



Continuing Education and Business Services Instructor Handbook

This handbook is not to be construed as an employment contract.

Hagerstown Community College reserves the right to modify, terminate, or change any and all procedures, at any time with or without notice. This manual is merely a summary of applicable policies and is not intended to be all-inclusive.

Revised April 2014

Phone: 240-500-2236

Fax: 301-393-3685

Web: www.hagerstowncc.edu/coned

Email: learn@hagerstowncc.edu

Accreditations and Certifications

Hagerstown Community College is accredited by:

Middle States Commission on Higher Education

3624 Market Street Philadelphia, PA 19104

The Middle State Commission on Higher Education is an instructional accrediting agency recognized by the US Secretary of Education and the Council for Higher Education accreditation

The Continuing Education and Business Services Division is certified by:

Learning Resources Network (LERN)

PO Box 9

River Falls, WI 54022

Continuing Education and Business Services **Structure**

Dean of Continuing Education

Reports directly to the President of the College and oversees all operations Continuing Education and Business Services

Program Manager

Program Managers oversee assigned areas of course development and delivery in their area of expertise. Program areas include: Business and Professional Development, Certification and Licensure, Allied Health, Industrial Technology and Trades, Transportation, Lifelong Learning, the Nora Roberts Writing Institute and College for Kids. The program manager hires instructors, develops, schedules, promotes courses and provides oversight for all course delivery. Program Managers report to the Dean of Continuing Education.

Continuing Education Non-credit Instructor

Reports directly to the assigned Program Manager and agrees to the instructor roles and responsibilities listed in this publication, page 8.

Administrative Staff

Reports to the Dean of Continuing Education and assists students with registration and all administrative duties of Continuing Education and Business Services.

Continuing Education and Business Services Division

The Continuing Education and Business Services Division at Hagerstown Community College offers courses for those who may not be seeking a degree, but instead want to upgrade their skills to begin or advance their career, need recertification to maintain a license, start their own business, develop a new hobby, or simply learn something new and interesting to enrich their life. High-quality programs are taught by experts in the field. Certificates of completion, continuing education units (CEUs), and preparation for professional certification in many areas are provided.

The Continuing Education and Business Services Division is certified as a distinguished professional continuing education unit by the Learning Resource Network (LERN). LERN is the foremost authority on lifelong learning programming in the world.

Noncredit Course Selections

The Continuing Education and Business Services Division offers a wide range of course selections. To meet the demands of the community, courses are updated frequently. Local businesses and organizations are consulted to develop customized training programs tailored to their individual needs. To learn more about these programs, please visit www.hagerstowncc.edu/coned or call 240-500-2236.

Program Areas

Animal Care and Veterinary Office Careers

Animal care courses include courses for both pet owners and those that work with animals in various capacities. Veterinary office career courses include courses to prepare students to work as a front office assistant in a veterinary office, veterinary assistant, dog training and also careers in animal rescue shelters. Courses are also provided for the continuing education of licensed veterinary technicians that need continuing education in order to maintain their license. In addition, HCC offers classes designed for individuals interested in obtaining skills to start a career in pet grooming or to groom their own pets.

Learn more at: www.hagerstowncc.edu/coned/areas/animal.

Business and Professional Development

The Continuing Education and Business Services Division offers non-credit courses designed to develop the skills of today's business professionals. Topics include management and supervision, strategic planning, leadership, teambuilding, customer service, communication, project management, process improvement, marketing, sales, grant writing, entrepreneurship, and others.

HCC's training includes customized programs as well as curriculum from partners including the American Management Association (AMA), Achieve Global™ and DDI™. HCC also partners with other Western Maryland entities that provide small business development to offer entrepreneurship and small business development training programs. Learn more at: www.hagerstowncc.edu/coned/areas/business.

Certification and Licensure

The Continuing Education and Business Services division provides course work for careers that require state/national licensing or certification. HCC offers courses to prepare an individual for initial licensing or for license/certificate renewal. Programs include real estate, insurance, lead paint abatement, child care, home inspector, pool operator, and personal trainer, techniques of alcohol management, bartending locksmith, food safety, and notary public. Many of these programs offer a new career in less than a year. Learn more at: www.hagerstowncc.edu/coned/areas/licensing.

Industrial Technology/Trades/Alternative Energy

Trades and industrial technology courses in HCC's industrial facilities lab and STEM Building develop and enhance skills for individuals employed in manufacturing or trades related positions. Training topics include welding, HVAC, plumbing and pipe fitting, electrical wiring, PLC and CNC automation, alternative energy, and OSHA safety. New courses are now being offered on developing alternative energy topics such as solar or wind power. HCC is also an approved NABCEP testing center. Learn more at: www.hagerstowncc.edu/coned/areas/it.

Information Technology Training

Flexible delivery mechanisms allow students to enhance their technology skills through traditional evening classes, convenient one-day courses, or instructor-facilitated online classes. In addition, the Cybersecurity Training Institute and the Cisco Networking Academy program offer advanced skill options for the area's technology workforce. An industry testing center staffed by Continuing Education provides an exam site for IT professionals to take job-related certification exams. Learn more at: www.hagerstowncc.edu/coned/areas/computers.

Nursing and Allied Health

The Continuing Education and Business Services Division offers educational programs for allied health and health professionals including physicians, nurses, social workers, psychologists, dentists, dental hygienists, dental assistants, certified counselors and therapists, radiographers, physical therapists and assistants, occupational therapists and assistants, activity directors, paramedics and emergency services personnel, massage therapists, chiropractors, and nursing home administrators. Our programs assist medical professionals in maintaining their certification in various areas of specialty by providing CEUs. We also provide continuous BLS classes for healthcare providers. The Nurse Refresher Course assists the nurse who has an expired license to get the license renewed through the requirements of the Maryland Board of Nursing. Learn more at: www.hagerstowncc.edu/coned/areas/nursing.

Personal Enrichment

The Hagerstown Community College philosophy of "lifelong learning"—sustaining personal growth, expanding horizons, and making new friends is well represented in this varied array of continuing education courses focusing on applied arts, music, history, and cultural studies. There are no tests and no academic requirements. Informal class sessions encourage comments, questions, and lively discussions. Learn more at: www.hagerstowncc.edu/coned/areas/lifelong.

Nora Roberts Writing Institute

Named after local resident and international best-selling author, Nora Roberts, the Nora Roberts Writing Institute presents a weekend retreat with all the information you need to create a solid foundation for all genres of fictional writing. The Institute also includes the Young Writer's Institute offering a great learning experience for teens to work with professional writers and college faculty. Learn more at: www.nrwi.org

Transportation Safety

A licensed driving school through the Maryland MVA, the Transportation Safety Program provides certified courses including driver education for first-time drivers and motorcycle safety for two-wheel enthusiasts. All motorcycle Basic Rider courses use State of Maryland Motorcycle Safety Program and Motorcycle Safety Foundation content and are led by instructors who are certified by the MVA and the MSF. Driver education courses are offered every eight weeks throughout the year for new drivers. CDL Learner's Permit preparation classes and CDL refresher courses assist new and returning truck drivers who want to work in commercial transportation. Learn more at: www.hagerstowncc.edu/godrive

College for Kids

College for Kids is a summer enrichment program designed to provide exciting, challenging, and enjoyable learning experiences for children entering grades second through ten. Each program offering is based on a popular theme and is carried through with various classes which may include: music, applied arts, science, technology, and literature. Learn more at: www.hagerstowncc.edu/kids.

