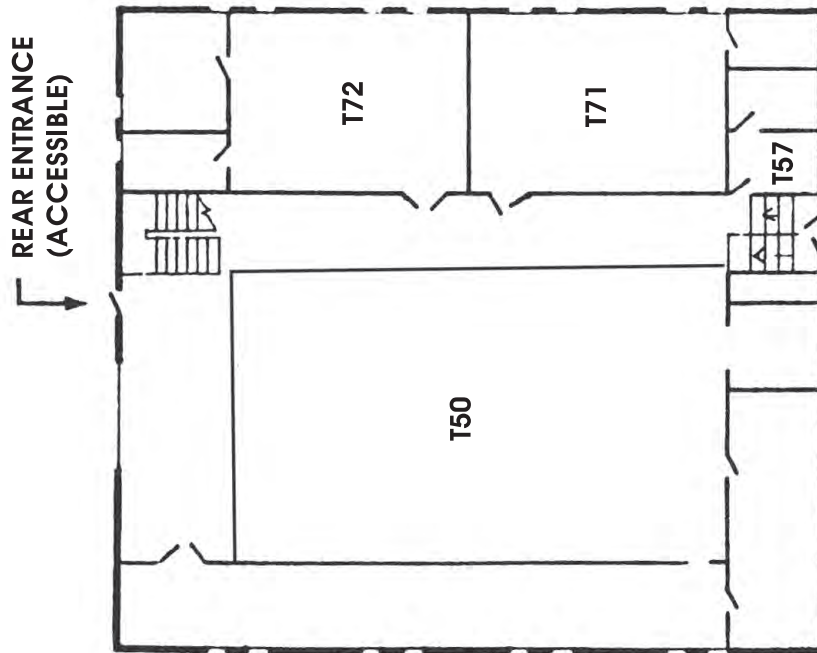
*Technologies - 2nd Floor*



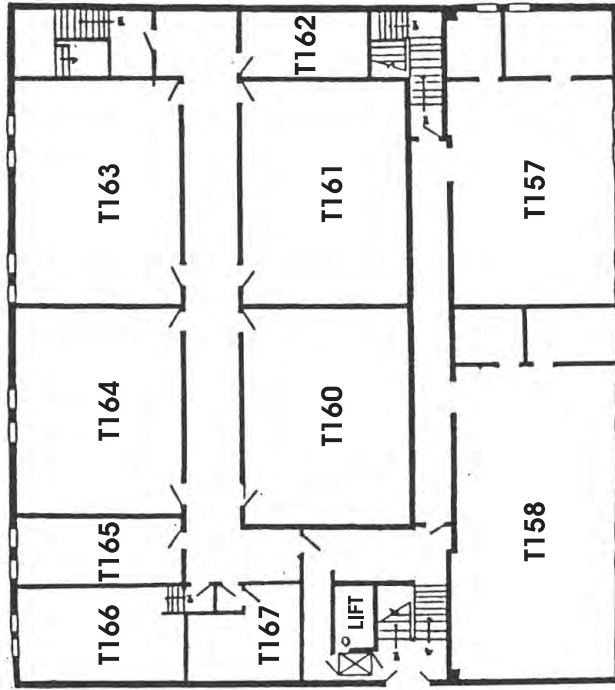
- The second floor is accessible from the parking lot entrance.
- Restrooms are equipped for the handicapped.

