



2023-2024 EDITION

# STUDENT HANDBOOK



# Learning Support Center

## All services are free

### ON CAMPUS:

- Open 6 days a week
- Tutoring Hub and Writing Center
- No appointment needed for tutoring on campus
- Study space for individuals and groups
- Computer lab with color print/copy/scanning
- Academic workshops by request

### ONLINE:

- Online tutoring by appointment
- Online Writing Feedback web form (responses by email)
- Website with handouts, helpful links, and tutor schedule

### HOURS

*Monday – Thursday • 8 a.m. – 8 p.m.*

*Friday • 8 a.m. – 4:30 p.m.*

*Saturday • 8 a.m. – 4 p.m.*

[www.hagerstowncc.edu/lsc](http://www.hagerstowncc.edu/lsc)

[lsc@hagerstowncc.edu](mailto:lsc@hagerstowncc.edu)

240-500-2560



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**Public Disclosure:** In accordance with federal regulations, HCC readily provides and makes public academic, institutional, and financial information. This information can be viewed at [www.hagerstowncc.edu/public-information/heoa-public-disclosure](http://www.hagerstowncc.edu/public-information/heoa-public-disclosure).

Information in the handbook is subject to change. Visit the college website at [www.hagerstowncc.edu](http://www.hagerstowncc.edu) for the most up-to-date information.

# Important Numbers

## Emergency

Campus Police Office ..... 240-500-2308

## General Numbers

HCC Main Number ..... 240-500-2000

Information Center ..... 240-500-2530

Toll-Free ..... 1-866-422-2468

TTY ..... 301-739-5813

## Administration

President's Office ..... 240-500-2233

Vice President of Academic Affairs and Student Services.... 240-500-2231

Dean of Students ..... 240-500-2526

## Campus Departments

Admissions & Enrollment Management..... 240-500-2238

Adult Education ..... 240-500-2313

Alumni and Foundation ..... 240-500-2348

Athletics ..... 240-500-2451

Campus Store ..... 240-500-2271

Career Program Achievers ..... 240-500-2335

Career Development ..... 240-500-2260

CCAMPIS/CCCPDF Grants ..... 240-500-2706

D2L Support..... 240-500-2701

Disability Support Services..... 240-500-2273

Esports Center ..... 240-500-2777

Finance (Student Accounts) ..... 240-500-2220

Financial Aid ..... 240-500-2473

Fitness Center..... 240-500-2478

IT Student Help Desk..... 240-500-2891

IT Student Help Desk Text Message..... 240-329-4489

Learning Support Center..... 240-500-2560

Library..... 240-500-2237

Retention & Registration ..... 240-500-2240

Student Activities ..... 240-500-2225

Testing Center ..... 240-500-2398

Transcripts/Records ..... 240-500-2239

TRIO Student Support Services..... 240-500-2659

Workforce Solutions and Continuing Education ..... 240-500-2236

Veterans and Military Services ..... 240-500-2377

# **Hagerstown Community College**

## **Mission Statement**

HCC ensures equitable access to affordable, high-quality educational programs, while fostering workforce development and cultural vitality in the region.

## **Vision Statement**

HCC will be the college of choice through demonstration of inclusive educational excellence, transformative growth, and community enrichment.

## **Values**

- Excellence
- Integrity
- Diversity and Inclusion
- Stewardship
- Civic Engagement
- Student Centered

## **Institutional Learning Outcomes**

The following attributes are goals of the full HCC experience, designed to impart students with knowledge, skills, and attitudes that go beyond the classroom and equip them with tools for lifelong success.

- Personal and Social Responsibility
- Globalization and Diversity
- Critical Thinking and Communication
- Scientific and Quantitative Reasoning
- Information Literacy and Technology
- Professionalism

## **Accreditation**

Hagerstown Community College (HCC) is a two-year public community college offering both transfer and career-oriented programs, as well as continuing education classes. The College has maintained accreditation by the Middle States Commission on Higher Education since its first review in 1968 and continues to meet the requirements necessary to maintain that accreditation. HCC is a member of the American Association of Community Colleges.

# President's Welcome



Dear Students:

Welcome to Hagerstown Community College! From the thousands of higher education choices that you could have made, we are grateful that you chose HCC. This booklet should provide you much of the information that you need to know to be a successful student here. Also, check out our website at [www.hagerstowncc.edu](http://www.hagerstowncc.edu) for more information on programs, courses, and degrees.

We are proud to be Maryland's first community college, and we still lead the state in the high quality of our programs

and the caring nature of our faculty and staff. If you should need any help, there are people here to help you succeed. All you have to do is ask!

Again, thank you for choosing Hagerstown Community College. It is a wonderful place that allows you to stay close and go far.

Yours truly,

A handwritten signature in black ink, reading "James S. Klauber". The signature is fluid and cursive, with the first name "James" and last name "Klauber" clearly visible.

James S. Klauber, Ph.D.



# Dean's Welcome



Dear HCC Student,

We are so happy to welcome you to the HCC family for the 2023-2024 academic year. As you begin this new year, know this ~ colleges take focus, time and dedication to be successful. It's not uncommon for some students to encounter unforeseen obstacles. If you experience challenges, assistance is easily found – you just have to seek it. Do not struggle in silence if life gets in the way and your classroom learning is jeopardized.

Our Retention & Registration Office can help you navigate challenges you may experience on your way to program completion. Your faculty are happy to address class concerns and to provide feedback on your academic performance. HCC's Student Activities office and Student Government Association leaders enthusiastically offer co-curricular activities for students seeking out-of-the-class engagement and leadership opportunities. Our Learning Support Center, Library, and Learning Technologies teams want to enhance your learning experience with tutoring, research, and D2L support. If you need assistance and find yourself unsure where to go, just go onto the HCC website, click the Current Students tab, and complete a Need Help? Student Assistance form – this form comes directly to my office and my Student Affairs team will be happy to point you in the right direction. Everyone who works at HCC wants YOU to be successful; allow us to help you get to graduation day!

The information in this Student Handbook is also a great way to learn more about HCC and to find answers. Paper copies are available in the Student Activities or Dean of Students offices. Also, the 2023-2024 HCC Student Planner is available for FREE in Student Activities – check it out!

We are glad you chose to make HCC your college home and we are eager to witness your success in the year ahead.

Sincerely,

A handwritten signature in black ink that reads "Christine A. Ohl-Gigliotti".

Christine A. Ohl-Gigliotti, Ph.D

Dean of Students

Email: [studentaffairs@hagerstowncc.edu](mailto:studentaffairs@hagerstowncc.edu)

Phone: 240-500-2526

## FALL 2023 IMPORTANT DATES

### 15 Week

Aug 28 .....	Classes begin
Sept 5 .....	Last day to add
Sept 5 .....	Last day drop for 100% refund
Sept 17 .....	Last day audit to credit
Sept 17 .....	Last day drop no grade
Nov 6 .....	Last day to withdraw
Nov 6 .....	Last day credit to audit
Dec 17 .....	Last day of classes/Finals

### 12 Week

Sept 18 .....	Classes begin
Sept 25 .....	Last day to add a class
Sept 25 .....	Last day drop for 100% refund
Oct 4 .....	Last day audit to credit
Oct 4 .....	Last day drop no grade
Nov 13 .....	Last day to withdraw
Nov 13 .....	Last day credit to audit
Dec 17 .....	Last day of classes/Finals

### First 7.5 Week

Aug 28 .....	Classes begin
Aug 31 .....	Last day to add
Sept 6 .....	Last day audit to credit
Sept 6 .....	Last day drop no grade
Sept 7 .....	Last day drop for 100% refund
Oct 2 .....	Last day to withdraw
Oct 2 .....	Last day credit to audit
Oct 21 .....	Last day of classes/Finals

### Second 7.5 Week

Oct 23 .....	Classes begin
Oct 26 .....	Last day to add
Nov 1 .....	Last day audit to credit
Nov 1 .....	Last day drop no grade
Nov 2 .....	Last day drop for 100% refund
Nov 27 .....	Last day to withdraw
Nov 27 .....	Last day credit to audit
Dec 17 .....	Last day of classes/Finals

## SPRING 2024 IMPORTANT DATES

### 15 Week

Jan 16 .....	Classes begin
Jan 24 .....	Last day to add
Jan 31 .....	Last day drop for 100% refund
Feb 4 .....	Last day audit to credit
Feb 4 .....	Last day drop no grade
Mar 25 .....	Last day to withdraw
Mar 25 .....	Last day credit to audit
May 7 .....	Last day of classes/Finals

### 12 Week

Feb 5 .....	Classes begin
Feb 12 .....	Last day to add a class
Feb 19 .....	Last day drop for 100% refund
Feb 20 .....	Last day audit to credit
Feb 20 .....	Last day drop no grade
Apr 1 .....	Last day to withdraw
Apr 1 .....	Last day credit to audit
May 7 .....	Last day of classes/Finals

### First 7.5 Week

Jan 16 .....	Classes begin
Jan 19 .....	Last day to add
Jan 25 .....	Last day audit to credit
Jan 25 .....	Last day drop no grade
Jan 26 .....	Last day drop for 100% refund
Feb 19 .....	Last day to withdraw
Feb 19 .....	Last day credit to audit
Mar 9 .....	Last day of classes/Finals