Customized Contract Training

HCC helps businesses maximize resources and stay on top of shifts in the marketplace through customized business solutions. HCC's customized training is crafted to meet the unique goals of individual businesses, from developing and applying basic competency to mastering advanced skills. Through customized training solutions, employees stay innovative, productive, and competitive. HCC offers customized training in the following areas:

- **Leadership and Management:** Customer service, team building, sales and marketing, supervision, strategic planning, project management, and more
- **Information Technology:** Cybersecurity, Microsoft Office Suite, Adobe, and other specialized software packages

- **Industrial Technology:** Welding, HVAC, plumbing and pipe fitting, electrical wiring, PLC and CNC automation, OSHA safety, and alternative energy
- **Languages:** Spanish for Banking, Sign Language for Healthcare, and many more industry-specific language programs
- **Transportation:** Large vehicle maneuvering for non-commercial driving roles, CDL skills training and enhancement, fleet driver evaluation in-truck or simulator-based

HCC can also provide:

- Executive coaching
- Curriculum development
- Specialized training modules to augment meetings, retreats and workshops

Learn more at: www.hagerstowncc.edu/coned/areas/business.

Continuing Education Staff Chart/Contact Information

Main Campus Phone: 240-500-2236

Name	Program Area	Extension	Office
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Theresa Shank	Dean of Continuing Education	2476	CPB 221 E
Samantha Willard	Executive Assistant for Con Ed Operations	2275	CPB 221 C
Stephanie Hurd	Business /Professional Development	2490	CPB 221 A
Adrienne Summers	Certifications/Licensure/CFK	2520	CPB 221 G
Jack Drooger	Information Technology Training/ Trades and Transportation	2453	CPB 221 F
Brian Rogers	Nursing/Allied Health	2614	CPB 221 B
	Lifelong Learning/NRWI	2582	Valley Mall
Mida Clipp	Data Specialist	2553	CPB 221 H
Kellie Koons	Office Associate	2480	CPB 221 D
Kalina Gipe	Office Associate	2413	CPB 221 D
Kristin Holt	Office Associate	2355	CPB 221 D

Other Important Phone Numbers:

Bookstore Ext. 2271
Maintenance Ext. 2339
Campus Security Ext. 2308
Call Center Ext. 2530
Valley Mall Ext. 2236

Any of the Administrative Staff can assist you in the event that you cannot reach your Program Manager - Ext 2236

Roles and Responsibilities of Non-credit Part-time or Contractual Continuing Education Instructors

Summary of Roles and Responsibilities

- X Provide course instruction and technical training in a field of expertise.
- X Use the Instructor forms found in the appendices of this publication.
- X Provide advice to students regarding course enrollment and career opportunities.
- X Keep abreast of developments in field of specialization and/or instruction.
- X Prepare, develop and/or revise training curricula according to HCC goals and guidelines.
- X Complete personnel forms required for employment and update personnel forms as requested by Continuing Education.
- X Submit course outlines, instructional materials, and order for supplies at the time requested by Program Managers.
- X Make appropriate arrangements at least 24 hours prior to class to have the necessary equipment, materials, and supplies available for instruction.
- X Be properly prepared to conduct classes, laboratories, and other meetings involving instruction.

- X Be in the classroom approximately 20 minutes before the class is scheduled to begin. Dismiss classes and vacate the classroom at the scheduled end time for staffing and security purposes.

- X Provide proper notice if unable to be present for class or scheduled meetings by notifying the course manager.

- X Notify the course manager of any attendance and classroom behavior issues.

In order to be paid you must...

First-time faculty must fill out an Instructor Application, I-9, W-4, Maryland New Hire Form, employee information worksheet and review sexual harassment handbook or DVD and instructor handbook. The I-9 form must be filled out at the College with two forms of identification provided (Social Security card, driver's license, passport or birth certificate are acceptable). These forms need to be completed before your class begins. If an instructor is waiving the right for payment, a waiver form must be completed (see Appendix A).

Instructors must turn in the required paperwork related to their course(s) - attendance form and signed instructor contract. Failure to do so could delay an instructor's paycheck. See the checklist in Appendix M & N

Instructional Agreement Forms

Instructors will receive an instructional agreement form (contract) for each course they are instructing. Please sign the form and return the white copy to the Program Manager or the Finance Office. Pay dates will be listed on the instructor contract in the upper right hand corner. See Sample contract in Appendix G. The Finance office will need to receive the signed agreement form before paychecks can be issued.

Instructor Absenteeism

Instructors are required to attend all classes covered in their contracts. An instructor may arrange for a qualified substitute and obtain approval for the substitute from the Program Manager and must notify their students of this change. Should cancellation be necessary, the instructor shall arrange a make-up date convenient to the majority of the students and at a time when the room is available. Instructors should coordinate the make-up date with the Program Manager. In case of an emergency, the Continuing Education Staff can assist with notifying

students of any cancellations and make-up dates. (See school closing policy if college closes due to inclement weather.)

Instructor and Student Conduct

Non-Compete Clause

Based on professional ethics, continuing education faculty employed by Hagerstown Community College shall avoid conflicts of interest and competition with the College. Therefore, continuing education faculty shall not approach or contract with companies for which they are providing training on behalf of Hagerstown Community College.

Self-Promotion

Instructors may not promote personal services in any continuing education course.

Instructors may not promote or publicize themselves as adjunct faculty or instructor unless the written promotion is reviewed and approved in writing by the course manager. Instructors are never to give the public a false impression of their role at the Hagerstown Community College by making exaggerated or inflated claims that might cause the public to place credibility based on the instructor's affiliation with the college.

Guest Speakers may NOT claim to be non-credit instructors. They may state that they were a guest speaker for "name of course" and date that they spoke with permission of the program manager.

Confidentiality of Student Records and Instructor Contact Information

Under the Family Education Rights & Privacy Act (FERPA), you may not give out any personal or academic information about a student to anyone (including parents of students over 18). Parents, of course, have access to information of students who are minors. The College will not disclose any information in writing, in person, or over the phone from a student's or instructor's educational or personal record without having his/her written consent. Instructors must not allow class rosters that include telephone numbers and /or addresses to be available to students or guest speakers. Instructors should be careful that rosters with confidential information are not allowed to be in plain view of students or accessible by any means. Program Managers and other Continuing Education Staff will not give out instructors phone numbers to students without permission. If instructors permit this information

to be given out they may provide that information during class time or by publishing this information on the course syllabus given to students.

Equal Opportunity College

Hagerstown Community College does not discriminate against any individual for reasons of race, sex, color, religion, national or ethnic origin, age, sexual orientation, or conditions of disability in the admission and treatment of students, education programs and activities, scholarship and loan programs, hiring of faculty and staff, or any terms and conditions of employment. The college is committed to affirmative action.

It is the policy of Hagerstown Community College to affirmatively seek, employ, and promote the best qualified in all job classifications without regard to age, sex, race, color, religious belief, national origin, sexual orientation, handicap, or covered veterans' status.

Age Admission Policies for Continuing Education Students

Students must be at least 16 years of age to register for Continuing Education Courses unless the course specifically states a younger age group. The course content is designed and delivered for adult learners in an adult atmosphere which is not usually appropriate or comfortable for children. Children learn at different speeds and rates than adults and will become bored and isolated in an adult atmosphere. This is especially true in language, physical health and travel courses where most children learn at a quicker pace than adults. This is not fair to the child or fair to the adults that have paid fees with the expectation of an adult course. In addition, most Continuing Education Instructors are not trained in the Education of Children and do not contract with the college with the expectation of children being in the classroom.

Code of Student Conduct

Hagerstown Community College has established rules of behavior that must be followed so that the teaching/learning process is not disrupted. A copy of the student handbook is available on the HCC website www.hagerstowncc.edu.