*Technologies - 1st Floor Lobby & 2nd Floor Extension*

FIRST FLOOR LOBBY

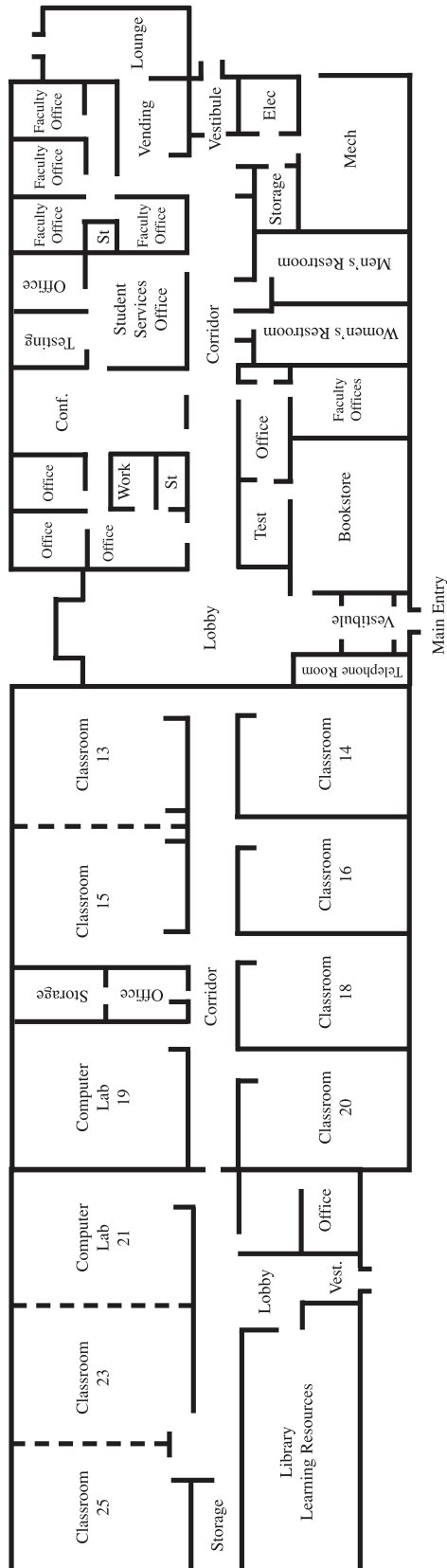


SECOND FLOOR EXTENSION

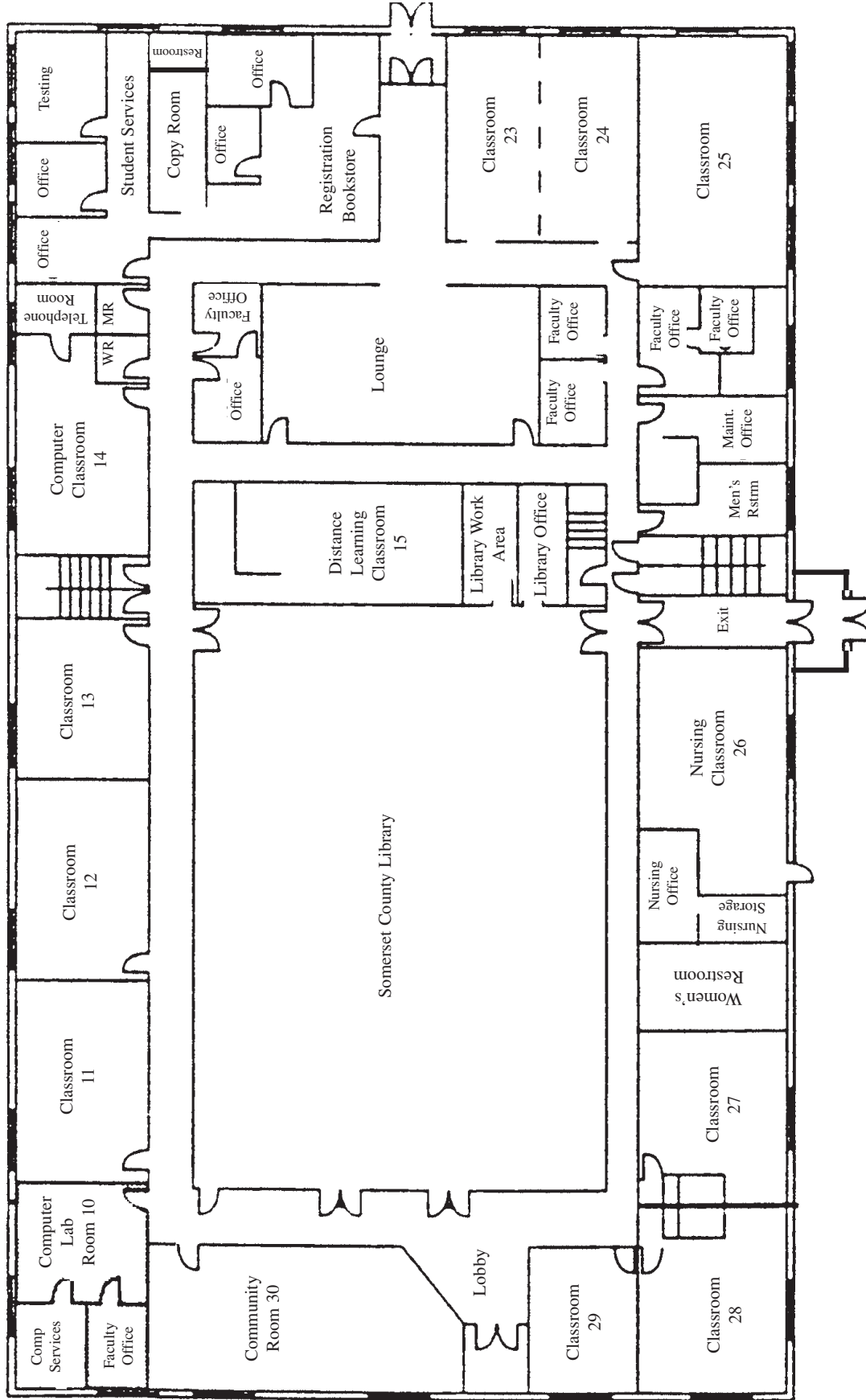


- The second floor is accessible by lift located adjacent to main entrance lobby.