### Second 7.5 Week

Mar 18 .....	Classes begin
Mar 21 .....	Last day to add
Mar 26 .....	Last day audit to credit
Mar 26 .....	Last day drop no grade
Mar 28 .....	Last day drop for 100% refund
Apr 18 .....	Last day to withdraw
Apr 18 .....	Last day credit to audit
May 7 .....	Last day of classes/Finals

### FALL:

Tuition Payment Deadline: July 27  
 College Closed, Labor Day: Sept. 4  
 College Closed, Thanksgiving: Nov. 22-26  
 College Closed, Winter Break: Dec. 21-Jan 1, 2024

### SPRING:

Registration begins: Oct. 2  
 Tuition Payment Deadline: Nov. 30  
 College Closed, MLK Holiday: Jan. 15  
 Spring Break, No Classes: Mar. 10-16  
 College Closed, Spring Break: Mar. 15  
 College Closed, Easter: Mar. 29-31  
 Honors Convocation: May 16  
 Commencement: May 18

## SUMMER 2024 IMPORTANT DATES

### 12 Week

May 20.....	Classes begin
May 28.....	Last day to add a class
Jun 4.....	Last day drop for 100% refund
Jun 4.....	Last day audit to credit
Jun 4.....	Last day drop no grade
Jul 15.....	Last day to withdraw
Jul 15.....	Last day credit to audit
Aug 15.....	Last day of classes/Finals

### First 8 Week

May 20.....	Classes begin
May 24.....	Last day to add
May 29.....	Last day audit to credit
May 29.....	Last day drop no grade
May 31.....	Last day drop for 100% refund
Jun 24.....	Last day to withdraw
Jun 24.....	Last day credit to audit
Jul 16.....	Last day of classes/Finals

### Second 8 Week

Jun 20.....	Classes begin
Jun 24.....	Last day to add
Jun 30.....	Last day audit to credit
Jun 30.....	Last day drop no grade
Jul 1.....	Last day drop for 100% refund
Jul 26.....	Last day to withdraw
Jul 26.....	Last day credit to audit
Aug 15.....	Last day of classes/Finals

### First 6 Week

May 20.....	Classes begin
May 23.....	Last day to add
May 27.....	Last day audit to credit
May 27.....	Last day drop no grade
May 30.....	Last day drop for 100% refund
Jun 17.....	Last day to withdraw
Jun 17.....	Last day credit to audit
Jul 1.....	Last day of classes/Finals

### Second 6 Week

Jul 5.....	Classes begin
Jul 8.....	Last day to add
Jul 14.....	Last day audit to credit
Jul 14.....	Last day drop no grade
Jul 15.....	Last day drop for 100% refund
Aug 1.....	Last day to withdraw
Aug 1.....	Last day credit to audit
Aug 15.....	Last day of classes/Finals

## SUMMER:

Registration begins: Apr. 5

Tuition Payment Deadline: Apr. 18

College Closed, Memorial Day: May 27

College Closed, Juneteenth: June 19

College Closed, Independence Day: July 4

# Getting Started

## New Student Orientation

All new students are encouraged to complete HCC's new student orientation, which is available in-person and online. Orientation will give students a solid foundation for

- Knowing where to go for classes, services and resources
- College policies and procedures
- Campus safety
- Classroom expectations

Completion of an in-person or online new student orientation is required to obtain a Student ID Card and parking permit. Whenever possible, students should attend orientation in person to be best prepared.

Information about new student orientation can be found at [www.hagerstowncc.edu/student-services/orientation](http://www.hagerstowncc.edu/student-services/orientation).

## Campus Card (Student ID)

Location: Student Activities Office,  
Student Center, room 163

All credit students should have a student photo ID card, called a Campus Card, with a current semester sticker. **Students must complete new student orientation before receiving a Campus Card.** Students must show a class schedule and photo ID to receive an HCC Campus Card.

Use the Campus Card to:

- Use campus copiers/printers
- Take tests in the Testing Center
- Check out library materials
- Obtain certain student records
- Use Fitness Center
- Be admitted to college-sponsored activities
- Obtain an HCC parking sticker
- Use financial aid in the Campus Store
- Check out classroom materials or use study rooms in the Learning Support Center
- Store money for use at the Hilltop Grill
- F/T WCPS Early College Degree Students to mark your attendance on campus

## Parking Permit

Every credit student must have a parking permit on their vehicle. The application for parking permits can be completed online at [www.hagerstowncc.edu/forms/business-and-procurement-services/parking-permit-request-form](http://www.hagerstowncc.edu/forms/business-and-procurement-services/parking-permit-request-form). Permits should be placed in the bottom right corner of the rear window, on the outside of the glass. Student parking spaces are designated by white lines, while employee parking spaces are designated by yellow lines. Parking is not allowed on grass, on curbs, or along roadways. Fines will be issued for parking in undesignated areas. If driving a temporary vehicle for a day or longer, please phone the Campus Police at 240-500-2308 for authorization and instruction.

Parking permits are free and students should fill out a permit application for each car that will be driven to campus.

A campus map designating student parking is located at [www.hagerstowncc.edu/docs/facilities-management-and-planning/campus-map-parking](http://www.hagerstowncc.edu/docs/facilities-management-and-planning/campus-map-parking).

## My HCC Portal

With Ellucian Experience, students will have access to a personalized dashboard, where they can check their class schedule, connect with their advisor, stay up-to-date on financial aid, and check their student email. This can be done via a desktop computer, tablet, or your mobile phone.

To access Ellucian Experience, navigate to the link below and enter your HCC email address and its password:

<https://experience.elluciancloud.com/hcc709/>

## Self-Service

Self-Service is the personal administrative site for HCC students. Here are some of the things that can be done:

- Register for classes
- View class schedule
- See tuition and payment options
- Review and accept financial aid
- View progress in program
- Identify faculty advisor
- Withdraw from classes
- See final semester grades
- Print unofficial transcripts

Self-Service can be accessed at [www.hagerstowncc.edu/self-service](http://www.hagerstowncc.edu/self-service).

For login help, contact IT at 240-500-2891

For help navigating Self-Service, contact  
Registration at 240-500-2240

## Student Email

New students are notified by mail about how to open their student email account. **From admission to graduation, all students are expected to regularly check and respond to email communication from College faculty and staff.** Check spam filters to ensure important communication is received.

Files and email messages created or stored on equipment or media owned by Hagerstown Community College are the property of the College. Users are cautioned that files or email messages stored on College equipment are not private. The College may monitor, audit, and review files, directories, and communications to maintain system integrity and to ensure that equipment and systems are used in accordance with College policies and applicable federal and state laws.

To log in, go to [www.hagerstowncc.edu/current-students/email](http://www.hagerstowncc.edu/current-students/email) and follow the directions on the website. Students are asked to be vigilant about Phishing scams. If a suspicious email comes to the inbox that is not from a hagerstowncc.edu address, do not click on any links or open any attachments. Contact the IT Student Help Desk at 240-500-2891 for further guidance.

## D2L Learning Management System

D2L is the learning management system (LMS)/e-learning software utilized by HCC for the majority of online and hybrid classes and as a web-enhancement tool for some face-to-face courses. Accounts are only created for users who are registered for at least one course using the LMS, and students will only be able to access course sites which have been activated by the instructor.

For D2L access and information, please visit [www.hagerstowncc.edu/academics/distance-education/d2l](http://www.hagerstowncc.edu/academics/distance-education/d2l). Alternatively, if you are logged in to My HCC Portal, you may click on the D2L/Brightspace card. For further D2L assistance, contact HCC's Distance Learning staff at [distlearn@hagerstowncc.edu](mailto:distlearn@hagerstowncc.edu) or 240-500-2701.

## Campus Emergency Alert or Weather Closings

Students can connect to the HCC-Campus wireless network. To connect your device, you are required to use your HCC computer username and password.

Visiting guests can access the HCC-Visitor wireless network. You will be required to provide additional information for limited access to the internet for on-campus events.

For detailed instructions on how to access both HCC-Campus and HCC-Visitor wireless, check out: [www.hagerstowncc.edu/docs/information-technology/hcc-wireless-staff-students](http://www.hagerstowncc.edu/docs/information-technology/hcc-wireless-staff-students).

## Campus Wi-Fi

Students can connect to the HCC-Campus wireless network. To connect your device, you are required to use your HCC computer username and password. If you are connecting a mobile phone or non-HCC device, you may be asked to accept a certificate to do so.

Visiting guests can access the HCC-Visitor wireless network. You will be required to provide additional information for limited access to the internet for on-campus events.

For detailed instructions on how to access both HCC-Campus and HCC-Visitor wireless, check out: [www.hagerstowncc.edu/docs/information-technology/hcc-wireless-staff-students](http://www.hagerstowncc.edu/docs/information-technology/hcc-wireless-staff-students)

# Student Services and Resources

## Academic Testing Center

Location: Learning Resource Center,  
room 322

Phone: 240-500-2398

Email: [testingcenter@hagerstowncc.edu](mailto:testingcenter@hagerstowncc.edu)

Website: [www.hagerstowncc.edu/testing](http://www.hagerstowncc.edu/testing)

All testing is done by appointment only. Students can reserve a test time through the Testing Center webpage.

The HCC Academic Testing Center is dedicated to enhancing student learning by providing comprehensive, accessible testing services. The center strives to fulfill the needs of students and the community by subscribing to the National College Testing Association Professional Standards and Guidelines. Providing a safe, secure, and efficient testing environment, the Academic Testing Center serves a number of disciplines in the educational and professional arenas.