Crime Statistics

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act mandates the manner in which statistics are to be collected and the format in which statistics are to be published. Recent amendments to this Act changed the collection and publication process. The new format is used for statistics beginning in calendar year 1998. The statistics for 1997 are in the old format.

To view the most recent crime statistics for the Hagerstown Community College Campus and Buildings owned by the college go to www.hagerstowncc.edu/about/annualsecurityreport.

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/>

In compliance with the Campus Sex Crimes Prevention Act Students, employees and individuals associated with the college may obtain information on registered sex offenders by Maryland College Campus listings on the Maryland State Sex Offender Register (SOR). Registered Sex Offenders are listed by college campus and whether they are an employee or student. Information can also be obtained from the HCC Campus Security Office.

Course Preparation Expectations

Please use the Instructor Checklist found in Appendix K for each course

Course Outlines

A course outline must be prepared and submitted to the course manager prior to the course acceptance and publication in the course schedule. The outline should contain a statement of objectives (5 minimum) and purpose. The outline should follow along with the book for the course (if required). Although every class may run at a different pace, the outline should be followed as closely as possible. Instructors are expected to provide an outline to the students. In addition this information will be on a course syllabus which is available to all students.

Course Materials and Supplies

Costs for materials and supplies needed for instruction (craft supplies, tools, workbooks, etc.) are included in most courses material fees. Material fees should be estimated and submitted with the original course outline. All purchases and/or charges must be approved prior to ordering (including HCC Bookstore purchases).

Textbooks

If textbooks are required for your class, this information should be submitted with the original course outline submitted to the Program Manager. The course manager will decide if the textbook is included in the course fees or if they will be an additional expense for the student. The Program Manager will order the textbooks through the HCC bookstore. The instructor is responsible for obtaining the instructor guide from the publisher. Most publishers will provide free instructor manuals, if not please notify your course manager and obtain approval to order and receive reimbursement.

Audio Visual Equipment

Most classrooms at HCC have smart stations that include computers with internet connections, PowerPoint, a ceiling projector for the computer, and VCR and DVD capabilities. Include audio/visual equipment needs in your course description, and you will be assigned to a properly outfitted classroom.

Classroom Access

Check with your course manager prior to class to see if there any special arrangements that should be made to access your classroom, especially computer lab instructors. If you arrive at class and the room

is locked, contact your course manager first. If you cannot reach the course manager you may contact security at 240-500-2308 and ask them to open the classroom.

Xeroxing and Copyright Use

If instructors have materials that need to be Xeroxed, please bring it to your Program Manager or email it to your Program Manager one week in advance. If it is a large job, give it to your Program Manager at least three weeks in advance. Copyrighted material may not be copied unless written permission from the publisher accompanies the request. See Appendix I for a copyright request form to be completed and returned with request for copies once permission has been granted. Because most Xeroxing is completed by the Digital Services Department, a requisition form must be filled out and approved before submitting your request. Your Program Manager can submit the requisition form for you.

Fair Use Exceptions for Instructors

Single Copies of the following copyrighted works for the instructors own research or classroom preparation: a chapter from a book, an article from a periodical or newspaper, a short story, short essay or short poem, charts, graph, diagram, drawing, cartoons, photos in a copy righted book, newspaper or periodical.

Multiple copies of some copyrighted works for use in the classroom allowing for one copy per student only if the work meets the following tests of brevity, spontaneity, and cumulative effect.

Test of brevity:

A complete poem less than 250 words on not more than two pages

Excerpts from poems not more than 250 words

Articles, story or essays if less than 2500 words

Excerpts from prose work if less than 1000 words or less than 10% or the entire work

One chart, diagram cartoon, or picture per book or periodical.

Test of Spontaneity:

Copying is at the instance and inspiration of the instructor

The decision to use the work was so close to class that there was no time to receive a copyright response. Further use of the work would require written permission.

Test of Cumulative Effect:

The copied material is for one course at HCC

Not more than one short poem, article, story or essay or two excerpts are copied from the same author or more than three from the same collective work or periodical volume during one class term.

There cannot be more than nine instances of such multiple copying for one course during one class term.

Each copy must include a notice of copyright

Exceptions for Learning Technologies (media specialist) and the Brish Library

To qualify for the exception:

Copies are made without any purpose of commercial advantage.

The material copied is available to the public.

Only one copy of the work is made.

A copyright notice is stamped on each reproduction.

Copies can only be made for the following reasons: to preserve an unpublished work held by the library, to replace a damaged published work, or in response to a user or another library for a user.

Software Reproduction

Computer programs that are copyrighted may not be reproduced except one copy for backup purposes only or as instructed during installation. Copies may not be made for student use.

Videotaping for Educational Purposes

Instructors may videotape copyrighted television programs broadcast to the public but must use the tape for instructional purposes only during the first 10 consecutive days after the taping and can repeat the use only once for purpose of instructional reinforcement. After the 10-day period, the tape is available for evaluation purposes only for 45 days. After 45 days, written permission must be obtained or the video must be destroyed.

Location of Classes

Class locations are determined by your Program Manager and Continuing Education Staff. Let your course manager know of any special classroom needs when you submit the original course outline and course description.

Visiting Speakers

Instructors are welcome to bring in guest speakers for your class. Please let your Program Manager know, particularly if the guest (or your class) would benefit from an internal or media press release. Specific classroom or audiovisual accommodations may need to be made for guests. Let the Program Manager know of these special needs approximately one week prior to class.

Course Cancellation

The College reserves the right to cancel any course when there is insufficient enrollment. Students may enroll through the first week of classes. Program Manager will evaluate each class and make the decision on whether or not the course will run.

Course Change

Any course changes including locations, date changes, make-up classes, time changes, etc. must be approved by the Program Manager.

Classroom Management

Classroom Use

You are welcome to arrange tables or desks to fit the teaching/learning needs of your course. At the end of each session, please return the classroom to its original pre-class condition so it will be ready for use by the next class. As a courtesy, instructors at off-site locations must also follow this same procedure - please make every effort to abide by any recommendations made by the host location.

Class Roster/Attendance Records

Instructors should obtain a current class roster the day the course begins. **Instructors, please check rosters to be certain all students have registered.** Because students may register up to the first day of class, not all current registrations may be on your first roster. Please contact the Program Manager with any questions regarding a student's registration. **The Roster/Attendance sheet is required for every continuing education course.** The student attendance sheet should be filled in with students' names listed down the page and the class dates listed across the top of the page. If the student does not meet requirements for a certificate, return the certificate with the attendance sheet at the end of the course. Students need to attend 75% of the course to receive a continuing education certificate. The attendance sheet is a "back up" for the certificate request form and is kept on record in Continuing Education. See Appendix C for a sample of an attendance sheet. Instructors should keep a copy of the attendance sheet for their records and give the original attendance sheet to the course manager immediately following the conclusion of the course.

Certificate Completion and Issuance Policies

Instructors must complete a certificate request form, found in Appendix B, one week prior to the last class (***or if class is less than a week, the last class***) that includes the names of students that most likely will meet certificate requirement. For non-graded, attendance-based courses, students must complete 75% of the class time or instructor can request an exception based on make-up work, in order to receive a certificate of completion. Certificate request forms must include the correct spelling of the students' name, ending date of the course and full name of the course as listed in the schedule (please do not abbreviate course title). If a student does not attend the last class, return the certificate to the Program Manager.