**Bedford County Campus**

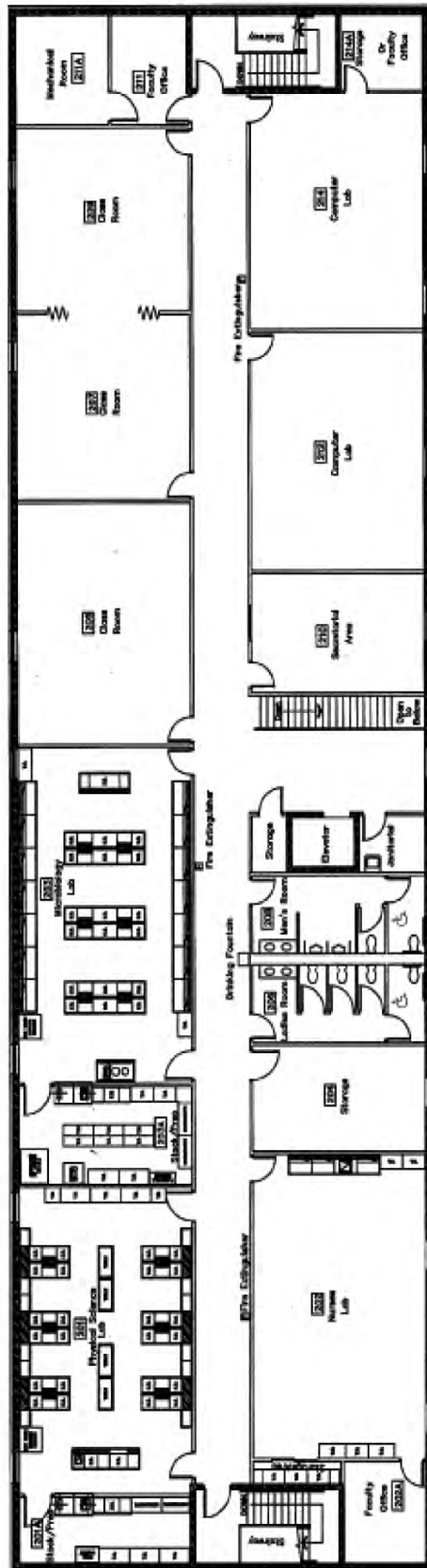


**Somerset County Campus - Founders Hall**





*Somerset County Campus - Partners Hall*



*College Year*

**CALENDAR**

# August 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
Friendship Day	Testing Lab Hours — 8:00 a.m.-6:00 p.m.					
12	13	14	15	16	17	18
					Full-Term & A-Term: Last day for full refund upon withdrawal (less non-refundable fees).	WW Student Housing Opens
19	20	21	22	23	24	25
WW Student Housing New Resident Orientation	Full-Term & A-Term: Classes Begin.		A-Term: Last day to enroll in classes (instructor approval required).		Full-Term: Last day to enroll in classes (instructor approval required).	
26	27	28	29	30	31	
		A-Term: Last day for 80% refund upon withdrawal (less non-refundable fees).	ACM Days: TBA.			

# September 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
2	3 College Closed Labor Day	4	5 Bedford Co. Campus Student Council Meeting 1:00 p.m.	6 Put Your Face on a T-shirt 10:00 a.m.-4:00 p.m. College Center	7 Welcome Back Picnic-Bedford Co. Campus	8 ACT
9 Ellen Gootblatt Relationship Expert Grandparents' Day	10 Full-Term: Last day for 80% refund upon withdrawal (less non-refundable fees). Monday Evening Testing Lab Hours Begin	11 Patriot Day	12 A-Term: Last day to drop classes.	13 Thursday Evening Testing Lab Hours Begin	14	15
16	17 Constitution Day	18 Distraacted Driving Simulator 10:00 a.m.-4:00 p.m. College Center	19	20	21 Blood Drive 9:00 a.m.-3:00 p.m. International Day of Peace	22 First day of Autumn
23 Step-family Day	24 Xtreme Zip Line 11:00 a.m.-5:00 p.m.	25	26	27 Equality—Plays on dating violence & acquaintance rape 11:00 a.m. & 2:00 p.m. Theatre	28 Last day to change "I" grades from Spring & Summer. Native American Day	29