### Placement Testing

Placement testing is administered to HCC students who are seeking a degree or certificate, who are taking their first English or math course, or who are enrolling in a course with an English or math prerequisite. A retesting fee may apply. New students meeting certain requirements may be exempt from placement testing.

### HCC Course Testing

HCC faculty testing may be administered for both face-to-face and online courses upon instructor request. Please refer to the Academic Testing Center Guidelines for students on the website. Faculty may also elect to use proctoring software for classes.

## External Testing

Exams for other institutions are provided by appointment with appropriate approval and payment of proctor fees.

- Kryterion testing: visit [www.kryteriononline.com/](http://www.kryteriononline.com/)
- Scantron [www.scantron.com/assessment-solutions/certification-licensure-testing/](http://www.scantron.com/assessment-solutions/certification-licensure-testing/)
- CLEP testing: visit <https://clep.collegeboard.org>
- DSST (DANTES) testing: visit [www.getcollegecredit.com](http://www.getcollegecredit.com)
- WorkKeys National Career Readiness Certificate (NCRC): visit [www.act.org/content/act/en/products-and-services/workkeys-for-job-seekers/ncrc.html](http://www.act.org/content/act/en/products-and-services/workkeys-for-job-seekers/ncrc.html)
- Professional examinations and certifications, such as the PRAXIS I and II, GRE, PRAXIS ParaProfessional, online GED, CompTIA, Certiport, and ASE are offered through ETS, PearsonVUE, and Prometric.

**Please note that photo identification is required for all testing. ID requirements may vary for external testing.**

## Building and Classroom Open Hours

Students are encouraged to use HCC buildings for academic purposes, campus activities/socialization and group or private study. HCC buildings are available for student use during various times. Many students prefer to study in the Student Center, open for student use Monday-Thursday 7 a.m.-7 p.m. and Fridays 7 a.m.-4:30 p.m. or the Learning Support Center, open Monday-Thursday 7 a.m.-8 p.m., Fridays 7 a.m.-4:30 pm and Saturdays 8 a.m.-4 p.m. Students are not permitted in campus buildings when outside building doors are locked, when classes are not in session and/or when offices are not open. All campus buildings are closed Monday-Thursday between 10 p.m.-7 a.m., Fridays after 5 p.m., and generally on weekends (unless otherwise noted). Students may receive permission to be in buildings when special circumstances warrant and while under faculty or staff supervision. Visitors are permitted limited use of campus facilities.

## Bulletin Boards and Flyers

Posting of notices on campus bulletin boards is done by the Student Activities office, located in the Student Center. Non-student organization flyers that are generated by the College need to be approved by the Public Information Office, sports-related flyers need to be approved by the Athletic Office, and all others need approved by the Student Activities Office. The College does not post business advertisements. A board for general/community notices is located in the Student Center. Bulletin boards in all other buildings are for HCC notices only. For more information, contact Student Activities at 240-500-2225.

## Bus Service

The Washington County Commuter provides bus service to the College between 6:45 a.m. and 5:45 p.m. The bus stop is located in front of the LRC. The bus stops at HCC 15 minutes before each hour. Bus schedules are available in the Campus Store or Student Activities Office. Students are entitled to reduced fares if they present a valid Campus Card (Student ID). For additional information on bus service, call 240-313-2750. Bus passes are available for purchase in the HCC Campus Store. Students can purchase bus passes using their financial aid.

## Campus Store

Location: Student Center, room 148

Phone: 240-500-2271

Email: [hccstore@hagerstownncc.edu](mailto:hccstore@hagerstownncc.edu)

Website: [www.hagerstownncc.edu/campus-store](http://www.hagerstownncc.edu/campus-store)

The Campus Store provides everything needed for HCC classes, offering both new and used textbooks and school supplies. There is also a wide variety of merchandise ranging from computers and computer software to stamps, padded envelopes, packing tape, bus passes, snacks, greeting cards, gift items, campus eatery Go Green cards, HCC apparel and book bags. Purchases may be made using cash, Visa, MasterCard, Discover and Financial Aid. Financial Aid can be used to purchase course materials at the Campus Store after students complete all required financial aid processes and their award is fully processed.

## Career Development, Internships, and Job Services

Location: Student Center, room 138

Phone: 240-500-2260

Email: Program Coordinator, Laura Scafide:  
[internshipandjobservices@hagerstownncc.edu](mailto:internshipandjobservices@hagerstownncc.edu)

Office Hours: By appointment Monday – Friday, 8:30 a.m. – 4:30 p.m.

Website: [www.hagerstownncc.edu/internships](http://www.hagerstownncc.edu/internships)

## Career Development and Employment Resources

### [Internship & Job Services Website](#)

Learn about HCC's Internship program, eligibility requirements, and access to all HCC's tools and resources for career exploration and job services.

### [HCC Career Resource Guide](#)

Learn about career possibilities, career interest/self-assessment, career readiness tools, pathways to careers, internships, and job search tools

### [FOCUS 2 Career](#)

An online interactive tool offers a self-assessment and work interest assessment that matches interests and strengths to occupations; to degree programs; and, to careers.

### [Online Job Board: College Central Network](#)

HCC's career platform provides students and alumni with employment opportunities and career development resources.

## Internships

The internship course serves as a capstone whereby students may apply the knowledge and skills they have learned in the classroom. Internships provide excellent opportunities for students to gain career related experiences and workplace competencies in their chosen career field, as well as to obtain skills that are valued by employers when hiring new staff. The internship application is available on the HCC website.

## **Internship Application Priority Due Dates:**

Fall 2023 semester: July 31

Spring 2024 semester: October 1

Summer 2024 semester: February 1

Note: Fall 2024 semester priority due date is May 1

### **Minimum eligibility requirements**

- Submission of an application for internship by the publicized institutional priority due date; and
- Acceptable recommendation by faculty in a related field of study; and
- Minimum overall GPA of 2.5; and
- Completion of at least 50% of the discipline specific program requirements in a student's field of study, at least two of which courses are completed at HCC; and
- Final course grades of A, B, or C in a student's specialty program courses; and
- Acceptable review of the student's HCC conduct record by the Dean of Students (behavioral violations) and the Vice President of Academic Affairs and Student Services (academic integrity violations)

The Internship and Job Services office, in collaboration with faculty facilitate the coordination of credit internships through the established internship procedures. In the event a suitable internship cannot be found, an alternative pathway for program completion, that meets the approval of the program director and the VPAASS, will be developed by appropriate program faculty. Internship sites must be within an acceptable distance from the college to enable site supervision by faculty and staff. Exceptions to internship requirements, that meet the approval of program faculty, the program director, and the office coordinating student internships, may be made jointly by the VPAASS and the Dean of Students.

### **Credit-to-Contact Hour Standards for Internships**

For student workplace learning that is not governed by external accrediting bodies, the credit-to-contact hours standard is 60 hours of internship experience for each credit awarded. Students may enroll in the internship course for 1, 2, or 3 credits.

## **Job Search**

HCC provides students and alumni access to a network of employers who have job openings via College Central Network. Search for jobs posted by local organizations seeking to hire HCC students, create a resume, learn interview tips, develop a portfolio and much more on HCC's College Central Network (CCN) at [www.collegecentral.com/hagerstown](http://www.collegecentral.com/hagerstown).

### **Credit-to-Contact Hour Standards for Internships**

For student workplace learning that is not governed by external accrediting bodies, the credit-to-contact hours standard is 60 hours of internship experience for each credit awarded. Students may enroll in the internship course for 1, 2, or 3 credits.

## **Career Program Achievers**

Location: Student Center Advising Suite

Phone: 240-500-2335

Website: [www.hagerstowncc.edu/student-services/cpa](http://www.hagerstowncc.edu/student-services/cpa)

Career Program Achievers (CPA) is dedicated to providing support services to students pursuing a career program at HCC. Students must be pell-eligible, 24 plus years old, or an independent student as determined by the FAFSA. CPA aims to support students through advising, educational stipends, book vouchers and interview preparation. For more information on this program or to apply, visit the website.

## CARE Team

HCC's CARE team is a resource team to assist students who are in need of support outside of the classroom. This outreach team, comprised of Student Affairs staff, supports students in or near crisis by connecting them with resources in the local community. Common areas of support include housing and food insecurity, and mental health referrals to non-profit community partners. The CARE team provides a proactive and holistic approach, with the goal of intervening before a student develops more serious problems that interfere with classroom performance. CARE team referrals are made by faculty and staff. Students may also request CARE team support by contacting the Retention and Registration Office or completing an online Need Help? Form available on the HCC website under Current Students.

## Copying/Printing/Scanning

HCC uses PaperCut, a fee-based print management system, for all HCC student printing, copying, and scanning services at all printers and copiers on campus. PaperCut is a separate account from the HCC Campus Card account, but the same card (Student ID) is used. Printers/copiers/scanners can be found in the Learning Support Center, Brish Library, Digital Printing and Design Services (CPB-136), and Student Activities (STC-163).

