

Campus Police Department

Annual Security Report

The safety and security of the College Community are of vital concern to Hagerstown Community College. As part of the efforts to control crime on the campus and to assure a safe environment for students, faculty and staff, the Campus Police Department prepares an “Annual Security Report” in compliance with 20 United States Code section 1092 (f), the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.” The report reflects policies and services designed to provide a safe environment and set a standard of conduct which is most conducive for a safe college campus.

CAMPUS POLICE (In case of **an emergency, dial #308** from any campus non-public telephone)

HCC has its own Police Department, certified by the Maryland Police and Correctional Training Commissions. The officers hold special police commissions and have full police authority on campus and at off campus locations under the control of HCC. The mission of the Campus Police is to serve and protect the college community and enforce all laws and college policies. The Campus Police Department embraces a community-based philosophy, in which the department strives to prevent crime, provide assistance to victims, investigate reported incidents and provide information to the college community regarding serious crimes or unsafe conditions in areas on campus and off campus but reasonably contiguous to the campus. The Campus Police patrol the campus and enforce all College and Maryland State traffic and parking laws, in addition to all applicable Federal and State criminal laws. They have the authority to make arrests, make traffic stops, and to issue Maryland State traffic citations. The Campus Police maintains a cooperative working relationship with the Washington County Sheriff's Department, the Maryland State Police and other law enforcement agencies.

Location and Telephone number:

The Campus Police Office is located in the LRC Building, room LRC129, which is in the area of the loading dock. The office phone number is (301) 790-2800 ext. 312, or dial 312 from any campus network phone. The emergency number is extension **308** from any campus network phone.

Police Services

The Campus Police Department provides a certified police officer during the hours of 7:00am to 3:00pm, Monday through Friday. During the hours 4:30pm to 10:30pm, Monday through Thursday, the Campus Police Department provides a Security Officer who is an off duty Maryland State Trooper. The security Officers have full arrest powers as State Troopers and can resort to that level of authority if the need arises. As Security Officers they will patrol the Campus, investigate incidents, enforce all College traffic

and parking regulations and provide student escorts when needed. To reach a Security Officer dial #308 from any campus non-public phone. During all other hours the College provides a maintenance/security worker who does not have arrest powers nor conducts investigations, but will notify the appropriate authority in the event of an emergency. This worker can also be reached by dialing #308 from any campus non- public phone.

Other services provided by the police include, but are not limited to:

- Fire Prevention
- Emergency Planning
- Crisis intervention
- Response to medical emergencies
- Security surveys
- Crime detection and prevention
- Criminal investigations
- Roving patrols
- Parking coordination for special groups
- Student escorts (when needed)
- Assist students, faculty and staff motorists with dead batteries or keys locked in their car, without charge. (This service is provided only by the Campus Police Officer. Currently, security officers are not authorized to perform this function.)

Daily Crime Log

The Campus Police Department maintains a daily crime log of all crimes reported. The log is available for public view in accordance with the 1998 amendments to the Campus Security Act. Appointments must be made through the Campus Police Department.

Security Alerts

Security information alerts are posted on bulletin boards, published in the college weekly news letter, "What's Happening", and sent out to all Students, Faculty, and Staff via the college's e-mail network regarding serious/violent incidents occurring on or near the college campus. In cases of a violent crime against person (Murder, Sexual Assault, Robbery, Aggravated Assault, or Hate Crimes), an alert will be given as soon as possible after information is received regarding such an incident.

Crime Statistics:

Yearly the Campus Police prepare and disclose the crime statistics for HCC . The statistics reflect the enumerated crimes for the past three - year period occurring on campus, at specific off campus locations, and on public property reasonably contiguous to the campus, as mandated by the *Jeanne Clery Act*.

The statistics are taken from the reports filed by the Campus Police, information furnished to the Campus Police by the Washington County's Sheriff's Department and

the Maryland State Police Department regarding crimes reported to those agencies, and from notifications to the Campus Police or College Security Authority regarding the occurrence of an enumerated crime. All incidents reported to the Campus police or College Security Authority are included in the Crime Statistics, regardless of whether or not the victim files charges or an arrest is made. In cases where the victim/complainant wants to remain anonymous, confidentiality is maintained but the incident is included in the statistics. **The *Crime Statistics* are part of this report and follow the written policies of the College.**

Reporting Crimes and Emergencies

As a foundation to promote and maintain a safe campus, HCC has college policies that address violence, sexual assault, possession or use of firearms, drugs and alcohol. HCC recognizes the preventive value of timely publication of reported crimes and continually encourages students, faculty and staff to report offenses promptly to the Campus Police, Security Officer, or to a Campus Security Authority. Should the victim of an incident decide not to seek an arrest or prosecution of the person(s) responsible, the Campus Police still encourages them to report the incident. The reporting of all incidents on campus assists in developing effective crime prevention programs and compiling yearly crime stats. The reporting of incidents by witnesses/victims is on a voluntary and confidential basis and anonymity is maintained unless prohibited by law.

Campus Security Authority:

Other than the Campus Police or Security Officers, a campus security authority is defined as an official with significant responsibility for students, campus activity, student discipline, control of college property or campus judicial. The campus security authorities at HCC are listed below:

- **Vice President of Administration and Finance**
- **Dean of Students**
- **Director of Athletics and ARCC**

Security Awareness and Prevention

Many departments and hundreds of people support the mission of the Campus Police by actively promoting safety and security on this campus. However, a truly safe campus can only be achieved through cooperation of all college community members. Help keep the campus safe for yourself and others by reporting any suspicious activity, incident, or emergencies to the Campus Police.