Courses that are licensing or certification courses may have additional requirements as mandated by the state, government or certification board. Instructors of certification or licensing courses must have students sign a disclosure of course requirements the first day of class. The disclosure should be developed by the instructor and course manager and clearly state what is required of the student in order to complete the course. Courses that require a passing grade on a final examination must submit the final examination, the final grade and the certificate request form to the course manager immediately upon conclusion of the course.

Lifelong Learning and youth programs normally do not issue certificates unless needed for employment or reimbursement.

CEU's for Certificates

CEU stands for Continuing Education Units. For each course qualifying for CEUs, 10 hours of a class or seminar, a student receives 1.0 CEU's. Students may require CEU's certificates for a variety of employment or certification requirements. Activities for which Continuing Education Units are to be awarded will meet the following standards:

1. The non-credit activity is planned response to an assessment of educational needs for a specific target population.
2. Course objectives and purpose is filed with the program manager.
3. Content is selected and organized in a sequential, logical manner
4. The course is pre-planned with the course manager and / or faculty or advisory group to be served that have content expertise.
5. The activity is instructional and approved by an academic or administrative unit of the institution best qualified to affect the quality of the program and approve the personnel utilized.
6. Students must be registered for the course using a continuing education registration form.
7. The course must be evaluated using the evaluation forms provided in Appendix F.

Courses that are approved by licensing bodies such as nursing, real estate, real estate appraisal, insurance, etc are approved by the individual licensing authority and the approved hours and authority and approval must be stated on the certificate. These approval hours may differ from the CEU's units awarded and CEU units are NOT approved licensing hours.

Reissuing a Certificate

Remember, the only record a continuing education student receives for attending a non-credit course is their certificate. Many students need this record for employment or reimbursement.

Students may request certificates be reissued only if the instructor has submitted the appropriate attendance records and certificate request forms. There is a \$20 fee charged to the student to reissue a certificate. Students can request a certificate by using the form in Appendix H.

Instructors, please remind students of the importance of keeping their certificates.

Course/Instructor Evaluations

Hagerstown Community College requires the courses to be evaluated and instructors to be evaluated each semester. These evaluations are meant to be constructive and helpful to you and HCC. This evaluation occurs before the last day of the course. Course evaluation forms can be found in Appendix F. In order to get the students' honest opinion, a student representative from your class should collect the evaluations the instructor should give the evaluations to the Program Manager or the Valley Mall front desk. A tallied copy of the evaluation will be sent to you and your Program Manager.

Registration Process

Open Enrollment Courses (advertised courses offered to the general public)

All class participants must be registered to attend a continuing education open enrollment class. Instructors will be responsible for reporting unregistered students to the Program Manager. Please inform the student that there may be a problem with their registration and need to contact extension 2236 as soon as possible. Instructors should not accept payment for a course. For liability reasons, no unregistered students should be permitted to attend the course. Students may register by mail, fax, by phone or in person at the HCC main campus or HCC Valley Mall Center. For more information see the general information section of the schedule.

Contract Training Courses (courses specifically designed for a company)

Many contract training courses will require on-site registration. A registration card must be filled out by each student attending the course. All information on the registration card must be filled in including date of birth, home address and signature.

Cell Phones are to be turned off in Class by both the Students and the Instructor

Class Breaks

Instructors are required to provide breaks using the following guidelines in order to meet State Funding Regulations for continuing education courses:

Less than three hours – no break

3 hour session – 15 minute break

4 hour session – 15 minute break

5 hour session 20 minutes break

6 hour session – 30 minute break

7 hour session 30 minute break

Lunch break 30 minutes can be added but no counted in course hours.

Courses that are approved by a regulatory, licensing body or certification board are required to following the break policies of the organization that has issued course approval.

General Policies

Spring Break

Continuing Education classes that are held on the **main campus will not have class** the week of Spring Break. Courses held at the Valley Mall Training Center or other off site location will continue to meet the week of Spring Break except Friday. Spring Break week all campus courses are closed.

College Holidays

College Holidays are listed in the Continuing Education Schedule under general information or can be found on the college website www.hagerstowncc.edu. Please Note: No Continuing Education classes will be held the Thanksgiving Holiday and Winter Break.

Inclement Weather

During the first class meeting, instructors should notify their students of the inclement weather policy.

When it becomes necessary to cancel classes at Hagerstown Community College due to inclement weather or other emergencies, an announcement is immediately placed on the college website www.hagerstowncc.edu and on the answering recording of the main phone number 240-500-2800. In addition all radio stations in the tri-state area will issue public service announcements to that effect. The HCC Office of Public Information is responsible for posting all announcements. Instructors may contact students individually. When the College closes, all classes are also canceled regardless of location (including the Valley Mall Center). **Canceled classes will be rescheduled- contact your Program Manager.**

When Washington County Schools are closed due to emergencies or inclement weather, all College classes **held in the County Schools are canceled.** When Washington County Schools are closed

because of in-service days and Board of Education non-work days, all College classes held in the public schools are canceled.

College Closing: Check our website for college closings at www.hagerstowncc.edu or call the main phone number for a recording at 240-500-2800.

Radio Announcements: Listen for specific mention of the College, since we will not necessarily close when public schools do.

Area Radio Stations

WARK	1490AM	WHAG	1410AM
WWEG	106.9FM	WIKZ	95.1FM
WAYZ	104.7FM	WINC	92.5FM/1400AM
WCHA	800AM	WJEJ	1240AM
WCRH	90.5FM	WICL	95.9FM
WEPM	1340AM	WQCM	94.3FM
WFMD	930AM	WPPT	92.1FM
WFRE	99.9FM	WFYN	101.5FM

Campus Services:

[HCC Website](#)

The address for Hagerstown Community College is: www.hagerstowncc.edu/coned

The address for College for Kids at HCC is www.hagerstowncc.edu/kids

Continuing Education e-mail address: learn@hagerstowncc.edu

[Valley Mall Training Center](#)

The Hagerstown Community College Valley Mall Training Center (See Appendix I) is a satellite campus for the College. Continuing Education courses may be held in one of the seven classrooms. For AV Equipment or Room concerns, please contact the Valley Mall Training Center at 240-500-2236.

[Bookstore](#)

Textbooks and school supplies as well as candy, greeting cards, paperback novels, magazines, gift items, and College sportswear may be purchased from the Bookstore located in the College Center. The Bookstore is open from 8:30 a.m. - 5:00 p.m. on weekdays. Evening hours rotate throughout the semester and are posted outside of the Bookstore. For Bookstore questions, call 240-500-2271.

[Campus Maps](#)

See Appendices I and J. Maps and Directions can also be downloaded or emailed from the HCC Website www.hagerstowncc.edu.

Hagerstown Community College is a tobacco-free campus

Hagerstown Community College is committed to providing a safe and healthy working and learning environment for students, faculty, staff, and visitors on its campus, and is therefore adopting a Tobacco-Free Policy effective January 1, 2015. The Tobacco-Free Policy applies to all Hagerstown Community College facilities and vehicles, owned or leased, regardless of location. Smoking and the use of tobacco and e-cigarette products shall not be permitted on any Hagerstown Community College property, including all buildings and facilities, walkways, recreational and athletic areas, building entrances, and parking lots. This policy applies to all students, faculty, staff, and other persons on campus, regardless of the purpose of their visit. Learn more at: <http://www.hagerstowncc.edu/public-information/tobacco-free-campus>

Security and Campus Police

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 #2308 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 240-500-2312, or dial 2312 from any campus network phone. The emergency number is extension 2308 from any campus network phone.

Police Services

The Campus Police Department provides a certified police officer during the hours of 7:00 a.m. to 3:00 p.m., Monday through Friday. During the hours 4:30 p.m. to 10:30 p.m., 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 2308 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 2308 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 newsletter, "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.