FT students (12+ credits) receive 150 free pages and PT students (<12 credits) receive 75 free pages. Printing/copying costs range from \$0.07 (one-sided) to \$0.05 (two-sided) for black and white and \$0.28 (one-sided) to \$0.25 (double-sided) for color. For more information, including how to load funds, go to [www.hagerstowncc.edu/student-affairs/hcc-campus-card-student-id](http://www.hagerstowncc.edu/student-affairs/hcc-campus-card-student-id)

## Disability Support Services

Location: Student Center,  
Retention and Registration Suite

Phone: 240-500-2273

Email program coordinator, Jaime Bachtell: [jlbachtell@hagerstowncc.edu](mailto:jlbachtell@hagerstowncc.edu)

Website:  
[www.hagerstowncc.edu/student-services/disability-services](http://www.hagerstowncc.edu/student-services/disability-services)

HCC provides reasonable accommodations to students with disabilities in accordance with the Americans with Disabilities Act (ADA) and the Rehabilitation Act of 1973 and its amendments. All accommodations are based upon documentation that must be provided by a licensed or certified professional. It is the student's responsibility to identify themselves to the Disability Support Services Office by calling to schedule an intake appointment at least two weeks prior to the start of classes. It is expected that all DSS students will meet with the DSS office for advising questions and educational planning to ensure proper course selection and academic guidance. For detailed information about the Americans with Disabilities Act (ADA) and the Rehabilitation Act of 1973 and how HCC provides accommodations, please visit the website.

## Early College Program

The Early College Program is designed to give high school students the opportunity to earn college credits while still in high school. Early college students may take HCC classes at their high schools or on HCC's main campus. Full-time early college students will have their attendance monitored while they are on campus.



**Little Jacks  
Corner Daycare**  
At HCC  
Ages 18 mo. – 5 yrs.  
For information: [littlejackscorner@myactv.net](mailto:littlejackscorner@myactv.net)  
240-366-8484  
Find us on Facebook: Little Jacks Corner at HCC

## Finance

Location: Administration Building, room 300

Phone: 240-500-2261

Email: [finance@hagerstowncc.edu](mailto:finance@hagerstowncc.edu)

Hours:

Monday-Thursday 8:30 a.m. - 5:30 p.m.

Friday 8:30 a.m. - 4:30 p.m.

Website: [www.hagerstowncc.edu/finance](http://www.hagerstowncc.edu/finance)

The Finance Office is available for students to make payments or inquiries on their account. Students should first access the Student Finance area of Self-Service as it offers students an in-depth look at their student account on demand. Students are able to view and print their detailed account statements, make payments online, sign up for the Nelnet Payment Plan, elect to have their student refund directly deposited into their bank account and view tax information. Students need to pay attention to the important payment and refund deadlines so they are not removed from classes due to lack of payment or find themselves responsible to pay for a class they registered for but decided not to take. If a student's tuition is being paid by a third party, please forward paperwork to the Finance email listed above.

## Financial Aid

Location: Administration Building, room 500

Phone: 240-500-2473

Text: 240-301-4588

Email: [finaid@hagerstowncc.edu](mailto:finaid@hagerstowncc.edu)

Website: [www.hagerstowncc.edu/financial-aid](http://www.hagerstowncc.edu/financial-aid)

The Student Financial Aid Office is located in the Administration and Student Affairs Building. There are many forms of financial aid available at HCC such as: grants, scholarships, loans, and work study. Federal and Maryland state aid is available to students who qualify. To determine eligibility for financial aid, students are required to complete the Free Application for Federal Student Aid (FAFSA). Ideally, students should complete the FAFSA within 24 weeks prior to starting classes. Students receiving Federal loans should pay attention to loan disbursement and refund dates to plan accordingly for personal expenses; HCC's first disbursement date typically occurs about mid-way through the semester.

Qualified children of undocumented immigrants who are eligible for in-state tuition under §15-106.8 of the MD Education Article also are now eligible to apply for various State financial aid grants and scholarships by completing the Maryland State Financial Aid Application (MSFAA). These programs are the: Howard

P. Rawlings Educational Excellence Awards Program, Part Time Grant, Maryland Community College Promise Scholarship, and the Richard W. Collins III Leadership with Honor Scholarship. Please visit [mhcc.state.md.us/Pages/MSFAA-FAQS.aspx](http://mhcc.state.md.us/Pages/MSFAA-FAQS.aspx) for further information.

Be sure to ask for guidance from the Student Financial Aid Office before dropping a class or withdrawing from the college. Per Federal guidelines, attendance requirements for financial aid recipients are very strict. Students who do not complete a class in which financial aid was received may no longer be eligible for the full amount of financial aid received and may be required to pay back unearned funds.

HCC Foundation Scholarships are usually awarded to students with financial need and who show scholastic promise. The Foundation offers a number of scholarships each with its own criteria and dollar amounts. Specific details about the scholarship process are available on the HCC website.

## Food Pantry and Storeroom

HCC's student food pantry and storeroom are available to all current students, regardless of income. The pantry is located in the Student Activities Office, Student Center room 163. The storeroom is on the bottom floor of the Student Center. Both are stocked with non-perishable foods, breakfast items, hygiene items, cleaning supplies, baby supplies, and grab and go meals and snacks.

Students must show a current Student ID Card to use the pantry. Hours are Monday-Thursday, 8:30 a.m.-6 p.m. and Friday, 8:30 a.m.-4:30 p.m. Donations are also accepted during these times.

Make an appointment to use the storeroom:

[www.hagerstowncc.edu/student-food-pantry-storeroom](http://www.hagerstowncc.edu/student-food-pantry-storeroom)

## Food Services

The Food Services Department consists of:

- The Hilltop Grill
- Hawk Café
- Courtside Café (Open for special events)
- Food for Thought catering service

Payment at the eateries can be made by

- Cash
- Credit card
- Go Green card
- HCC Campus card

To order online, go to the website and create an account for online ordering or download the mobile app by searching “HCC Dining” on Apple or “Hagerstown Community College - HCC Food” on Android.

Please use personal cell phone number on profile to receive order confirmation and order is ready for pick-up text, and be sure to check for a confirmation email.

### Hilltop Grill

Located in the Student Center.

Check website for current hours

Features a fresh deli and , subs, burgers, pizza

### Hawk Café

Located in the Student Center.

Hours

Check website for current hours

Features specialty coffee drinks and smoothies

### Vending machines

Located in:

- STEM Building
- Career Programs Building
- Learning Resource Center
- Student Center
- Kepler Performing Arts Center
- Advanced Technology Center

## Student IT Help Desk

The Student Help Desk is available to assist students with problems related to student email accounts, PC login issues, Self-Service, and D2L password issues.

Contact Info

Phone 240-500-2891

Text 240-329-4489

Email [hccit@hagerstowncc.edu](mailto:hccit@hagerstowncc.edu)

In the event that the call goes unanswered, please leave a message with name, student ID number (if known), and a return phone number, it will be returned in the order received.

Hours

Monday-Friday 8 a.m. – 4 p.m.

Hours may vary throughout the year, please see [www.hagerstowncc.edu/student-services/information-technology-support](http://www.hagerstowncc.edu/student-services/information-technology-support) for updated information.

## Learning Support Center

Location: between Kepler Center and STEM Building

Phone: 240-500-2560

Email: [lsc@hagerstowncc.edu](mailto:lsc@hagerstowncc.edu)

Website: [hagerstowncc.edu/lsc](http://hagerstowncc.edu/lsc)

The Learning Support Center (LSC) is the home of the Tutoring Hub and Writing Center, which provide free academic support to current HCC students by offering individual walk-in tutoring (no appointment needed!), workshops, online tutoring (appointment required), and writing feedback. The LSC building features study space, study materials, and a computer lab. The LSC staff have professional expertise in English and writing, math and science, computer technology, and more. The LSC peer tutors support an array of additional subjects, and the LSC tutor training program is certified by the College Reading & Learning Association (CRLA). Our mission is to engage and empower students to become independent, resourceful learners.

Regular hours include evenings and Saturdays. For a current schedule (and other resources), visit [www.hagerstowncc.edu/lsc](http://www.hagerstowncc.edu/lsc) or call 240-500-2560.

For LSC faculty services and collaboration opportunities, visit our Faculty Services Guide at: [hagerstowncc.libguides.com/facultyservices](http://hagerstowncc.libguides.com/facultyservices)

## Library

Location: Learning Resource Center,  
second floor

Phone: 240-500-2237

Email: [library@hagerstowncc.edu](mailto:library@hagerstowncc.edu)

Website: [www.hagerstowncc.edu/library](http://www.hagerstowncc.edu/library)

The William M. Brish library champions student success by connecting any and all members of the campus community with the resources they need, supporting their growth in critical thinking & information literacy, and welcoming them to accessible, functional, inspiring spaces both on campus and online. Access expert librarians 24/7 through our website, or stop in for personal assistance. Study space, computers, and printing/copying available. Hours: M-Th 8 a.m.-6 p.m.; F 8 a.m.-4:30 p.m. Phone: 240-500-2237

## Mail Center Services

Location: Career Programs Building, room 138

Phone: 240-500-2443

Regular Hours: Monday – Friday, 8:30 a.m. – 4 p.m.

The Mail Center offers students a drop-off point for pre-paid first class mail or packages. All items dropped off must already have postage applied. Items shipping through the US Postal System will depart the campus daily around 1:00 p.m. UPS packages dropped off are not guaranteed to ship same day, as it is dependent on HCC's outgoing shipments, and the Mail Center cannot accept any liability for said items. Typically UPS packages ship within 1 to 2 days.

## Private Restrooms/ Lactating Rooms

Students have access to private restrooms at the following locations: Kepler 212 & 213, STEM 410 & 509, Learning Support Center 111. Private rooms for lactating will be made available upon request.