The Campus Police handle all reported information confidentially and maintains security over all police reports and files. In conformity with other police agencies, reports generated by the Campus Police are usually available to those persons who are directly involved in the incident.

In some cases, reports are available to others in consistency with other police agencies or mandated by law. Names of suspects, victims and/or witnesses are not released unless approved by the President of Hagerstown Community College or mandated through the process of law.

Investigation of Incidents:

The Campus Police investigate all reported incidents occurring within their jurisdiction. Incidents not occurring within that jurisdiction are referred to the law enforcement agency for the other area. The Campus Police will assist victims of crimes occurring in other jurisdictions to the limit allowed by law. Victims of crimes are encouraged to report incidents even if they decide not to prosecute perpetrators. Anonymous reports of criminal incidents are documented and investigated by the Campus Police.

Security and safety messages

The Campus Police has a program where messages are periodically posted in HCC's weekly news letter "What's Happening" with suggestions promoting safety and security on campus. Preventing crime and establishing a safe campus can only be achieved and maintained if everyone in the college community takes part. The messages are posted to remind everyone to be aware of potential hazards and that in most cases they can prevent themselves from becoming victims of crime.

Access to Campus Facilities

During normal business hours the majority of the buildings and grounds are open to the public, provided there is no disruption to classes, staff or college events. To assure the college provides safety and security conducive for an institution of higher education, the college reserves the right to restrict access to any or all campus and non-campus buildings; parts of the campus or the entire campus as the need arises. After normal business hours the buildings are locked by a member of the college staff and access to the buildings is prohibited except by authorized personnel.

The normal business hours are Monday through Friday, 7:00 a.m. to 10:00 p.m. and Saturday, 7:00 a.m. to 2:00 p.m. The college is closed on Sundays, except for a few scheduled classes and access to facilities is limited to those classes. The college is also closed on all official holidays recognized by the college. During inclement weather or extreme emergencies, the college may announce it is closed via radio and television broadcasts. The only exceptions are for events in the ARCC; special events; special classes and training sessions or extended library and/or computer lab hours as published in current class schedules or other college publications.

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Drug And Alcohol Abuse Policy

Hagerstown Community College supports the efforts of the State of Maryland and the United States to provide workplaces and learning centers free of illegal drug and 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 the employees and students that is drug-free, healthful, safe, and secure. Employees are expected and required to report to work each day on time 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 D.F.R. sections 1300.11 - 1300.15) and the unlawful possession, or use of alcohol on College property or as part of any College activities off-campus is absolutely prohibited. Any unlawful activity with controlled substances or alcohol by students or employees while involved with a college activity, on or off the campus, will not be tolerated.

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.

Health Risks

Although the College recognizes drug/alcohol dependency as an illness and a major health problem affecting society, it also recognizes illegal drug use and activity as a potential health, safety, and security problem. Students and employees requiring assistance to deal 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 and Employee Assistance Program which offers counseling and referral. The following is a brief description of several drugs and their health risks.

1. Alcohol: When alcohol is abused, the consequences to the body can be severe. All systems of the body are affected. The effects on the central nervous system include poor memory, premature aging of the brain, and loss of reasoning ability. There is also the possibility of an increase of cancer of the mouth, larynx, and the esophagus along with the possibility of heart rhythm disturbances. In addition, alcohol abuse can lead to significant liver damage.
2. Marijuana: Users often have chronic bronchitis and run the added risk of lung cancer. Heavy users, especially among the young adult population, may show slow and confused thinking, loss of energy, and physical discomfort caused by

- abdominal cramps and diarrhea. Other side effects associated with chronic use of marijuana are chromosome damage, decreased levels of the male sex hormone, and brain damage.
3. Cocaine: Cocaine abusers often have a stuffy, runny nose with eczema around the nostrils and possible perforation of the nasal septum. In addition, cocaine can cause delirium, hallucinations, blurred vision, severe chest pain, muscle spasms, convulsions, and even death.
 4. Amphetamines: These drugs can cause very rapid or irregular heart beat, tremors, loss of coordination, collapse, and even death from heart failure or from burst blood vessels in the brain. Heavy users are prone to irrational acts.
 5. Heroin: This is an opiate drug that causes the body to have diminished pain reactions. Some of the risks associated with the use of heroin include slowing of the heart rate so much that coma and death can be induced. In addition, chronic constipation and depression of male and female sex hormones are other associated risks from heroin.
 6. Prescription Drugs: These drugs are not illicit if they are used in accordance with the prescription. However, sharing prescription medication with someone else is illegal and could be very harmful.

Student & Employee Responsibilities

As a condition of employment, College employees must abide by the terms of this statement. In addition, employees have an affirmative duty to report any conviction under any criminal drug or alcohol abuse statute or other law within five days of conviction. This duty to report is required whether the criminal violation occurred on or off campus.

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

Intervention & Referral

Hagerstown Community College's drug/alcohol abuse policy focuses primarily on prevention through early intervention, providing referral services and education as needed.

1. Hagerstown Community College Employees

A. Any intervention by a supervisor in a drug/alcohol related situation pertaining to a member of the college faculty/staff must be directly related with job performance or an on-campus problem arising from drug/alcohol abuse.

B. Due to the sensitive nature of drug/alcohol abuse problems, individuals suspected of substance abuse will be approached only by their immediate supervisor and only after

reasonable cause has been shown. The employee will be approached in a caring manner and in an atmosphere of strict confidence. The availability of counseling will be discussed. The supervisor and/or Personnel Officer may contact the counseling agency to confirm that the employee has made and kept the appointment.