30						

# October 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Jabali Afrika—Noon	2	3 Bedford Co. Campus Student Council Meeting 1:00 p.m.	4	5 Last day to apply for Fall Graduation. Clearly You Crystals 10:00 a.m.-4:00 p.m.	6
7	8 A-Term: Classes End.	9 Alive! Mental Health Fair	10 Transfer Day 10:00 a.m.-1:00 p.m. College Center	11	12	13
Mid-Term Evaluations						
Testing Lab Hours 8:00 a.m.-6:00 p.m.						
Columbus Day						
14	15 Full-Term: Mid-Term Grades Due A-Term: Final Grades Due (10:00 a.m.). <b>Fall Break; No Classes; Offices Open</b> Testing Lab Hours 8:30 a.m.-4:30 p.m.	16 National Boss' Day	17 B-Term: Last day for full refund upon withdrawal (less non-refundable fees). Follow Monday class schedule.	18 B-Term: Classes Begin.	19 Testing Lab Hours 8:00 a.m.-4:30 p.m.	20
21	22	23	24	25 Full-Term: Last day to drop classes.	26 B-Term: Last day for 80% refund upon withdrawal (less non-refundable fees).	27 ACT
28	29	30	31 Halloween			

# November 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 All Saints Day	2	3
4	5 Advising & Early Registration begins for Spring Semester.	6	7 Bedford Co. Campus Student Council Meeting 1:00 p.m. Mini-Transfer Day 10:00 a.m.-Noon College Center	8 Candle Art 10:00 a.m.-4:00 p.m. College Center	9 B-Term: Last day to drop classes.	10
	Daylight Savings Time Ends	Election Day		15 Great American Smoke Out College Center	16 Thanksgiving Luncheon 10:30 a.m.-1:30 p.m. Cafeteria	17 Blood Drive Gilpin Room 9:00 a.m.-3:00 p.m.
11	12 Veterans Day	13	14	22	23	24
18	19	20	21 WW Student Housing Closes @ 5:00 p.m.	Thanksgiving Break: College Closed		
			28	Thanksgiving Day		
25 WW Student Housing Reopens @ Noon.	26 Classes Resume First day to apply for May Graduation.	27	29	Stress Buster 7:00 p.m. Cafeteria	30	