Contact the Dean of Students Office

Student Center room 142

240-500-2526

[studentaffairs@hagerstowncc.edu](mailto:studentaffairs@hagerstowncc.edu)

for more information

## Recycling

ALL HCC students and employees are encouraged to join in the recycling efforts on campus. To enjoy the benefits of a successful recycling program, everyone's understanding and cooperation is essential.

There are blue recycling bins/cans/containers located in each building designated for managing recyclables.

### Recycling Reminders

1. No trash in the blue recycling bins. No food or liquid residue is allowed.
2. Plastics recycling is currently limited to number 1 and 2 soda, water, and juice bottles and containers. Clean and rinse if possible. No other plastics such as yogurt containers, food serving containers, forks, pens, bags, cups, CD cases, etc. can be recycled. Such items should be placed in the trash.
3. Aluminum soda cans can be recycled. These items can go in the blue bin.
4. Glass containers cannot be recycled and should be placed in the trash.
5. Corrugated cardboard boxes can be recycled and should be broken down and placed near a blue bin.
6. Only clean office paper can be recycled and should be placed in a separate box (marked for recycling) or placed in a separate recycling can. Magazines, spiral notebooks, binders, etc. cannot be recycled and should be placed in the trash.
7. Please leave the blue bins/cans/containers in their designated area.

If you have questions or comments regarding recycling initiatives on campus, please call 240-500-2216.

## Retention and Registration

Location: Student Center, Retention and Registration  
– Suite 110

Phone: 240-500-2240

Text: 240-713-5132

Email: [register@hagerstowncc.edu](mailto:register@hagerstowncc.edu)

Website: [www.hagerstowncc.edu/retention](http://www.hagerstowncc.edu/retention)

All new students must meet with a retention specialist for their first semester before registering for classes. Retention and registration services are available for each student during their period of enrollment at HCC. In addition to first semester registration, students will need to see their retention specialist to change majors, review transcripts, request transcript evaluations, register after academic reinstatement, register for classes that require special permission, and for all time sensitive needs. Retention specialists are also available to meet with students regarding non-academic needs, including connection to counseling services, financial assistance and other community resources.

Once a student has met with and registered for their first semester of courses, a student should begin meeting and planning their courses with a faculty advisor connected with their major. Every student will have a team including a faculty advisor and retention specialist.

New students will receive an Active Directory login in the admissions letter, which will be used to register for classes via Self-Service. Retention and registration staff are available to assist students with online registration. Students can make changes to their class schedules through Self-Service as long as they meet published deadlines.

## Seniors (60 and over)

Seniors are encouraged to take part in all programs at HCC, and special rates are charged to Maryland residents age 60 and over. To enroll in credit classes, tuition is free and the senior citizen pays an administrative fee, a registration fee, and a college fee. Course fees are charged where applicable. The Senior Citizen tuition policy is subject to change.

## Social Media at HCC

The HCC Public Relations and Marketing (PRM) Office is responsible for the maintenance and monitoring of official College accounts on several social media sites as a way to provide announcements and information about upcoming events and activities as well as to provide a forum for open discussion among students, faculty, staff, alumni, and the community. As the administrative gatekeeper of social media, the PRM Office is responsible for establishing, maintaining, and enforcing HCC's social media policy and guidelines as necessary.

College staff and faculty administering institutional social media accounts are expected to follow established social media guidelines and procedures. Please note that faculty, staff, and students are NOT permitted to establish their own department, program, or club social media accounts without written approval from the PRM Office. Fans and followers of HCC's social media accounts understand that HCC officials have the right to remove any content deemed to be offensive, inappropriate, of a harassing or threatening nature, or comments that could be construed as defamation of character. Comments that contain profanity will also be deleted. For more information about HCC's social media policy and guidelines, visit [www.hagerstowncc.edu/social-media](http://www.hagerstowncc.edu/social-media).

### Official College Channels

- Facebook  
[www.facebook.com/hagerstowncc](http://www.facebook.com/hagerstowncc)
- Flickr  
[www.flickr.com/photos/hagerstowncc](http://www.flickr.com/photos/hagerstowncc)
- Instagram  
[www.instagram.com/hagerstowncc](http://www.instagram.com/hagerstowncc)
- LinkedIn  
[www.linkedin.com/school/hagerstown-community-college/](http://www.linkedin.com/school/hagerstown-community-college/)
- TikTok  
[www.tiktok.com/@hagerstowncc](http://www.tiktok.com/@hagerstowncc)
- Twitter  
[www.twitter.com/hagerstowncc](http://www.twitter.com/hagerstowncc)
- YouTube  
[www.youtube.com/user/hagerstownccedu/channels](http://www.youtube.com/user/hagerstownccedu/channels)

## AC&T Student Center

A variety of student services are located in the AC&T Student Center. The second level deck and ground level patio provide outdoor covered dining. The gameroom has lounge furniture, three screens, and a gaming computer. The Veterans Connection Center has resources for students who are active military and veterans. Student IDs and parking stickers are available in the Student Activities Office. The Esports Center offers a variety of video games for casual and competitive play. There are outlets and USB ports throughout the building, along with a student lounge and numerous meeting spaces for student organizations. The Campus Store offers textbooks, HCC gear, and tech supplies. HCC's cafeteria, the Hilltop Grill, is also located here.

The AC&T Student Center also houses Retention and Registration, the Dean of Students, Disability Support Services, Career Development, Internship and Job Services, Information Center, Career Program Achievers, TRIO Student Support Services, Student Government Association, the Veterans and Military Specialist and the student food pantry.

## Transcripts

Location: Records Office, ASA Building , room 403  
Phone: 240-500-2239

Email: [records@hagerstowncc.edu](mailto:records@hagerstowncc.edu)

Website: [www.hagerstowncc.edu/admissions/records](http://www.hagerstowncc.edu/admissions/records)

The Records Office maintains student transcripts in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended. Official transcripts are sent directly to the student, institutions and other agencies as requested by the student either electronically or in sealed envelopes. Students must request a transcript through HCC's authorized third-party service, Parchment at [www.hagerstowncc.edu/admissions/records](http://www.hagerstowncc.edu/admissions/records). Allow 5-7 days for processing. During peak periods, please allow for additional time. Official transcripts are available to students at a cost. Unofficial copies may be printed out free from Self-Service.

## TRIO: Student Support Services (TRIO SSS)

Location: Student Center, room 131

Phone: 240-500-2659

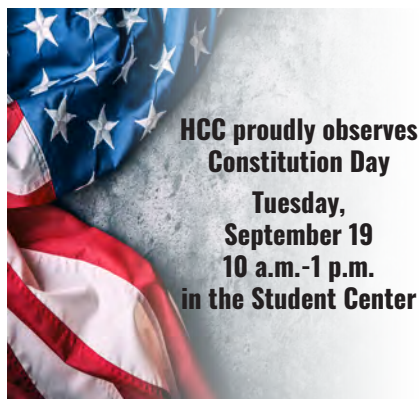
Email: [trioss@hagerstowncc.edu](mailto:trioss@hagerstowncc.edu)

Website: [www.hagerstowncc.edu/TRIO](http://www.hagerstowncc.edu/TRIO)

TRIO Student Support Services is a program designed to assist students in reaching their academic goals at HCC. To be eligible for the program, students must meet the following criteria:

- 1.Meet at least one of three eligibility criteria (first-generation status, low-income status according to federal levels, or have a documented disability)
- 2.Demonstrate a need for academic assistance
- 3.Meet citizenship or residency requirements for federal student aid
- 4.Be solely enrolled at HCC pursuing an associate degree or certificate program

Upon acceptance into TRIO SSS, students will have access to academic, financial, and transfer advising, trips to four-year colleges, individual tutoring, cultural events, recognition ceremonies, and educational workshops. Additionally, program participants have exclusive access to the TRIO SSS study center, a quiet study space where resources such as computers, printing, reference materials, and calculators are available. Openings in the program are limited each year and admission is selective.



## Veterans and Military Services

Location: Student Center, room 109

Phone: 240-500-2377

Email: [baebertowski@hagerstownncc.edu](mailto:baebertowski@hagerstownncc.edu)

Website: [www.hagerstownncc.edu/veterans](http://www.hagerstownncc.edu/veterans)

The Veterans & Military Specialist is committed, from admission to graduation, to providing assistance and support to veterans, active military, retirees, national guard, reserves, and dependents.

HCC participates in all VA Education Benefits. If using these benefits or to check eligibility for these benefits contact the Veterans & Military Specialist. Any change in education benefit, degree program, a veteran's address, and the number of credits should be reported to the Veterans & Military Specialist.

The Veterans Connection Center, located in Student Center room 169, is a private area exclusively for students who've served in the military and who received an honorable or general discharge. The area includes a quiet study space with computers, a printer and whiteboard, a TV, refrigerator, coffee maker and a space to relax with comfortable seating. Free snacks are also provided.

## Student Worker Positions

HCC offers several jobs on campus for students to earn while they learn.

Requirements:

- **Must be a current HCC Student for the Fall 2023 semester**
- **Must be enrolled in at least six (6) credits**
- **Unless a first-semester student, must have attained a 2.0 semester GPA during the last semester attended**

To view a list of job openings, go to: <https://www.hagerstownncc.edu/human-resources> and click on the blue Employment at HCC box.