2. Hagerstown Community College Students

A. Intervention by an instructor, advisor, or supervisor in a drug/alcohol related situation pertaining to a student must be associated with the student's academic performance, an on-campus problem, or performance or problems occurring during a College-sponsored off-campus activity.

B. Students suspected of substance abuse will be approached by the instructor, advisor, or supervisor in a caring manner. If circumstances warrant, the student may be reported and processed according to the Code of Student Conduct and Student Discipline Policy as set forth in the Student Handbook. The student may be referred to the counseling agency responsible for the Student Assistance Program and, in certain circumstances, the Dean of Students may contact the counseling agency to confirm that the student has made and kept appointments.

Education

Education will include periodic seminars, College courses, and brochures which describe the hazards of drug use and abuse. The student weekly bulletin, the faculty and staff newsletter, and bulletin board posters will list phone numbers of agencies in the area which may be called for counseling services.

Information concerning drug and alcohol abuse is distributed during Drug and Alcohol Week conducted at least annually by the Director of Student Services. Information pamphlets are available to College employees through the Personnel Office. Brochures on the Student and Employee Assistance Programs are directly mailed to all registered students and all employees annually.

Early Intervention and Referral

Early intervention and referral services will be provided to employees and students by the Employee and Student Assistance Programs. Free short-term counseling and referrals to agencies and private practitioners will be included. Training sessions for supervisors also will be conducted so that employees with substance abuse problems can be identified and helped.

Disciplinary Action

Disciplinary actions play a secondary role to education, counseling, and guidance however;

1. Should the offender be an employee of the College, the charges will be submitted in writing and signed by the person(s) making the charges, and submitted to the appropriate administrator, and action taken will be in accordance with current disciplinary policy.
2. If an employee found to be in violation of said policy refuses to cooperate with the College by using the Employee Assistance Program for counseling or referral, appropriate personnel action will be taken up to and including termination.
3. Should a student violate the College drug/alcohol abuse policy, action may be taken in accordance with the Code of Student Conduct and the student discipline policy in the Student Handbook.

Policy Approved: Board of Trustees July 31, 1990

Procedures Added: August, 1990

Policy on Alcoholic Beverages and Drug Abuse

The use of alcoholic beverages is permitted only to those who are of legal drinking age (21 years) at those College activities where the serving of alcoholic beverages has been approved by the president of the College.

Use, possession, or distribution of illegal drugs on campus property or at College-sponsored events is prohibited. The College does not protect students from state and federal drug abuse laws and cooperates fully with law enforcement agencies in upholding the law.

The College reserves the right to discipline any student for any behavior, on or off the campus, which it regards as detrimental to the aims and objectives of the College. It is to be assumed that this policy covers all specific College regulations.

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Sexual Misconduct Policies

Hagerstown Community College is committed to having a positive learning and working environment for its students and employees and will not tolerate sexual harassment or sexual violence.

Sexual Harassment

HCC defines sexual harassment as unwelcome sexual advances, requests for sexual

favors, and other verbal or physical conduct of a sexual nature when one or more of the following circumstances is present:

1. Submission to such conduct is made either explicitly or implicitly as a condition of attendance or participation in college activities or functions.
2. Submission to or rejection of such conduct is used as a basis for decisions affecting a student's collegiate pursuits.
3. Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, hostile, or offensive environment.

Sexual Assault

HCC complies with Section 485(F) of the Higher Education Act of 1965 as amended by section 486(C)(2) of the Higher Education Amendments of 1992, Subtitle 7, Sexual Assault Policy. Sexual assault is being coerced to engage in a sexual act by force, threat of force, against your will and without consent. The following is issued in compliance with the provisions of that legislation. This policy applies to students and employees.

Alleged victims of sexual assault are encouraged to report such criminal activity to the Campus Police or the Director of Safety and Security. If campus officials are not available, the student should notify proper authorities by dialing 911 or calling the Washington County Sheriff's Department or the Maryland State Police. Campus Security personnel will make arrangements for transportation to the Washington County Hospital, which is equipped to collect evidence for victims of sexual assault.

HCC provides counseling to students and employees through the College counseling service and may make referrals to community counseling and mental health agencies if requested. Information can be obtained from the Counseling staff. Modification to class schedules for victims of sexual assault will be made upon request.

Retaliation

All forms of sexual harassment cause the victim to feel uncomfortable or threatened by the behavior and may cause the victim to fear retaliation such as loss of job or poor grades. Retaliation against anyone reporting or thought to have reported sexual harassment behaviors is prohibited. Such retaliation shall be considered a violation of this policy and shall be independent if charges of sexual harassment are substantiated.

Disciplinary Procedures

Student offenders will be disciplined according to the Code of Student Conduct in instances where College discipline is initiated. Since sexual harassment and assault are criminal offenses, offenders are subject to arrest and prosecution under Maryland State law.

Employees will be placed on administrative leave until a thorough investigation is completed. If an employee is found guilty of charges, then appropriate personnel action will be taken.

Education Programs

Education programs related to sexual assault, rape, date rape, acquaintance rape, and forcible or non-forcible sexual offenses are provided to students through classroom instruction and scheduled extracurricular programs through the Student Activities Office.

Faculty and staff receive education related to sexual offenses through staff development programs.

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Code of Student Conduct

All HCC students in every academic program fall under this code of conduct. Some academic programs may have supplemental behavioral codes with additional requirements.

1. Basic Principles

Freedom to teach and freedom to learn are inseparable facets of academic conditions in the classroom, on the campus, at other College sites, and in the community. The student rights of free inquiry and free expression are indispensable to the learning experience and to participation in an academic community. As members of the larger community of which the College is a part, students are entitled to all rights and protection accorded them by the laws of the community.