# December 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
			Bedford Co. Campus Student Council Meeting - 1:00 p.m.		Full-Term & B-Term: Classes End. WW Student Housing Closes	ACT
Semester Evaluations						
Testing Lab Hours 8:00 a.m.-6:00 p.m.						
9	10	11	12	13	14	15
Hanukkah Begins	All final course grades due (2:00 p.m.)				Commencement Cumberland Campus (7:00 p.m.)	
16	17	18	19	20	21	22
	Human Rights Day					First day of Winter
23	24	25	26	27	28	29
College Closed (December 19-January 1)						
College Closed						
	Christmas Eve	Christmas Day	Kwanzaa Begins			
30						
College Closed						
	New Year's Eve					

# January 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 College Closed	2 College Reopens; Registration resumes.	3	4	5
6	7 New Year's Day	8	9	10	11	12
13 Epiphany	14	15	16	17	18 Full-Term & A-Term: Last day for full refund upon withdrawal (less non-refundable fees).	19
20 WW Student Housing Reopens @ Noon. Inauguration Day	21 Full-Term & A-Term: Classes Begin  Martin Luther King, Jr. Day	22	23 A-Term: Last day to enroll in classes (instructor approval required).	24	25 Full-Term: Last day to enroll in classes (instructor approval required).	26
27	28	29 A-Term: Last day for 80% refund upon withdrawal (less non-refundable fees).	30	31		



# February 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
3	4 Monday Evening Testing Lab Hours Begin	5	6 Bedford Co. Campus Student Council Meeting 1:00 p.m.	7 Thursday Evening Testing Lab Hours Begin	8 Full-Term: Last day for 80% refund upon withdrawal (less non-refundable fees).	9 ACT
10	11	12 A-Term: Last day to drop classes. President Lincoln's Birthday Fat Tuesday	13 Mini-Transfer Day 10:00 a.m.-Noon College Center	14 ACMIT Test Noon-1:00 p.m.	15	16
17	18 President Washington's Birthday Presidents Day	19 Last day to change "I" grades from Fall Semester.	20 Ash Wednesday	21 Valentine's Day	22 Blood Drive 9:00 a.m.-3:00 p.m. Gilpin Room	23
24	25	26	27	28		

# March 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	
3	4 "Put it where you want it" T-shirts 10:00 a.m.-4:00 p.m.	5	6 Bedford Co. Campus Student Council Meeting 1:00 p.m.	7	8 A-Term: Classes End.	9
		Mid-Semester Evaluations				
		Testing Lab Hours 8:00 a.m.-6:00 p.m.				
10	11 Full-Term: Mid-Term Grades & A-Term: Final Grades Due (10:00 a.m.)	12	13	14	15 B-Term: Last day for full refund upon withdrawal (less non-refundable fees).	16
17	18 B-Term: Classes Begin.	19	20 B-Term: Last day to enroll in classes (instructor approval required). First Day of Spring	21	22	23
St. Patrick's Day	25	26	27 WW Student Housing Closes @ 5:00 p.m.	28	29	30
24	Testing Lab Hours 8:30 a.m.-4:30 p.m.		Spring Break; No Classes; Offices Open		Easter Break: College Closed	
Palm Sunday		Passover			Good Friday	
31 WW Student Housing Reopens @ Noon.						
Easter Break: College Closed						
Easter Sunday						

# April 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 April Fools Day	2 B-Term: Last day for 80% refund upon withdrawal (less non-refundable fees). Full-Term: Last day to drop classes.	3 Bedford Co. Campus Student Council Meeting 1:00 p.m.	4	5	6
7	8 Advising & Registration begins for Summer & Fall.	9	10 Mini-Transfer Day 10:00 a.m.-Noon College Center	11	12	13 ACT
14	15 Tax Day	16 B-Term: Last day to drop classes.	17	18	19	20
21	22 Earth Day	23 Bongo Ball 10:00 a.m.-4:00 p.m.	24 Administrative Professionals Day	25	26	27
28	29	30				