## Voter Registration

Information about Voter Registration, including how students can register to vote, is located at [www.hagerstownncc.edu](http://www.hagerstownncc.edu) or in the Student Activities Office, STC-163.

Maryland voters can register to vote up to and including early voting days and election day.

Maryland's Online Voter Registration System: [elections.maryland.gov](http://elections.maryland.gov)

## Waltersdorf Quad Area

This outdoor gathering area is located in the center of HCC's main instructional buildings and adjacent to the STEM Building plaza. It includes stone wall seating areas, outdoor classroom space, walkways, flowering trees and plants, outdoor lighting, and Wi-Fi connectivity. It provides an essential place for students to study, meet and interact, both academically and socially, as they make their way across campus. This is also a designated free speech zone for college-approved requests.



**Ready to CAP OFF  
your time at HCC?**

**Graduation Application  
Deadlines:**

- **Fall 2023 - October 1, 2023**
- **Spring 2024 - March 1, 2024**
- **Summer 2024 - July 1, 2024**

**Apply through Self-Service**

# Where to go for Assistance

Information Needed	Resource	Location	Phone
Absences from Classes	Instructor (Emergency— Dean of Students)	STC-142	240-500-2526
Add-Drop	Self-Service/ Retention and Registration	STC-110	240-500-2240
Admissions	Admissions Office	ASA	240-500-2238
Alumni Services	Alumni Coordinator	ATC-125A	240-500-2346
Athletics	Athletic Director	ARCC-210	240-500-2367
ATM Machine	Student Center	STC-145	240-500-2225
Behav & Soc Sci/Business Div	Office Associate	BSH-145	240-500-2278
Bills/Tuition/Fees	Finance Office	ASA	240-500-2220
Books and Supplies	Campus Store	STC-148	240-500-2271 240-500-2482
Bus Passes and Schedules	Campus Store	STC-148	240-500-2271
Campus Card (Student ID)	Student Activities	STC-163	240-500-2225
Campus Events	Student Activities	STC-163	240-500-2225
Campus Police	Learning Resource Center	LRC-115	240-500-2308
Change of Student Info	Self-Service/Retention and Registration	STC-110	240-500-2238
Change of Major	Self-Service/Retention Specialist	STC-110	240-500-2240
Copying Machines	Library/Learning Support Center	LRC/LSC	240-500-2560
Course Reserves	Library	LRC	240-500-2237
D2L	Learning Technology	LRC-138	240-500-2701
Dev Ed/Adult Literacy Div	Office Associate	LSC-106	240-500-2208
Disabled Students	Disability Support Services	STC-110	240-500-2273
Early College	Program Director	LRC-262	240-500-2483
Email Account	Student Help Desk		240-500-2891
Employment for Students	Human Resources	ASA-700	240-500-2589
English and Humanities Div	Office Associate	KEP-109	240-500-2252
Fax Machine	Digital Printing	CPB-136	240-500-2387
Financial Aid	Financial Aid Office	ASA	240-500-2443
Food Pantry	Student Activities Office	STC-163	240-500-2225
Food Services			
The Hilltop Grill	Student Center	STC-150	240-500-2345
Coffee Shop	Student Center	STC-145	
GED Information	Adult Education	LRC-348	240-500-2313
General Information	Information Center	STC-102	240-500-2530
Grade Change	Instructor		
Graduation Application	Self-Service/Retention and Registration	STC-110	240-500-2341
Gymnasium Information	Athletic Offices	ARCC-214	240-500-2451
Health Sciences Div	Office Associate	CP-120	240-500-2383
Honor Society - PTK	Advisor	STC-116	240-500-2712

# Where to go for Assistance (cont.)

Information Needed	Resource	Location	Phone
Honors Classes	Admissions Office	ASA	240-500-2238
Internship	Career Development	STC-138	240-500-2260
Login Help	Student Help Desk		240-500-2891
Lost and Found	Campus Police/Security	LRC-134	240-500-2308
Math and Science Div	Office Associate	STEM-529	240-500-2268
Non-Credit Classes	Workforce Solutions and Continuing Education	CPB	240-500-2236
Nursing Div	Office Associate	CP-110A	240-500-2380
Parking Permit	Student Activities	STC-163	240-500-2225
Phys Ed/Leisure Studies Div	Office Associate	ARCC-214	240-500-2451
Placement Exam	Academic Testing Center	LRC-322	240-500-2398
Records	Registrar	ASA-403	240-500-2239
Registration Information	Retention and Registration	STC-110	240-500-2240
Scholarships and Loans	Financial Aid Office	ASA	240-500-2473
School Supplies	Campus Store	STC-148	240-500-2271
Self-Service	Student Help Desk		240-500-2891
Sexual Misconduct	Dean of Students	STC-142	240-500-2526
Student Government	SGA Office	STC-171	240-500-2272
Student Organizations	Student Activities	STC-163	240-500-2225
Tech/Computer Studies Div	Office Associate	ATC-120	240-500-2201
Testing	Academic Testing Center	LRC-322	240-500-2398
Title IX Coordinator	Dean of Students	STC-142	240-500-2526
Transcript Request	Self-Service/Records Office	ASA-403	240-500-2239
TRIO: SSS	Program Manager	STC-131	240-500-2659
Tutoring	Learning Support Center	LSC	240-500-2560
Vending Machines	ARCC, ATC, STEM, CPB, LRC, STC		240-500-2281
Veterans Certification	Records Office	ASA-403	240-500-2519
Veterans Support	Veterans & Military Specialist	STC-138	240-500-2377
Voter Registration	Student Activities	STC-163	240-500-2225
Withdrawal from Classes	Self-Service/Retention and Registration	STC-110	240-500-2240

## Abbreviations:

<b>ARCC</b>	Athletic, Recreation and Community Center
<b>ASA</b>	Administration and Student Affairs Building
<b>ATC</b>	Advanced Technology Center
<b>CPB</b>	Career Programs Building
<b>KEP</b>	Kepler Center
<b>LRC</b>	Learning Resource Center
<b>LSC</b>	Learning Support Center
<b>STEM</b>	Science, Technology, Engineering and Math
<b>STC</b>	Student Center

## Online "Need Help?" Student Assistance Form

Submit a "Need Help?" Student Assistance Form online to receive help outside of classes. Find the link by clicking on Current Students on the HCC homepage.

# Student Activities

## ARCC

The Athletic, Recreation and Community Center (ARCC) is an 87,000 square foot, multipurpose facility. The ARCC provides superbly designed and equipped facilities for educational classes, recreation, and cultural/community events.

The ARCC features three basketball courts, 200-meter track, locker/shower facilities, and a wide variety of sports equipment.

HCC part- and full-time students may use the ARCC during open gym hours. Students are required to display a current HCC student ID to use the ARCC and check out sports equipment.

For ARCC hours of operation, visit

[www.hagerstowncc.edu/athletics/arcc](http://www.hagerstowncc.edu/athletics/arcc).

## Athletics

The Hagerstown Community College athletic program includes fourteen intercollegiate sports.

Baseball

Basketball/Men

Basketball/Women

Soccer/Men

Soccer/Women

Indoor and Outdoor Track/Men and Women

Cross Country/Men and Women

Volleyball/Women

Softball/Women

Golf/Men

To participate, call 240-500-2451 or stop by the Athletic Office in ARCC-214.

## Participation

NJCAA rules and the academic regulations of the College determine a student's eligibility to participate in the intercollegiate varsity athletic program.

To view the full Intercollegiate Athletic Program Policy, go to [www.hagerstowncc.edu/student-affairs/college-policies](http://www.hagerstowncc.edu/student-affairs/college-policies).

## Amateurism

All students who represent Hagerstown Community College in intercollegiate athletics shall have amateur status, as defined in the NJCAA Rules of Eligibility. Any individual who signs or enters into any written or oral agreement or contract, expressed or implied, with a professional team or any representative thereof, to participate in athletics shall be ineligible to compete in intercollegiate athletics at the College. For more information about amateur status, please contact Athletics at 240-500-2451.

## Grievances

The Athletic Programs and Activities Grievance Policy ensures a process through which students can share concerns about HCC's athletic programs and activities with senior administrative professionals who are not directly involved with the management of athletic program or activities. Written grievances regarding HCC athletics may be submitted to the Vice-President for Academic Affairs and Student Services: 240-500-2231, LRC-317.

## Campus Life

Location: Student Center, room 163

Phone: 240-500-2225

Email: [studentactivities@hagerstowncc.edu](mailto:studentactivities@hagerstowncc.edu)

Website: [www.hagerstowncc.edu/student-activities](http://www.hagerstowncc.edu/student-activities)

Don't miss a minute of the campus life waiting OUTSIDE the classroom. Stay connected with classmates and instructors, or meet new friends by joining a student organization, going to the many campus events planned each month, and attending leadership development activities.

The mission of HCC's Student Activities Program is to develop a wide range of co-curricular opportunities for students to achieve their highest levels of personal and academic success. The department strives to support the College mission of cultivating civic-minded awareness by engaging students both on campus and in the community through cultural, social, recreational, and leadership enrichment programming.

## Waiver of Liability

Participation in College sponsored off-campus activities and certain on-campus activities is voluntary. Students participating in activities in which there is a potential risk of physical injury are expected to sign an HCC waiver of liability. While the college takes precautions to minimize potential hazards, it is each student's responsibility to take whatever safety measures are necessary to protect themselves.