Students are expected to exercise their freedom with responsibility. The College has established rules relating to academic integrity and behavior that students must follow so the teaching/learning process is not disrupted. Students are expected to produce work that is the product of their own learning and academic effort and will sign a pledge to that effect. Grades and degrees must represent honest work and accomplishments. If a student chooses not to abide by these rules and expectations, s/he may lose the privilege of attending Hagerstown Community College.

By the same token, students are also subject to all laws of the community, which are implemented by law enforcement officers. When students violate College regulations, they are subject to disciplinary action by the College whether or not their conduct

violates the law.

2. Student Bill of Rights

A. All rights and privileges guaranteed to every citizen by the Constitution of the United States and by the State of Maryland apply to all students.

B. Students have a right to pursue appropriate opportunities for learning in the classroom, on the campus, and in the community that are provided by the College. They should expect faculty to evaluate their performance objectively based on academic criteria, not on opinions or conduct in matters unrelated to academic standards unless that conduct violates College regulations or the Code of Conduct.

C. Students have the right to learn in an environment in which academic integrity is valued and practiced.

D. Students have the right to freedom of expression, inquiry, and assembly without restraint or censorship subject to reasonable and non-discriminatory College rules and regulations regarding time, place, and manner.

E. Students have the right to inquire about and to propose improvements in policies, regulations, and procedures affecting the welfare of students through established student government procedures, campus committees, and College staff.

F. Students shall have access to their educational records and the College will protect student educational records from dissemination or transferability without a student's consent. In this regard, it is College policy to comply fully with the provision and regulations of the Family Educational Rights and Privacy Act (FERPA) of 1974.

G. Students have the right to an impartial hearing and the right of appeal.

3. Prohibited Conduct

Academic integrity violations

A. Cheating on placement tests, exams, tests, and quizzes. Examples of cheating include but are not limited to:

- 1) giving or accepting unauthorized exam material or using illegitimate sources of information,
- 2) dishonestly obtaining copies of an exam or providing or receiving information about an exam,
- 3) exchanging information during an exam or copying from another's paper,
- 4) using "crib sheets" or any other unauthorized aids including all electronic retrieval devices or materials during an exam, and
- 5) taking an exam in the name of someone else.

B. Plagiarism is the use of ideas or work of another without sufficient acknowledgment that the material is not one's own. Examples of plagiarism include:

- 1) submitting material created by another as one's own work or including passages of another author without giving due credit, and
- 2) submitting purchased material, in any form of communication, as one's own work.

C. Computers should be used for academic purposes only. Examples of misuse of computers include:

- 1) illegal copying of commercial software or data protected by copyright or special license,
- 2) unauthorized access to computer files,
- 3) copying/pasting, in any form, another student's exam or homework files and submitting as one's own,
- 4) planting viruses on local or network drives, and
- 5) sharing one's own or using the account number of another to access the system.

D. Unauthorized collaboration with other individuals in the completion of course assignments.

E. Using fraudulent methods in laboratory, studio, special projects, or field work.

F. Intentionally or knowingly helping or attempting to help another student violate any provision relating to academic integrity.

Behavioral violations on College premises or at College-sponsored or College-supervised functions

A. Failure to comply with directions of College staff acting in performance of their duties. Showing disrespect toward any faculty or staff member, through actions, comments, obscene or excessively loud language.

B. Theft, misuse, or damage to College property (including equipment, the computer network, phones, mail, and transportation), property of a member of the College community or a campus visitor.

C. Unauthorized entry onto the property of the College or into faculty/staff offices or facilities which have been placed off limits; unauthorized presence in a College facility after closing hours.

D. Unauthorized use of skateboards, roller blades, and scooters.

E. Illegal possession, use, sale or distribution of alcohol, any controlled substance, street drugs, or drug paraphernalia. The use of drugs or of alcoholic beverages shall not in any way limit the responsibility of the individual for the consequences of his/her

actions.

F. Disorderly, lewd, or indecent behavior; or distribution of obscene or libelous written material.

G. Mental or physical abuse, including verbal or physical actions which threaten or harm individuals or which promote hatred or prejudice.

H. Any act, comment, or behavior which is of a sexually suggestive or harassing nature and which creates an intimidating, hostile, or offensive environment and interferes with another student's or employee's rights or performance.

I. Disruption of teaching, research, administration, or disciplinary proceedings, or other College activities, including public service functions, and other authorized activities.

J. Children under the age of 12 who are not registered credit or noncredit students, who are not participating in an authorized college activity, or who are not attending a scheduled event shall not be left unattended anywhere on the college campus.

K. Only properly registered students should attend scheduled classes. However, individuals including students' children, relatives or friends may accompany them to a class session with the instructor's permission.

L. Use of cellular phones or pagers during class. Students must disengage or place devices on inaudible signal so as not to disturb or interfere with classroom activities.

M. Occupation or seizure of College property or facilities, or participation in informal or formal assembly that threatens or causes injury to person or property. This includes activities that interfere with access to College facilities, as well as remaining at the scene of such an assembly after being asked to leave by College staff.

N. Possession, use, and/or threat of use of firearms, weapons, incendiary devices, explosives, or the unauthorized use of any agent capable of inflicting serious bodily injury to any person on College property or at College-sponsored activity sites.

O. The act of maliciously setting off a fire alarm or the use of any fire safety equipment.

P. Smoking and/or the use of other forms of tobacco products in campus buildings.

Q. Operation and parking of motor vehicles on HCC property in violation of College regulations.

R. Violation of the terms of disciplinary probation or any College regulation during

the period of probation.