# May 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Bedford Co. Campus Student Council Meeting 1:00 p.m.	2 Blood Drive 9:00 a.m.-3:00 p.m. Gilpin Room	3	4
5	6	7	8	9	10 Full-Term & B-Term: Classes End. W/W Student Housing Closes @ 5:00 p.m.	11
Semester Evaluations						
Testing Lab Hours 8:00a.m.-6:00 p.m.						
National Teachers Day						
Cinco de Mayo					Testing Lab Hours 8:00 a.m.-4:30 p.m.	
12	13	14 Full-Term & B-Term: All final course grades due (10:00 a.m.)	15	16	17 Full-Term & A-Term: Last day for full refund upon withdrawal (less non-refundable fees).	18 Commencement Cumberland Campus (11:00 a.m. & 2:00 p.m.) Commencement Bedford County Campus (7:00 p.m.)
Mother's Day						
Nurses' Day						
19	20 Full-Term & A-Term: Classes Begin.	21 A-Term: Last day to enroll in classes (instructor approval required). Commencement Somerset County Campus (7:00 p.m.)	22 Full-Term: Last day to enroll in classes (instructor approval required).	23	24 A-Term: Last day for 80% refund upon withdrawal (less non-refundable fees).	25
26	27	28	29	30	31	
	College Closed					
	Memorial Day					

# June 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 Full-Term: Last day for 80% refund upon withdrawal (less non-refundable fees).	4	5	6	7	8 ACT
9	10 A-Term: Last day to drop classes.	11	12	13	14 Last day to apply for Summer Graduation. Flag Day	15
16	17	18	19	20	21 A-Term: Classes End. B-Term: Last day for full refund upon withdrawal (less non-refundable fees). First Day of Summer	22
23	24 B-Term: Classes Begin.	25 B-Term: Last day to enroll in classes (instructor approval required).	26	27 A-Term: Final Grades Due (10:00 a.m.)	28 B-Term: Last day for 80% refund upon withdrawal (less non-refundable fees).	29
30						

# July 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4 College Closed	5	6
7	8	9 Full-Term: Last day to drop classes.	10	11 Independence Day	12	13
14	15 B-Term: Last day to drop classes.	16	17	18	19	20
21	22	23	24	25	26 Full-Term & B-Term: Classes End. WW Student Housing Closes	27
28 Parents' Day	29 Full-Term & B-Term: All final grades due (10:00 a.m.)	30	31			