## College Events Notifications

The easiest way to get involved is to keep up with what's happening on campus. Here are some ways to find out about upcoming activities:

- Student email notices
- Bulletin boards located in all buildings
- Events calendar on HCC's website: [www.hagerstowncc.edu/calendar](http://www.hagerstowncc.edu/calendar)
- HCC social media sites
- Text messages

## Esports Center

The HCC Esports Center allows students to engage in both the casual and competitive sides of gaming. With a suite of high-end gaming PCs available in STC 170 for general student use, students can relax or sweat between classes. Complimenting the casual play is the development of competitive rosters for popular titles like Valorant, Overwatch 2, and Rocket League, where students can go head-to-head with other colleges.

The Center has normal hours of 11:30 a.m. to 4 p.m., Monday through Friday. The following titles are currently offered: Apex Legends, Counter-Strike: Global Offensive, Fortnite, Hearthstone, League of Legends, Overwatch 2, Rocket League, and Valorant.

For questions, information, and to join the Esports Discord server, reach out to the Esports Specialist by email: [atsamson@hagerstowncc.edu](mailto:atsamson@hagerstowncc.edu).

## Fitness Center

Location: ARCC, 2nd floor

Phone: 240-500-2478

Email: [tkburge@hagerstowncc.edu](mailto:tkburge@hagerstowncc.edu)

Website:

[www.hagerstowncc.edu/athletics/arcc/fitness-center](http://www.hagerstowncc.edu/athletics/arcc/fitness-center)

The ARCC houses a full fitness center for HCC. The center offers fitness/health assessments and introductory fitness programs based on staff availability.

Students are able to use the Fitness Center for free by showing an HCC ID card.

## Student Government Association

The SGA is a vehicle for involvement in the college, serves as the voice of the student body on issues concerning campus life, and participates in shaping policies and student regulations.

All active students, both full- and part-time, can be members of the SGA. This governing body was created to enhance the quality of student life and the success of students through participation in social, cultural, educational, and recreational opportunities.

The Student Government Association office is located in the Student Center. The SGA Constitution can be found at [www.hagerstowncc.edu/docs/sga-constitution](http://www.hagerstowncc.edu/docs/sga-constitution).

SGA elections take place each spring. Apply online to be an officer or senator, or join the SGA Program Board.

### PHI THETA KAPPA

PTK is an internationally recognized honor society for community college students.

HCC's Chapter, Pi Theta, welcomes both prospective and current members for meetings and events!

Use the QR Code to access current information on the PTK LibGuide.



Don't miss out on your opportunity to learn about all of the benefits that PTK has to offer its student members.



## **Shared Governance and Decision-Making**

The HCC Board of Trustees approved an institutional model for shared governance and decision-making. According to the model, a number of campus-wide standing committees form policy statements which are communicated widely to campus constituencies before being presented to the President and then to the Board of Trustees for approval.

The Student Government President is a member of the Governance Council which determines the issues and concerns that standing committees should address. The Student Government Vice President is a member of the Student Affairs Committee that creates policies relating to registration-oriented processes, student activities and athletics, career development, and student success. Other standing committees will consult the Student Government Association for feedback about their potential policy statements.

## **Student Organizations**

HCC's students and employees are proud of the extracurricular organizations and programs offered on campus. Organizations can enrich the college experience by introducing students to new interests, friends and experiences. Student organizations form throughout the year, so check the website for the most up-to-date list. Membership is open to all active students. For more information on how to get involved on campus, contact the Student Activities Office, located in the Student Center, room 163, or check out the club webpage [www.hagerstowncc.edu/student-activities/student-organizations](http://www.hagerstowncc.edu/student-activities/student-organizations).

It is the policy of HCC that the administration organize and support a varied and robust student activities program. To view the Student Organization Policy, including the responsibilities of those participating in student activities, go to: [www.hagerstowncc.edu/student-affairs/college-policies](http://www.hagerstowncc.edu/student-affairs/college-policies).

# **HCC FITNESS CENTER**

**Location: 2nd floor of the ARCC**

**Free with your  
Student ID Card**

**Equipment includes:**

**Dumbbells**

**Olympic barbells**

**Concept 2 rower**

**Speed hurdles and ladder**

**Pyramid weight machines**

**Treadmills**

**Bikes (upright and recumbent)**

**Locker rooms &  
towel service available**

**Fall & Spring Semester Hours:**

**Monday-Thursday,**

**8:30 a.m. - 6:30 p.m.**

**Friday,**

**8:30 a.m. - 4:30 p.m.**



# Campus Safety and Emergency Preparedness

## Behavioral Intervention Team (BIT)

The goal of HCC's Behavioral Intervention Team (BIT) is to document, review and provide outreach to students exhibiting concerning behaviors. The BIT provides a proactive and holistic approach to addressing concerning behaviors, with the goal of intervening before a student develops a more serious problem and/or demonstrates behavior threatening to the safety and well-being of the campus community. The BIT process is separate from the Code of Student Conduct process, which is reserved for students who are alleged to violate established campus rules for conduct. It is important that members of the campus community "See Something, Say Something." Reports regarding concerning student behavior may be made to Campus Police (if urgent, 240-500-2308) or the Dean of Students Office (STC 142, 240-500-2526); additionally, completion of the online Student Assistance Form ([hagerstowncc.edu/studentassistance](http://hagerstowncc.edu/studentassistance)) will generate an immediate text message notification to a member of the BIT team. Reports may be made anonymously.

## Campus Police

Location: Learning Resource Center, room 115

Office Phone: 240-500-2308

Emergency On Campus: 911

Email: [campopol@hagerstowncc.edu](mailto:campopol@hagerstowncc.edu)

Website:

[www.hagerstowncc.edu/about-hcc/campus-police](http://www.hagerstowncc.edu/about-hcc/campus-police)

The Campus Police patrol the campus and enforce all College and Maryland state traffic and parking laws. Other responsibilities include, but are not limited to:

- Fire prevention
- Emergency planning
- Crisis intervention
- Response to medical emergencies
- Security surveys
- Crime detection and prevention
- Incident reporting
- Roving patrols
- Lost and found
- Parking coordination for special functions

The office and emergency numbers for campus police can be found on the back of the student ID card. Contact campus police for help with any of the following:

- Escort to car if feeling unsafe due to weather or time of day
- Getting keys out of a locked car
- Jumpstarting a car

To help the Campus Police provide the best possible crime prevention service, timely reporting is essential. The sooner an event or incident is reported, the sooner action can be taken and a resolution obtained.

The Campus Police handle all reported information confidentially. Reports are usually available to those persons directly impacted by the report. In some cases, reports are available to other agencies. Names of suspects and/or witnesses are not released unless approved by the HCC president or mandated by law.

Please help to keep the campus safe for everyone by reporting any unusual or suspicious persons and incidents or any unsafe conditions. Use common sense and take appropriate precautions.

# College Closings

## ***(Emergencies and Inclement Weather)***

When severe weather and other emergencies occur that impact classes or other campus activities, announcements are made on local radio and TV stations, posted on the College website ([www.hagerstowncc.edu](http://www.hagerstowncc.edu)), posted on the official College Facebook ([www.facebook.com/hagerstowncc](http://www.facebook.com/hagerstowncc)) and Twitter ([www.twitter.com/hagerstowncc](http://www.twitter.com/hagerstowncc)) accounts and noted on the College switchboard recording. Students and others who have business at HCC are cautioned to listen for specific mention of HCC being closed, since the College does not always close when weather conditions make it necessary for the Washington County Public Schools to close.

HCC holds classes at various community locations, including its Valley Mall Center. Classes held at off-site facilities are subject to the following cancellation or delayed start procedures:

- If HCC is closed or has a delayed opening due to inclement weather, classes scheduled at off-site locations are also cancelled or delayed.
- If HCC is closed or has a delayed opening due to an emergency situation which affects only its main campus, classes held at off-site locations will run as scheduled unless specified otherwise.
- If HCC is open and the off-site facility has issued a closing or schedule change, then HCC classes held there will follow the schedule change issued by the off-site facility.

The College does everything it can to keep the campus safe and productive during inclement weather. During periods when severe weather is forecasted, HCC officials are in regular contact with weather specialists and county and regional roads departments.

Since travel conditions are not the same for all students in the tri-state area, the College policy is to remain open, if possible, for those students who can attend during inclement weather. However, when weather conditions are so severe, HCC does close and all classes and campus activities are cancelled.

It is College policy to treat student and employee tardiness and absences very liberally on inclement weather days. All faculty and staff understand that on challenging weather days, students are not to be penalized if they are unable to make it to class or are late to arrive. In such cases, students need to contact their faculty members (preferably through email in advance of the scheduled class) indicating that they have special weather-related circumstances that prevent their attendance.

Where to Look for Information:

- HCC website: [www.hagerstowncc.edu](http://www.hagerstowncc.edu)
- Text message alert - sign up at [www.hagerstowncc.edu/emergency-alerts](http://www.hagerstowncc.edu/emergency-alerts)
- HCC Facebook page: [www.facebook.com/hagerstowncc](http://www.facebook.com/hagerstowncc)
- HCC Twitter account: [www.twitter.com/hagerstowncc](http://www.twitter.com/hagerstowncc)
- Local radio & TV stations

For more information about college closings, visit [www.hagerstowncc.edu/college-closings](http://www.hagerstowncc.edu/college-closings).