S. Gambling except for approved charitable fund-raising activities.

T. Fiscal irresponsibility such as failure to pay College-levied fees and fines, failure to repay College-funded loans, or the passing of worthless checks to College officials.

U. The intentional provision of false information to College officials.

4. Sanctions

The following are sanctions which may be invoked by the College for individual students, groups of students, or student organizations in cases where there has been a violation of the Code of Student Conduct. The listing is not inclusive of all options which the College may choose to exercise. The Dean of Student Affairs will maintain a record of imposed sanction(s) for behavioral violations and the Vice President of Academic Affairs will keep a record of imposed sanction(s) for academic integrity violations.

Student Sanctions:

A. Grade of F: A failing grade for an assignment or for a course grade may be assigned by a faculty member for academic integrity violations.

B. Reprimand: A reprimand gives official written notice to the student that any subsequent offense against the Code of Student Conduct will carry heavier penalties because of a prior infraction.

C. General Probation: A student may be placed on General Probation when involved in a minor disciplinary offense. Under General Probation, the student is given a chance to show capability and willingness to observe the Code of Student Conduct without further penalty. If the student errs again, further action will be taken.

D. Restrictive Probation: Restrictive Probation results in loss of good standing, which may limit activity in the College community. Generally, the student will not be eligible for initiation into any local or national organization, and may not receive any College award or other honorary recognition. The student may not occupy a position of leadership or responsibility with any College or student organization, publication, or activity. Any violation of Restrictive Probation may result in immediate suspension.

E. Suspension: Suspension results in the exclusion from class(es), and/or all other privileges or activities of the College for a specified period of time as determined by the Dean of Student Affairs or designee. This sanction is reserved for those offenses warranting discipline more severe than probation or for repeated misconduct. Students who receive this sanction must request and obtain specific written permission from the

Dean of Student Affairs or designee before returning to campus.

F. Expulsion: When expelled, a student is dismissed from campus for an indefinite period of time and loses student status. The student may be readmitted to the College only with the approval of the President.

G. Restitution: Students will be responsible for paying for damaged, misused, destroyed, or lost property belonging to the College, College personnel, students, or others.

H. Loss of Academic Credit or Grade: Loss of academic credit or a grade can be imposed as a result of academic dishonesty.

I. Withholding transcript, diploma, or right to register or participate in graduation ceremonies: These sanctions can be imposed when financial obligations are not met. The student will not be allowed to register or to participate in commencement until all financial obligations are met.

Organizations/Group Sanctions:

J. Group Probation: Group probation is given to a College club or other organized group for a specified period of time. If group violations are repeated during the term of the sentence, the charter may be revoked or activities restricted.

K. Group Restriction: College recognition is removed during the semester in which the offense occurred or for a longer period of time. While under restriction, allocated activity funds will be revoked and the group may not seek or add members, hold or sponsor events in the College community, or engage in other activities as specified.

L. Group Charter Revocation: College recognition is removed for a group, club, society, or other organizations for a minimum of two years. Recharter after that time must be approved by the President.

M. Group Restitution: Student organizations will be responsible for paying for damaged, misused, destroyed, or lost property belonging to the College, College personnel, students, or others.

Approved: Board of Trustees, 5/06

5. Implementation Process

A. Academic Integrity Violation Process

Charges of academic dishonesty on the part of a student may be reported by any member of the College community to the person responsible for the academic endeavor, hereafter

referred to as the instructor.

Due process and confidentiality must be maintained throughout the procedures. An individual in violation of these tenets will be censured.

Step 1—Instructor/Student Conference

A. The Conference

A conference occurs between the student and the instructor to discuss an alleged violation. Possible conclusions include mutual agreement of innocence or a mutual agreement of guilt. If there is agreement of guilt and penalty by the instructor and the student, both will sign the Academic Integrity Incident Form and the matter may be resolved at this level. The written record of the conference will be submitted by the instructor to the Vice President of Academic Affairs. The Vice President of Academic Affairs will send a letter of reprimand to the student and a copy will be placed in the student's file. The maximum penalty for the violation may not exceed a grade of "F" in the course.

B. Request for a Hearing

If there is no agreement between the instructor and the student regarding the occurrence of a violation or if the parties do not agree on the penalty, a request for a hearing to the College Hearing Board may be made by the instructor or the student. The request must be made in writing to the Vice President of Academic Affairs within seven calendar days after the student-instructor conference. Additionally, the Vice President of Academic Affairs may request a hearing after a review of the submitted documentation regarding incidents of a serious nature.

Step 2—Academic Integrity Hearing Process

A. College Hearing Board Membership

The College Hearing Board will consist of three faculty and three students. The Hearing Board will be chaired by an administrator, who will vote only in case of a tie. Every attempt will be made to follow the time lines indicated in Steps 2 and 3. However, unique circumstances may dictate otherwise and shall be determined reasonable and/or justified by the Hearing Board chair.

B. The Hearing Procedure

The Board will convene in a closed session no more than seven calendar days after the request for a hearing has been made to the Vice President of Academic Affairs. The student will be notified by registered or certified mail of the time and date of the hearing.

If the student wishes to have a nonlegal advisor present for the hearing, he/she will notify the Dean of Student Affairs in writing at least one calendar day before the scheduled hearing. A nonlegal advisor may include a spouse, parent, other relative or friend. The advisor may confer with the student during the hearing, but may not address the panel.