Administrator on Duty

The AOD provides a service to students, staff, faculty and the public during evening and weekend hours when classes are in session. The administrator on duty position serves as a communication link and point of contact for general campus inquires/questions. The AOD can be reached directly by calling 240-675-0928.

All calls for emergency services should first be made to the campus police/safety by dialing extension 2308 on any campus phone, or by calling 240-500-2308. If there is a medical emergency please dial 911 and then campus police/safety.

The AOD may act as a referral service for other areas of the college and will ensure questions or concerns are conveyed to the appropriate area. The AOD is responsible for ensuring smooth operations and contacting the appropriate official if there are problems beyond the scope of the position. The schedule will include Monday through Thursday evenings (4:30 p.m. to 8:15 p.m.) and weekends (Saturday, 8:30 a.m. to 11:00 a.m.) as classes are scheduled.

If there are questions or if additional information is needed, please contact Donna M. Marriott, Director Human Resources at 240-500-2259 or 240-675-4209.

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, and 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 newsletter "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.

Medical Emergencies

On or off campus, dial 911 for medical emergencies, then report the emergency to the Campus Security and then to your Program Manager or other on-duty staff.

Jeanne Clery Act In compliance with the federal government "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act", HCC publishes an annual security report containing campus security policies and procedures as well as campus crime statistics.

The complete report is published on the college website www.hagerstowncc.edu and in the Student Handbook also on the website or in the Student Activities Office.

In compliance with the Campus Sex Crimes Prevention Act (CSPCS) Students, Employees, and individuals associated with the campus may locate information on Registered Sex Offenders that are employed by HCC or are students by visiting 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/>

The Institution will issue timely warnings when necessary per the Clery Act.

[Parking Permits](#)

Yellow lines designate parking areas for staff. Every vehicle parked on campus by a staff member or student must display a parking decal. Parking decals for staff and students may be obtained in the Bookstore at no cost to the Instructor or Student. Students may also obtain a parking sticker at the Registration Desk in the Administration Center. The College assumes no responsibility for the security or contents of vehicles. Parking permits are not required for the Valley Mall Center or other off-campus sites. Campus Security will issue parking fines in the amount of \$40 - \$80 per parking violation.

Overnight Parking - Campus police must be notified if a vehicle will be left on campus overnight. All other vehicles left overnight could be subject to being towed.

[Handicapped Services \(Parking and Facilities Use\)](#)

In addition to reserved parking spaces on all lots, handicapped staff/students may obtain permission to drive their vehicle along the walkways to get to additional reserved spaces. Staff/students wishing to make use of handicapped parking facilities should contact the Security Office at extension 2339.

All buildings on campus are equipped with wheelchair accessible entrances and restroom facilities for staff and students. Elevators are located in the Advanced Technology Center (ATC), the Learning Resources Center (LRC), the Technical Innovation Center (TIC), the Athletic, Recreation and Community Center (ARCC) and the Career Programs Building (CPB).



Hagerstown Community College

Continuing Education and Business Services Division

College General Information

History

On September 10, 1946, the Board of Education of Washington County unanimously agreed to establish a junior college offering two years of higher education. Eight days later, the College opened its doors for late afternoon and evening classes in the Hagerstown High School, located on Potomac Avenue, with an initial enrollment of 95 students. On September 10, 1956, the College was moved to a separate building, which included classrooms and administrative areas, on the South Hagerstown High School campus. This new facility made the offering of a day program possible for the first time.

On February 24, 1964, final approval was given for the construction of a new college facility and ground was broken on March 28, 1965, on the current Robinwood Drive location. Classes were first held at the new campus on September 19, 1966 with an enrollment of 782 students. The new facilities were dedicated the following year on May 6, 1967. On July 1, 1971, a seven member Board of Trustees, appointed by the Governor, assumed the governance of the College.

On July 1, 1998, Hagerstown Junior College officially became Hagerstown Community College.

Mission

HCC is a state and county supported comprehensive community college. Its central purpose is to offer a diverse array of courses and programs designed to address the curricular functions of university transfer, career entry or advancement, adult basic skills enhancement, general and continuing education, as well as student and community service. It is part of the College's mission to promote and deliver educational excellence within a learning community environment and to foster regional economic and cultural development through community service and collaboration. The College is charged to provide high quality education at a reasonable cost to meet the post-secondary educational needs of the citizens of Washington County and the surrounding region. The College believes in and teaches the ideals and values of cultural diversity and a democratic way of life and also seeks to cultivate in its students critical and independent thought, openness to new ideas, a sense of self-direction, moral sensitivity, and the value of continuing education.

Vision

HCC will be a learner-centered, accessible, life-long learning institution dedicated to student and community success. We will maintain a wide spectrum of college programs and services, with a special emphasis on teaching excellence as measured by verifiable student academic achievement. We are committed to staff success through planning and learning, shared campus governance, the promotion of internal and external partnerships, and making the necessary strategic changes that will assure we successfully address our mission – the purpose, functions, and values of the College.

Code of Trust

1. I will work with other members of the college community openly and in good faith. I will treat other members of the college community with respect, good will, and candor. I will share information in helping others and I will cooperatively participate in making decisions. I will view myself and others as capable of constructive change and will remain open to new ideas and different viewpoints. I will not be deceitful. When I possess relevant information, I will not withhold it unless I have received the information in confidence. In such circumstances, I will urge others with relevant information to share it openly for the good of the college.
2. I will respectfully and supportively work with others in doing college business to the best of my ability. For example, I will do everything possible to attend all meetings of committees and other groups on which I serve. I will prepare for meetings and, where possible, I will help others prepare as needed. I will do my fair share of work for the campus groups to which I have been assigned. I will accept responsibilities which challenge me, while contributing to strengthen the college's culture as one that is collaborative and respectful.

3. Whenever I serve as a representative, I will work with those I represent to identify their concerns. I will actively seek out the opinion of others when I serve as a member of a small group charged with making a decision on a matter that has a large "community of interest." I will listen from the speakers' viewpoints and then I will articulate their concerns, when appropriate, and encourage them to become active in the decision-making process.
4. I will consistently act in ways that make cooperative decision making possible. I will avoid behavior which activates an adversarial relationship. For example, I will not withdraw, or threaten to withdraw, my active cooperation in college activities in order to force another party to my way of thinking. Nor will I use college meetings to gripe, air personal grievances, or gain personal ends. I will remain open to influence and change.
5. I will not seek retribution against anyone for being candid, expressing unpopular viewpoints, or participating in shared governance activities. For example, when I learn that someone has expressed a viewpoint for which I strongly disagree, I will respect their right to freely express their opinion and will not deny them the opportunity to persuade others. I will view differences of opinion as constructive rather than negative, and I will always respect the individual, regardless of rank or position in the college.
6. I will act with discretion and assume others to be trustworthy. For example, I will freely share information I learn from meetings or other sources in helping others succeed in meeting their job responsibilities, and I will not spread information or data I know are not correct. I will strive to freely offer my expertise and knowledge in helping others at the College solve problems or address institutional challenges. I will assume others will behave in a respectful manner and will question them directly if I sense they have not honored this code of trust.

Title IX and Campus SaVE Act Information

Title IX of the Education Amendments of 1972 states:

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

The Clery Act of 1990 amended federal financial aid laws to require all post-secondary schools receiving federal financial aid to annually disclose campus crime statistics and security information.

The Violence Against Women Act of 1994 established federal legal definitions of domestic violence, dating violence, sexual assault, and stalking. In 2013, the Campus Save Act amended the Clery Act to mandate extensive “primary prevention and awareness programs” regarding sexual misconduct and related offenses.