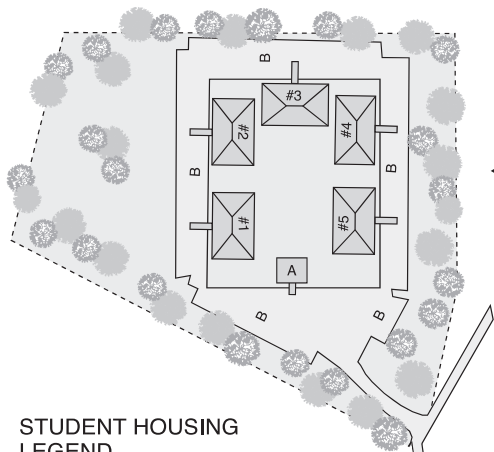






# V. Campus Map

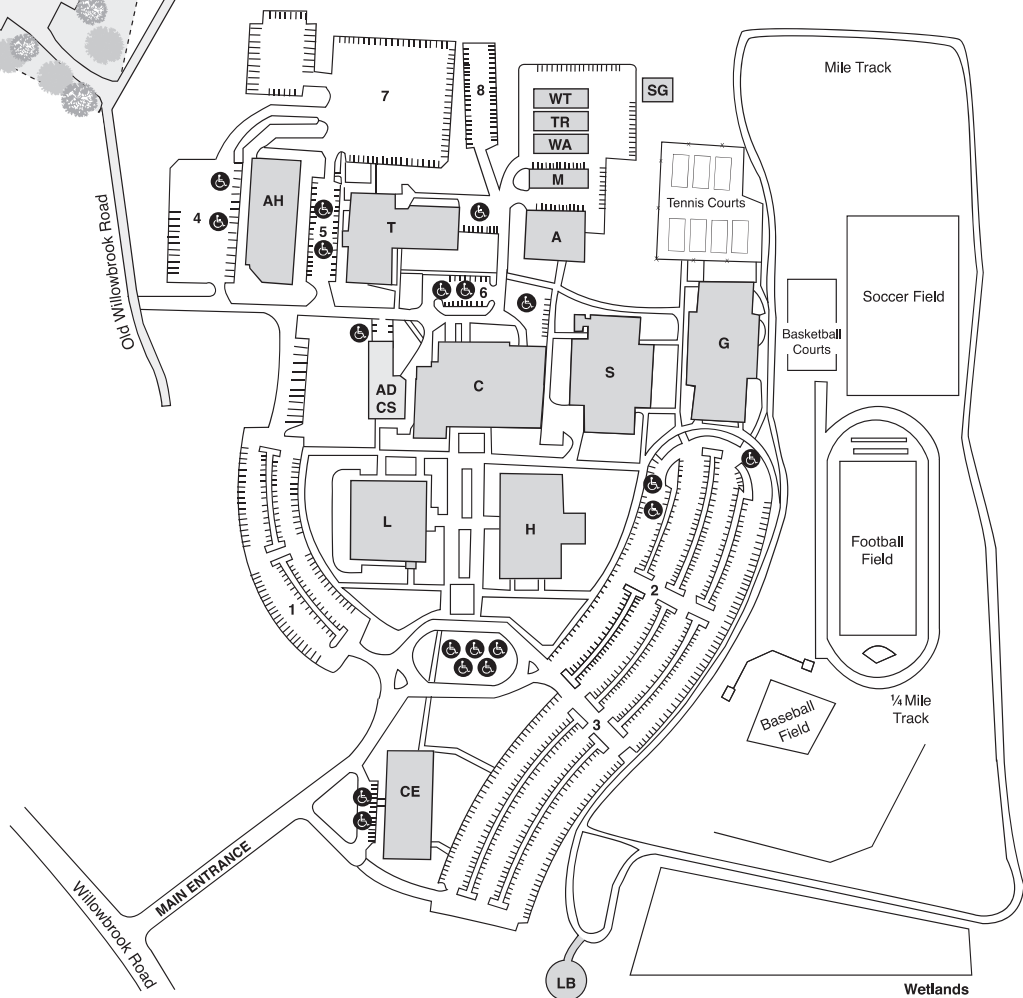
## Cumberland Campus Map



◀ Willowbrook Woods Student Housing Complex

### STUDENT HOUSING LEGEND

- 1 • 48 UNIT STUDENT HOUSING BUILDING
- 2 • 48 UNIT STUDENT HOUSING BUILDING
- 3 • 48 UNIT STUDENT HOUSING BUILDING
- 4 • 48 UNIT STUDENT HOUSING BUILDING
- 5 • 48 UNIT STUDENT HOUSING BUILDING
- A • CLUB HOUSE
- B • PARKING



• THIS MAP NOT TO SCALE

LEGEND					
<b>A</b>	Automotive Technology	<b>G</b>	Gymnasium (Bob Kirk Arena)	<b>T</b>	Technologies
<b>AD</b>	Advancement (Foundation, Public Relations, Marketing)	<b>H</b>	Humanities	<b>TR</b>	Transportation
<b>AH</b>	Allied Health	<b>L</b>	Donald L. Alexander Library	<b>WA</b>	Welding & Auto
<b>C</b>	College Center	<b>LB</b>	Labyrinth	<b>WT</b>	Workforce Training
<b>CE</b>	Continuing Education (Information Center)	<b>M</b>	Maintenance	<b>1-8</b>	Parking
<b>CS</b>	Campus Store	<b>S</b>	Sciences		Handicap Parking
		<b>SG</b>	Storage		

Financial Aid, Admissions/Registration Offices are located in the College Center (C). Ample parking is available, with reserved parking identified for the handicapped.