C. Hearing Board Actions

Following the presentations by the student and the instructor, the panel will vote on its decision. The panel chair will inform all parties that the Vice President of Academic Affairs will receive the decision in writing within one calendar day. Measures imposed by the College Hearing Board as disciplinary actions in proportion to the gravity of the offense follow.

a. Exoneration

If the student is exonerated, a record will be kept in the Office of the Vice President of Academic Affairs. However, no citation will be placed in the student's permanent college record, and there will be no penalty to the student.

b. Reprimand

Reprimand is a formal written statement sent to the student and placed in the student's permanent college record. With the exception of exoneration, the minimum penalty for an academic integrity violation brought before the Hearing Board is a grade of "F" in the assignment. The reprimand cites the student's inappropriate actions and indicates that any further incidents will result in suspension from the College. The reprimand will not be removed from the student's permanent file upon his/her leaving the institution, but will not be given as a college record to other agencies.

c. Suspension

Suspension means separation of the student from the College for a designated period of Board. Formal written notice of this action is sent to the student and will remain a permanent part of the student's record at Hagerstown Community College. This notice will not be forwarded to other agencies.

d. Expulsion

Expulsion is the permanent dismissal from the College for Academic Integrity violations of a grave nature.

D. Notification of Verdict

The Vice President of Academic Affairs or a designee will notify the faculty member first and then the student within one calendar day after receiving the panel's decision. If the Vice President of Academic Affairs is unavailable, it is then the Dean of Student Affairs' responsibility to do so

6. Behavioral Violation Process

A. Responsibility

The Dean of Student Affairs¹ is responsible for implementing student discipline procedures. The process shall be conducted to protect the confidential nature of the proceedings.

B. Procedural Requirements

In order to provide an orderly method for handling student disciplinary cases, the

following procedures will be followed:

1. Charges: Any college employee, representative, or student may submit charges to the Dean of Student Affairs¹ against any student or student organization for violations of College regulations. When a student organization is charged with a violation, the organization's officers and advisor(s) will represent the organization for purposes of carrying out these disciplinary procedures. The individual(s) making the charges, herein the complainant, must complete an Incident Form which is available from the Office of the Dean of Student Affairs. If charges are brought against a College employee by a student, refer to the General Grievance Policy for Students.

The Incident Form includes:

- a. name of the student(s) or organization involved,
- b. name of person making the complaint,
- c. the alleged violation of the specific standards of the Code of Student Conduct,
- d. the time, place, and date of the incident,
- e. names of person(s) directly involved, or witnesses to the infractions, and
- f. any other information that may be related to the incident.

The completed Incident Form must be forwarded directly to the Office of the Dean of Student Affairs within five (5) work days² following the incident.

2. Investigation: Within ten (10) work days after the charge is initiated, the Dean of Student Affairs¹ shall complete a preliminary investigation of the charge and conduct an informal hearing.

3. Informal Hearing: At the meeting, only the Dean of Student Affairs¹ and the accused student or organization will discuss the charges and the specific standards of the Code of Student Conduct allegedly violated. If the Dean of Student Affairs¹ finds no reason to proceed, all charges will be dropped. If the complainant disagrees with this action, a final appeal can be made to the President of the College.

If the charges are not dropped, the accused may elect one of three courses of action.

- a. The student³ may admit the alleged violation and request, in writing, that the Dean of Student Affairs take whatever action seems appropriate.
- b. The student³ may admit the alleged violation and request a hearing before the College Hearing Board.
- c. The student³ may deny the alleged violation, in which case a hearing will be held by the College Hearing Board.

4. Formal Hearing: The Dean of Student Affairs¹ will set the date, time, and location for the formal hearing and notify, in writing, all participants of the arrangements. The formal hearing shall occur within ten (10) work days after the informal hearing. Should the accused fail to appear at the formal hearing, the hearing will proceed. The accused has the right to be assisted by an advisor of his or her choice and at his/her own expense.

The accused is responsible for presenting his/her own case, and the advisor is not permitted to speak or participate. The advisor may confer with the student during the hearing, but may not address the Hearing Board. The student must notify, in writing, the Dean of Student Affairs¹ regarding the presence of the advisor at least five (5) work days before the hearing.

Following the testimonies of the accused and the complainant, the Hearing Board will vote on its decision. The Dean of Student Affairs¹ will notify all parties after receiving the panel's decision.

5. Campus Notification: The Dean of Student Affairs¹ will provide written notification to appropriate College offices regarding any actions needed in response to the decision.

1 or a representative acting on the Dean's behalf

2 Herein, "work day" is defined as those days when the College is open for business.

3 or organization

7. Final Appeal

A student or student organization may request an appeal, in writing, of any imposed sanction to the President of the College within five (5) work days. The President will review all documentation and may conduct further inquiries. The President shall render a decision within five (5) work days after the request for appeal is submitted. The decision of the President shall be final.

Approved: Faculty Assembly, 5/97

College Council, 5/97

Board of Trustees, 5/97

Student Government, 5/97

College Name Change, 6/98

College Hearing Board: Purpose

The College Hearing Board is empowered to hear grievances, deliberate and determine appropriate actions.

Composition and Selection of College Hearing Board

The College Hearing Board consists of seven members for each hearing: three faculty chosen by the Vice President of Academic Affairs, three students chosen by the Dean of Student Affairs, and a chair chosen jointly by the Vice President of Academic Affairs and the Dean of Student Affairs.

General Grievance Policy for Students

Introduction

The purpose of the General Grievance Policy for Students is to provide a method of recourse to students who feel that a particular action or series of actions on the part of a Hagerstown Community College employee has violated accepted or stated institutional practices and standards. Student concerns appropriate to this policy include, but are not necessarily limited to, concerns regarding ethical and professional behavior of employees, arbitrary application of current College policies by employees, and perceived violations of accepted rights of students such as the right to free expression and the right to assemble.