Contact Information for the Title IX Coordinator

Dr. Jessica Chambers, Dean of Student Affairs

Student Center, Room 129B

240-500-2526

jachambers@hagerstowncc.edu

The Title IX Coordinator is the designated College official with primary responsibility for coordinating the College’s compliance with Title IX. This includes providing leadership for Title IX activities, providing consultation, education and training, and helping to ensure the College responds appropriately, effectively and equitably to Title IX issues.

Please click on the following links for more information:

The Law

Definitions

Privacy/Confidentiality

Submitting a Complaint/Report

Law Enforcement

Policies/Procedures

Accommodations
Pregnant and Parenting Students

The Law

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational programs or activity receiving federal financial assistance. -- From the preamble to Title IX of the Education Amendments of 1972

Title IX, as a landmark civil rights law, profoundly affects all aspects of schooling by requiring equal opportunity for females and males. By extension, it also affects equity in the labor market.

When Title IX is mentioned, most people think about women and athletics. However, Title IX is about so much more; it also covers acts that can impact educational opportunities for all, including sexual harassment, sexual violence, stalking, dating and intimate partner violence (dating and domestic violence).

Definitions

Intimate Partner Violence (Dating Violence, Domestic Violence)

A pattern of abusive behaviors used to exert power and control over a current or former partner. It can include emotional, sexual, verbal or economic actions, or physical threats of violence. Acts may include any behaviors that intimidate, isolate, manipulate, humiliate, coerce, frighten, blame or hurt someone. It can happen to anyone, regardless of race, sexual orientation, age, education, religion, etc.

General Pattern of Behavior:

- Tension Building: Relationship begins to get strained or tense between partners.
- Explosion: Outburst that includes verbal, emotional, or physical abuse.
- Honeymoon: Apologies where the abuser tries to re-connect with his/her partner by shifting the blame onto someone or something else.

Stalking

A pattern of unwanted conduct directed at another person that threatens or endangers the safety, physical or mental health, or life or property of that person, or creates a reasonable fear of such a threat or action.

Signs that it could be stalking:

- Following you, with or without your knowledge
- Calling or texting excessively
- Knowing your schedule and/or showing up at places you go
- Threatening to hurt you, your friends, family, pets, or themselves
- Damaging your property
- It can even look romantic or non-threatening, like cards, flowers, emails, etc, but if this behavior is unwanted, it could be stalking.

Sexual Harassment

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature when it meets any of the following:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic status.
- Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual.
- 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 environment for working, learning, or living on campus. Sexual harassment can occur between any individuals associated with the University, e.g., an employee and a supervisor; coworkers; faculty members; a faculty, staff member, or student and a customer, vendor, or contractor; students; or a student and a faculty member.

See HCC's Sexual Harassment Policy by clicking on this link: _____

Signs that it could be sexual harassment:

- Sexual comments or inappropriate references to gender

- Sexually explicit statements, questions, jokes, or anecdotes regardless of the means of communication (oral, written, electronic, etc.)
- Unwanted touching, patting, hugging, brushing against a person's body or staring
- Inquiries or commentaries about sexual activity, experience, or orientation
- Display of inappropriate or sexually oriented material in locations where others can view them
- Offers of or demands for sex for jobs, promotions, money or other opportunities or rewards
- Unwanted flirtation, advances or propositions

Gender-Based Harassment

Title IX also prohibits gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

Sexual Violence

Physical Acts (such as rape, attempted rape, sexual touching and sexual battery) perpetrated against an individual without consent or who does not have the capacity to give knowing consent due to alcohol, drugs or disability.

Examples of Sexual Violence:

- Any sexual activity performed in the absence of consent or through coercion
- Forced oral, anal, or vaginal sex with any body part or object
- Unwanted rough or violent sexual activity
- Rape or attempted rape
- Keeping someone from protecting themselves from unwanted pregnancies or STIs
- Sexual contact with someone who is very drunk, drugged, unconscious or unable to give a clear and informed yes
- Threatening or pressuring someone into sexual activity

Privacy and Confidentiality

As a public institution, HCC cannot promise complete confidentiality. Each situation is resolved as discreetly as possible, maintaining confidentiality to the extent allowed under state and federal laws. Complaints about faculty and staff may be subject to public records requests and there may be situations that mandate reporting, such as child or elder abuse.

Complaints against students are protected by the Family Educational Rights and Privacy Act (FERPA). Information can only be shared within the college if there is a “legitimate educational need.” No information may be shared outside of the institution without the complainant’s explicit permission or under subpoena by a law enforcement agency. If a survivor or co-survivor has any questions about what will happen if they share information with any university employee, it is important to ask.

All college employees are required to report any allegations to the Dean of Student Affairs Office or the Campus Police Department or both. All reports will be taken seriously and will be followed up on. If an investigation into the incident is required, then it may be necessary to reveal the complainant’s identity in order to complete the full investigative process.

Duty to Act

A duty to act is imposed on all management and supervisory personnel who are responsible for taking reasonable and necessary action to prevent discrimination and harassment and for responding promptly and thoroughly to any such claims. On learning directly or indirectly of conduct or behavior that might violate College policies, management and supervisory personnel are put on notice to act. They should consult with the Dean of Student Affairs Office and/or HCC Human Resources for advice and assistance on addressing the matter. A manager or supervisor who fails to act may be found to have violated HCC’s policies even though the underlying event does not constitute discrimination or harassment.

Duty to Report

A duty to report conduct or behavior that violates these policies is imposed on all College officers, including Adjunct Faculty. An officer performs her or his duty to report by reporting the conduct or behavior to the Dean of Student Affairs Office. College officers who learn of an allegation of gender-based misconduct against a student are expected to notify the Dean of Student Affairs Office. College officers who learn of an allegation of discrimination or harassment against a student are expected to notify the Dean of Student Affairs Office. College officers who learn of an allegation of gender-based misconduct involving a minor under the age of 17 are required to notify the Dean of Student Affairs Office and the HCC Police Department. An officer who fails to report may be found to have violated HCC’s policies even though the underlying event does not constitute gender-based misconduct, discrimination or harassment.

Submitting a Complaint/Report

The Dean of Student Affairs handles all complaints against HCC students and student groups. Please contact the Dean's office to arrange a meeting at (240) 500-2526.

- A full description of the incident in writing is very helpful. The more details you can provide, the better.
- The Dean of Student Affairs may investigate and adjudicate complaints which occur on and off campus if incidents occurred at college-related events.
- Remember, some violations of the code of conduct and Title IX are crimes. Please consider reporting to HCC Police if the assault occurred on campus or directly to the local police department if it occurred off-campus. You are welcome to discuss those options with the Dean of Student Affairs. There does not need to be an official police report or complaint filed in order for the Dean to proceed with the college conduct process.
- Once the complaint is filed, the Dean is responsible for notifying the student or student group of the charge, conducting a timely investigation (within 45 days), and determining if there is a potential violation of the Student Code of Conduct.
- When a complaint is made, you will be asked to write down what you saw, heard, or experienced. Witnesses may be required to meet with the Dean to provide witness statements. Remember, the person or persons named in the complaint have a right to see the report.
- Complainants may bring a support person with them to meetings with the Dean of Student Affairs.

Law Enforcement

Students, faculty and staff who are survivors of sexual assault, stalking, domestic or dating violence are strongly encouraged to report the incident(s) to law enforcement in the jurisdiction in which the incident(s) occurred.

To report an assault or other crime to the HCC Police Department, please call (240) 500-2312.

In an emergency, please dial 9-1-1.