Procedures

Informal Level

The intent of the informal level is to resolve student grievances in the most equitable manner. If a student feels that his/her rights have been violated, the student should meet with the Dean of Student Affairs or his representative to discuss the grievance. The Dean of Student Affairs will conduct an investigation of the alleged charge(s). At the conclusion of the investigation, it may be appropriate for the student to meet with the employee who allegedly violated the student's rights. The student may request the Dean of Student Affairs be present at this meeting. If resolution is reached, all proceedings will cease. If there is no resolution, the student has the right to initiate formal charges.

Formal Level

Step 1

- The student must begin formal grievance procedures within 10 work days after the initiation of formal charges by submitting a written statement of the complaint to the Dean of Student Affairs. The statement must explain what allegedly happened, what steps have been taken prior to the submission of the written grievance, and what action the student is requesting. The Dean will distribute copies of the grievance to the appropriate parties.

- If a student wishes to have another person present at any step of the formal procedure, he/she may request the presence of a nonlegal advisor.

- The student will then meet with the staff member and his/her supervisor. This conference shall take place within 10 work days of the submission of the written statement. Within five work days after the conference, the student will be informed in writing of the outcome of this meeting.

Step 2

- If a mutually satisfactory outcome is not achieved, the student may appeal the outcome to the College Hearing Board.

- The student must submit the appeal within 10 work days. The appeal must be in writing and explain the nature of the grievance, the reason for the appeal, and include any supporting evidence. The appeal shall be submitted to the Dean of Student Affairs,

who will convene the College Hearing Board within five work days.

- The College Hearing Board shall meet to hear the appeal within 10 work days, subsequent to receipt of the student's written request. A written record shall be made of the appeal hearing.

Step 3

- A student may submit an appeal, in writing, to the President of the College within five work days. The President will review all documentation and may conduct further inquiries.

- The President shall render a decision within five work days after the appeal is submitted. The decision of the President shall be final.

Approved by the Student Government Association: May 6, 1993

Approved by Management Council: May 27, 1993

Approved by Board of Trustees: June 22, 1993

Approved by College Attorney: June 24, 1993

College Name Change: June 1998

Grade and Academic Program Dismissal Appeal

Policies and Procedures

PROCEDURES A STUDENT SHALL FOLLOW TO CHALLENGE THE FINAL GRADE ASSIGNED BY A FACULTY MEMBER. In order to successfully appeal a grade, a student must offer convincing written arguments that good cause exists for mandating a change of grade. If a student fails to appeal a final grade within 15 work days from the date the grade is posted to the student's record, the student forfeits the right to appeal.

I. Cause for Grade Appeal

Each of the following reasons, if supported by sufficient written evidence, shall constitute "good cause."

A. Assignment of a grade that is malicious and/or discriminatory. This is applicable if, in determining the grade, the professor clearly did not apply the same standards used for grading other members of the class whose work and behavior were similar to those of the appealing student.

B. Assignment of a grade that is arbitrary and/or capricious. This is applicable if the professor apparently had no discernible rationale for arriving at the grade given.

C. Assignment of a grade that has resulted from innocent human error. The professor reported an incorrect grade as the consequence of a mistake in computation, in recording, or in some other mechanical aspect of the grading process.

None of the following shall constitute "good cause" for the purpose of appealing a grade.

A. Disagreement with the course requirements established by the professor.

B. Disagreement with the grading standards established by the professor.

C. Disagreement with the judgment of the professor in applying grading standards as

long as he or she has made a reasonable effort in good faith to be fair and consistent in exercising that judgment. Good faith on the professor's part shall be assumed unless the student can offer convincing arguments to the contrary.

D. The student's desire or "need" for a particular grade. While this sort of reason may seem compelling to the individual on the personal level, it shall not be considered "good cause" for purposes of appeal and shall not be regarded as relevant in consideration of the student's appeal. Examples of the student's need to have a higher grade include, but are not limited to, the need to graduate, to transfer course credits, gain employment or promotion, or to qualify for a more advanced course.

II. Process for Grade Appeal

The following steps constitute the established administrative procedures for appealing a final grade. All paperwork and documentation of Steps 1 through 3 will be kept in the office of the division chairperson.

All deadlines refer to work days. It is the student's responsibility to meet the established deadlines. Failure to attend any of the scheduled meetings or the College Hearing Board hearing without reasonable justification will forfeit the student's right to appeal the grade.

If the appeal concerns a final grade given by a division chairperson, a substitute faculty will be selected to act in his/her place throughout the process.

Step 1 The student must submit a written appeal of the final grade to the faculty member and the division chairperson. This must be done within 15 work days from the date the grade is posted to the student's record.

Step 2 The faculty/student conference will occur as soon as possible, but no later than the 10th work day of the following semester. The occurrence and outcome of the meeting will be documented by the faculty member who assigned the grade and will include the signatures of the student and faculty member. A copy of the documentation will go to both parties.

Step 3 If the appeal cannot be resolved, the student has seven calendar days after the student/faculty conference to appeal, in writing, to the division chairperson. As part of this appeal, the student is responsible for presenting documentation regarding the faculty/student conference.

After reviewing the written materials, the division chairperson will schedule a conference with the student and the faculty member within 10 work days. The results of the meeting will be documented and will include the signatures of all three participants. A file of all written materials will be maintained by the division chairperson. If the appeal is not resolved, the student has 10 work days from the date of the conference to appeal the grade, in writing, to the Vice President of Academic Affairs.