Reporting an assault to the HCC Police or other law enforcement authorities does not require filing criminal charges, but it does allow all support systems to be put in place for the survivor. Filing a police report will provide the opportunity for collection of evidence, which is helpful in prosecution and will allow the survivor to be connected with the appropriate support and medical resources.

Reporting immediately is the best scenario, but it may be done at any time. Immediate reporting is important in order to preserve physical evidence at the scene as well as on the person who was

harm. If possible, do not wash, use the bathroom or change clothes prior to a medical/legal examination. The gathering of evidence can lead to a successful prosecution.

If a sexual assault victim chooses to report the incident days, weeks, or even months after the assault, important support systems are still available and can be arranged; however, criminal investigations become much more difficult. No matter when the incident is reported to the college, a full investigation will take place and code of conduct meetings will be held.

Policies and Procedures

The Code of Student Conduct can be found at the following link: _____

The Sexual Harassment Policy can be found at the following link: _____

Information about the Campus Police Department can be found at the following link: _____

Any questions about these policies can be directed to the Dean of Student Affairs:

Dr. Jessica Chambers

Student Center, Room 129B

(240) 500-2526

jchambers@hagerstowncc.edu

Accommodations

The College will assist students, faculty and staff who report sexual violence, sexual harassment, stalking, dating violence and or domestic violence in obtaining medical support as well as counseling and support services. The Dean of Students will also assist students, faculty and staff in notifying the Campus Police or other local police if the assistance of law enforcement is requested.

If requested by the survivor, and if reasonably available, the College may assist the survivor in:

- Exploring options to address academic concerns, such as transferring class sections, taking an incomplete in a class or filing a grade appeal

- Dealing with financial concerns, including providing financial aid guidance
- Requests for accommodations may be made to the Dean of Student Affairs Office. In addition, if accommodations are necessary due to an injury or disability, you may contact:
 - For students, contact the Office of Disability Services at (240) 500-2273
 - For faculty and staff, contact the Office of Human Resources at (240) 500-2589

Pregnant and Parenting Students

Title IX prohibits discrimination on the basis of sex-including pregnancy, parenting and all related conditions-in educational programs and activities that get federal funding. This means that schools must give all students who might be, are, or have been pregnant the same access to school programs and educational opportunities that other students have.

- HCC must excuse absences due to pregnancy or any related conditions for as long as your doctor says it is necessary for you to be absent. When you return to school, you must be reinstated to the status you held before your leave.
- Professors who base grades on class attendance cannot penalize a pregnant student for their absence and must allow the student to earn back the credit from the classes that were missed.
- HCC is required to let you make up the work you missed while absent from class due to pregnancy or any related conditions, including bed rest or recovery from childbirth. It is recommended that for an extended absence, the student and professor work together to keep up with regularly scheduled assignments.
- HCC students who are pregnant or dealing with any pregnancy-related conditions must be permitted to continue their off-campus work, including internships and career rotations. HCC cannot require a doctor to approve the continuation of these activities unless a note is required of all students with a medical condition.
- HCC students who feel they are being discriminated against or who have been harassed by other students, staff or faculty should seek help immediately from the Dean of Student Affairs Office.

Appendix



HAGERSTOWN COMMUNITY COLLEGE
Continuing Education and Business Services

11400 Robinwood Drive
Hagerstown, Maryland 21742
240-500-2236

COMPENSATION WAIVER AGREEMENT

It is hereby agreed that _____ will teach the course indicated below for Hagerstown Community College's Continuing Education and Business Services Division with no compensation to be received for instructional services.

Course Teaching _____

Course Number _____ Semester _____

Beginning Date _____ Ending Date _____

Meeting Day(s) _____ Time _____

Class Location _____ Room _____

Acceptance of this Agreement by the Instructor and the College is signified by the signatures which appear below:

Instructor's Signature

Date

Program Manager's Signature

Date

Hagerstown Community College

Continuing Education and Business Services

11400 Robinwood Drive

Hagerstown, MD 21742

240-500-2236

CERTIFICATE REQUEST

Name of Course (as printed in schedule) _____

Course Number _____ Semester _____ Completion Date _____

Instructor _____ # of CEUs (if required) _____ Hours _____

To ensure accuracy, **please neatly print** students' names who are eligible to receive certificates.

Students are generally eligible when he/she has successfully completed 75% of the class.

In order to process the certificates for **distribution at your last class**, we must receive this request seven (7) days prior.
(Given the volume of certificates issued, the Program Managers are not able to mail certificates.)

1.	16.
2.	17.
3.	18.
4.	19.
5.	20.
6.	21.
7.	22.
8.	23.
9.	24.

10.	25.
11.	26.
12.	27.
13.	28.
14.	29.
15.	30.

Continuing Education

Course Development Form

Course Description:

Five learning objectives: (list five things that answer the question, “Upon completion of this course the students will be able to ...”)

1.

2.

3.

4.

5.

Course Syllabus:

Dates and class topics (if textbook is used list the chapters or pages to be covered)

Copyright Permission Form

Date: _____

Name, address and phone and fax information:

Please grant permission to copy the following copyrighted material for use in my course:

Dates copyright is to be used:

Title:

Copyright:

Author:

Material or pages to be duplicated:

Approximate number of copies: _____

Distribution terms: This material is to be distributed to students in my class for no fee other than the cost of the course.

Type of reprint: Photocopy

These copies are to be used as supplementary teaching material.

I have enclosed a self-addressed envelope for your convenience in replying. If you prefer to fax permission, that number is _____.

Sincerely,

Instructor

Hagerstown Community College

Continuing Education and Business Services

Student Certificate Reissue Request Form

There is a \$20 fee per certificate. Fee must accompany request. Make checks payable to HCC.

Student Name _____

Student Address _____

Student Phone _____

Name of the course(s) that certificate is being requested

Date of Course Completion

Credit Card Information: _____

Card Holders Name: _____

Type of Card (Discover, MasterCard, or Visa): _____

Card Account Number: _____

Expiration Date: _____

Signature: _____

Date: _____

Fax back to: 301-393-3683 or mail with check to:

Hagerstown Community College

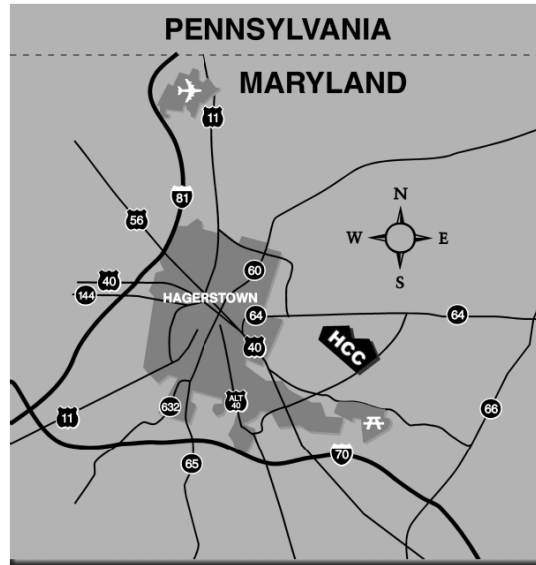
11400 Robinwood Drive

Hagerstown, MD 21742

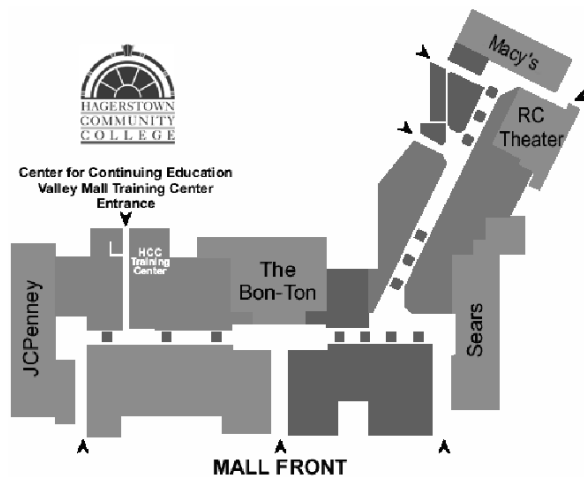
Please allow 3 weeks for processing

Campus Highway and Valley Mall Location

CAMPUS HIGHWAY MAP

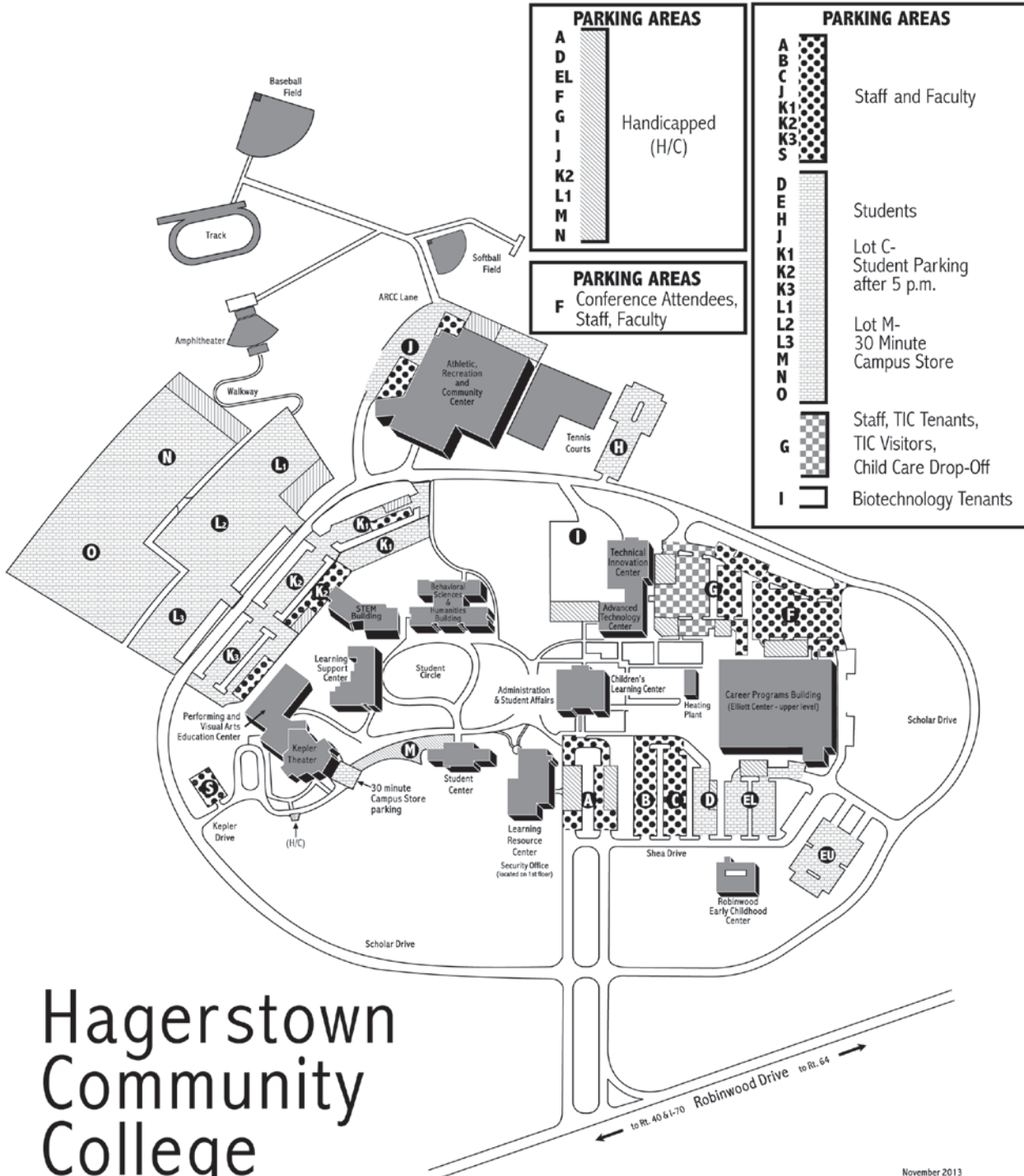


VALLEY MALL LOCATION



Campus
Map

CAMPUS MAP



Continuing Education Instructor Checklist

Course Preparation:

- Course Description, outline/syllabus, and 5 learning objectives have been submitted to the Program Manager
- If using a textbook, ordering information has been given to the Program Manager
- If special materials are needed a meeting has been scheduled with the Program Manager to review cost and ordering information
- Special room needs (size of room, audiovisual equipment, special seating arrangements) have been given to the Program Manager
- Be sure you have contact information for your Program Manager in case of emergency
- If photocopying is needed, contact your Program Manager at least one week prior to the beginning of class.
- Call the Program Manager or Continuing Education staff and make arrangements to receive an updated course roster
- Arrive at the classroom at least 20 minutes early
- If the room is locked, call security at ext 2308
- Turn on any computers or audiovisual equipment to be sure they are working properly. If assistance is needed, call Learning Technologies at ext. 2583
- Take attendance at the beginning of class. If the course is a certification or children's course, special sign-in sheets may be needed; otherwise use the attendance sheet provided or you may take attendance on the sheet provided in Appendix C
- Have students complete the course evaluation provided in Appendix D near the end of the course. Have a student collect the evaluations and put in an envelope. Leave the sealed envelope in the room for the Program Manager to retrieve or deliver to the Program Manager, as appropriate. Instructors will receive a summary of the evaluations with all comments.
- After each class, ask the students to remove their trash. Erase the whiteboards and turn off all equipment used. Return any moved tables and chairs to their original places.
- Complete the Certificate Request form in Appendix B and give to the Program Manager.
- At the conclusion of the course, turn in the attendance roster and any certificates that were not distributed.

Quick Reference Check-Off List for Instructors

Title of Course _____

Course # _____ Time of Course _____

Day(s) Taught _____

Location _____ Room # _____

Dates of Course _____ # of Sessions _____

<u>Date</u>	<u>Instructor's List</u>	<u>Date</u>	<u>Announce to Students</u>
_____	Course Roster	_____	Attendance Policy
_____	Course Handouts	_____	Bad Weather Policy
_____	Order AV Needs	_____	Restroom Locations
_____	Signed Contract Returned	_____	Smoking Policy
_____	Completed Application & Tax Forms	_____	Certificate Policy
			Course Syllabus
_____	Check Final Roster	_____	Course Objectives
_____	Submit Certificate Request	_____	Parking Permits Needed on Campus
_____	Pick up Certificates	_____	Did Students Purchase Books (if applicable) & Bookstore hours
_____	Guest Speaker(s) Arranged		

Instructor Post Course Checklist:

_____ Certificates issued to eligible students based upon attendance (if applicable)
(Certificates will not be mailed to students)

_____ Evaluations completed by students & returned to Program Manager

_____ Attendance sheet returned to Program Manager

Hagerstown Community College

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This manual is not to be construed as an employment contract.

Hagerstown Community College reserves the right to modify, terminate, or change any and all procedures, at any time with or without notice. This manual is merely a summary of applicable policies and is not intended to be all-inclusive.