Step 4 At this stage, the Vice President of Academic Affairs will review a file of all written materials submitted by the division chairperson regarding the grade appeal. The Vice President will schedule a meeting with the student, faculty and division chairperson to review the materials and discuss the appeal within 10 work days. The Vice President's written decision will be rendered within three work days and must be signed by all participants.

If the student or faculty member disagrees with this decision, a request for an appeal to the College Hearing Board can be made, in writing, to the Vice President of Academic Affairs within five work days.

Step 5 The College Hearing Board will consist of three faculty and three students. The Hearing Board will be chaired by an administrator, who will vote only in case of a tie. The student will be notified via registered or certified mail, of the day and time of the hearing. The Hearing Board will convene in a closed session no more than seven calendar days after the request for a hearing has been made to the Vice President of Academic Affairs.

If the student wishes to have an advisor present for the hearing, the individual may not be an attorney and may include a spouse, parent, other relative, or friend. The student must notify, in writing, the Dean of Student Affairs regarding the presence of an advisor at least one calendar day before the hearing. The advisor may confer with the student during the hearing, but may not address the Hearing Board.

Following the presentations by the student and the faculty member, the Hearing Board will vote on its decision. The Hearing Board chair will inform all parties that the Vice President of Academic Affairs will receive the decision in writing.

The Vice President of Academic Affairs will notify, the student, the faculty member, and the division chairperson within five work days after receiving the Hearing Board's decision. If the Vice President of Academic Affairs is unavailable, it is then the Dean of Student Affairs' responsibility to do so.

Step 6 The student or faculty member may appeal, in writing, the decision of the College Hearing Board to the President of the College within five work days. The President will review all written documentation and may conduct further inquiries. The President will render a decision within five work days of the request for appeal. The decision of the President shall be final.

Revised: 5/96

Approved, Faculty Assembly: 3/96

Approved, College Council: 5/96

Responsibilities in the Grade Appeal Process

Student

- Submit all appeals in writing, as well as provide appropriate documentation, within established time deadlines specified in each step of the process
- Present case in person if grade is appealed to the College Hearing Board
- Inform Dean of Student Affairs that a nonlegal advisor will be present

Faculty Who Assigned the Final Grade

- Meet with student in an attempt to resolve the grade appeal and document occurrence of meeting
- Maintain and present appropriate documentation as requested throughout subsequent steps if appeal cannot be resolved with student
- Present case in person if grade is appealed to the College Hearing Board

Division Chairperson

- Maintain all written documentation of appeal, including student's reason for appeal and all paperwork, including signed documentation that meetings in Steps 1-3 have taken place
- Schedule conference with the student and faculty member who assigned the grade after reviewing all documentation to date
- If the appeal concerns a grade given by division chairperson, a substitute faculty member will be selected to act in his/her place throughout the process

Vice President of Academic Affairs

- Schedule and document the meeting with the division chairperson, faculty member, and student in Step 4
- If the appeal is filed against the Dean, an administrator will be selected to act in his/her place throughout the process
- Receive student's request for appeal to the College Hearing Board
- Consult with the Dean of Student Affairs to select an administrator to chair the College Hearing Board, as well as the three student members
- Appoint three faculty to serve on the College Hearing Board
- Schedule date and location for the Hearing Board hearing. Notify Hearing Board members, faculty, and student making the appeal of date and location of appeal
- Select recorder
- Notify student, faculty member and division chairperson of the Hearing Board's decision

Dean of Student Affairs

- Consult with the Vice President of Academic Affairs in selection of the chairperson for the College Hearing Board
- Select student membership for the College Hearing Board
- Notify chairperson of the Hearing Board of the presence of a nonlegal advisor for the student at least one calendar day before the hearing
- Communicate Hearing Board decision within one calendar day to student, faculty member, and division chairperson in the event that the Vice President of Academic

Sex Offense									
Forcible	0	1	0	0	0	0	0	0	0
Non-Forcible	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	2	3	0	0	0	0	0	0
Vehicle Theft	0	0	0	0	0	0	0	0	0

* Statistics for Public Property are obtained from other law enforcement agencies for enumerated crimes occurring in areas reasonably contiguous to the college campus but not part of the campus.

** Statistics for Non-Campus Building/Property are those enumerated crimes occurring in or on buildings or property owned or controlled by the college or a student organization officially recognized by the college, and is not within the same reasonably contiguous geographic area of the college.

Following are the number of arrests for crimes listed occurring on campus or non-campus buildings:

Crimes	Liquor Law Violation	Drug Abuse Violation	Weapons Possessions
2005	0	0	0
2006	0	0	0
2007	0	1	0

Following are the number of arrests on public property for the listed crimes.

Crimes	Liquor Law Violation	Drug Abuse Violation	Weapons Possessions
2005	0	0	0
2006	0	0	0
2007	0	0	0

The following is number of persons referred for disciplinary action for violation of listed crimes:

Crimes	Liquor Law	Drug Abuse	Weapons
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Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Vehicle theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Hate Crimes *Public Property*

Hate Crimes	Race			Gender			Religion			Sexual Orientation			Ethnicity			Disability		
	`05`	`06`	`07`	`05`	`06`	`07`	`05`	`06`	`07`	`05`	`06`	`07`	`05`	`06`	`07`	`05`	`06`	`07`
Murder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offense																		
Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Vehicle theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Registered Sex Offender Information

Sex offender information can be obtained from the Maryland State Sex Offender Register, (SOR). The registry can be found in the Department of Public safety and Correctional service website: <http://www.dpscs.state.md.us/onlineservs/sor/>