## ***Delayed Openings***

When class schedules are affected by a delayed opening, the class will meet if 30 minutes or more of the class time remains after the start of the delay. Once the college is open, the regular schedule resumes for that day.

When the college has a delayed opening, the first floor entrance of the Learning Resource Center nearest the Washington County Commuter bus stop will be unlocked for students who arrive on campus prior to the college opening. This central campus location enables facility staff and campus police to communicate with students on campus as needed while providing a safe, warm location.

## Emergency Operations Plan (EOP)

The safety and security of the College community are of vital concern. HCC is committed to providing and maintaining a safe environment for all employees, students, visitors, and guests. The College will adopt reasonable and practical means to prevent, deter and respond to campus emergencies. The Emergency Operations Plan (EOP) and the allocation of resources to support the plan are part of the commitment HCC has for the College community. In order to provide a safe environment, the College seeks to maintain a balance between safety and retaining the openness of a college campus. The College provides an emergency notification system to keep employees, students, visitors, and guests informed of emergencies. Sign up at [www.hagerstowncc.edu/emergency](http://www.hagerstowncc.edu/emergency).

## Hate Crimes and Bias

Hate crimes manifest when an alleged victim was intentionally selected because of the perpetrator's bias or because the perpetrator perceived the person to be in one of eight protected group categories: religion, race, sexual orientation, gender, gender identity, ethnicity, national origin, disability. Hate crimes that occur on campus or between students should be reported to HCC Campus Police as soon as possible, 240-500-2308. Students may also seek support from the Dean of Students Office.

## HCC Siren

During an emergency on campus, the College will initiate the use of its external siren system to alert the campus of the emergency. When hearing the siren, listen to the message immediately following for directions. Check your phone for HCC text alerts and HCC emails for additional instructions.

## Lost and Found

The Lost and Found is maintained by the Campus Police. The Campus Police will initiate a Property Report on all items found or recovered. Items will be held for at least 30 days. The person(s) who found the item(s) may make an application to claim the property in the event that the rightful owner(s) cannot be located.

## Opioid Overdose

HCC has placed NARCAN in all of the student use buildings on campus. The Narcan is located inside the AED boxes on campus. If you would like information on NARCAN training or would like information concerning opioid addiction/overdose, please contact Campus Police at 240-500-2308.

## Parking and Traffic Regulations

### *Facilities and Permits*

The campus map displayed on the inside back cover of this handbook shows all parking areas and the identification letter of each area. Parking is monitored year-round, seven days/week

Student parking spaces are designated on campus with WHITE lines. Any space with YELLOW lines is for staff/faculty and some are marked for visitors only. All vehicles must be parked inside the lined spaces, and should not be on the grass, or infringe on adjacent spaces. No parking is permitted along curbs, in crosshatched areas, or in any restricted zone designated by permanent or temporary signage, or blocked off with cones or barricades.

Parking area "B" is for staff and there are some spaces for visitors and new student registration. All spaces are yellow indicating not a student parking area.

Parking area "C" is designated in yellow for staff parking, but is open to student parking beginning at 5 p.m. each day.

Parking area "G" has select spaces marked by double lines of white and yellow. This indicates that students or staff may park there.

There are restricted spaces throughout the campus for handicap permit holders. Unattended vehicles blocking traffic or causing hazards are subject to a citation and being towed at the owner's expense.

**During normal operations**, all students, faculty, and staff must display an HCC parking permit on their vehicle(s) parked on campus. Permits are available for free at the Student Activities Office located in the Student Center. Any vehicle without a permit will be issued a parking citation. Permits must be properly affixed to the lower right corner of the rear window. Any further questions regarding display of permits should be directed to the Campus Police at 240-500-2308.

## **Vehicles Parked Overnight**

If vehicles will be parked overnight because of emergency circumstances or college-related business, please park in lot G and notify the Campus Police at 240-500-2308. All other vehicles left overnight will be subject to being towed at owner's expense.

## **Traffic on Campus**

Traffic on campus is closely monitored. Speed limits are clearly marked and may be controlled by radar. There are pedestrian walk areas with safe speed limits posted and motorists MUST grant the right of way to pedestrians. Stop signs and restricted parking areas are also closely monitored. Please obey all parking and traffic laws while on campus.

## **Fines and Appeals**

Fines for parking violations can be appealed or paid at the Finance Office in the Administration and Student Affairs Building. Payment within 10 days of the fine are reduced by 50%. The appeals process is defined on the back of the citation. You can request a trial for the violation in the District Court of Maryland. Failure to comply with the citation could result in a hold on the student's records and/or a notification to the Maryland Vehicle Administration for suspension of the vehicle's registration.

## **Registered Sex Offender Information**

All registered sex offenders wanting to enroll at HCC must identify to and schedule a meeting with the Dean of Students and a representative from Campus Police. Prospective students are not permitted to be on campus prior to this meeting and should have applied for admission to HCC prior to this meeting so they have a student ID # assigned to them.

At this initial meeting, standard campus procedures for sex offenders will be reviewed and signed. Following this meeting, the student may take placement exams in the Testing Center and meet with a Retention Specialist for new student advising.

Following class registration, the Dean of Students will communicate with the student if specific parameters for enrollment, based on their enrollment goals, need to be placed.

Prior campus life and conduct history will be taken into consideration. Continuing students who are registered sex offenders may be asked to meet with the Dean of Students & representative from Campus Police together prior to each semester of enrollment to ensure parameters are adjusted per course selection and to review registry status.

The College reserves the right to adjust parameters outlined each semester based on the students' behavioral history. Registered sex offenders should allow up to four weeks to complete the process prior to starting classes.

Sex offender information can be obtained from the Maryland State Sex Offender Register at [www.dpscs.maryland.gov/onlineservs/socem/default.shtml](http://www.dpscs.maryland.gov/onlineservs/socem/default.shtml).

## **Service Animals**

Service animals, defined as dogs or miniature horses that are individually trained to do work or perform tasks for persons with disabilities, are permitted on campus in accord with guidelines set forth in the Disability Support Services Handbook. Non-service animals are restricted from campus buildings; exceptions can be granted via the Dean of Students.

## **Title IX - Sexual Misconduct**

Hagerstown Community College (HCC) is committed to providing a working and learning environment free from sexual misconduct - including sexual harassment, sexual discrimination, sexual assault, dating violence, domestic violence, and stalking. HCC has implemented specific measures to strongly encourage and support the reporting of sexual misconduct and to ensure that all allegations are investigated and resolved in a timely, discreet, fair, and impartial manner and in accordance with Federal Title IX and Clery Act regulations and Maryland Education Article 11-601.

For detailed Title IX information, including jurisdiction, definitions, how to report, and training materials.

[www.hagerstowncc.edu/student-affairs/sexual-misconduct-procedures](http://www.hagerstowncc.edu/student-affairs/sexual-misconduct-procedures)

## ***Sexual Misconduct & Discrimination Reporting Procedure for Students***

As HCC's Title IX Coordinator and 504/ADA Coordinator, the Dean of Students responds to concerns of sex-based discrimination, including, all forms of sexual misconduct and actions discriminating against pregnant or nursing students. Students may confidentially report concerns in the following ways:

Online by completing the [Need Help? Student Assistance Form](#)

Location: Student Center Room 142

Office Phone: 240-500-2526

Email: [studentaffairs@hagerstowncc.edu](mailto:studentaffairs@hagerstowncc.edu)

# Know Your IX?

**Title IX impacts your daily college experience**  
**Here are 9 things every HCC student should know about Title IX**

**1** Title IX is a federal civil right that prohibits sex discrimination in education

**2** Title IX does not apply to female students only

**3** Colleges must be proactive in ensuring that campuses are free of sex discrimination

**4** College must have an established procedure for handling complaints of sexual discrimination, harassment, or violence

**5** College should ensure that a victim doesn't have to share campus spaces or classes with their assailant

**6** Colleges may not retaliate against someone filing a complaint and must keep a complainant safe from retaliatory harassment

**7** Colleges can issue a no-contact directive under Title IX to prevent the accused student from approaching or interacting with the complainant

**8** In cases of sexual violence, colleges are prohibited from encouraging or allowing mediation (rather than a formal hearing)

**9** Colleges cannot discourage reporting students from continuing their education



Visit the QRC code or  
[www.hagerstowncc.edu/student-affairs/sexual-misconduct-procedures](http://www.hagerstowncc.edu/student-affairs/sexual-misconduct-procedures)  
for information about HCC's  
Title IX Sexual Misconduct Policy & Procedures.



For questions or to make a student report, contact: Dean of Students  
Student Center Room 142 | 240-500-2526 | [studentaffairs@hagerstowncc.edu](mailto:studentaffairs@hagerstowncc.edu)

## Annual Security Report

In accordance with the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” the Campus Police/Security prepares an Annual Security Report. The full report may be viewed by visiting [www.hagerstowncc.edu/about-hcc/campus-police](http://www.hagerstowncc.edu/about-hcc/campus-police). A hard copy of the report may be obtained by calling 240-500-2501 or by stopping by the HCC Campus Police Department.

### CRIME PREVENTION TIPS

- Keep your purse, cell phone, books, backpack, and other valuables with you at all times.
- If you have to leave valuables in your vehicle, lock them in the trunk.
- Do not leave your phone number or address visible where anyone can learn where you live.
- Check the back seat and floor of your vehicle before entering.
- Walk in well-lit areas at night, preferable with someone you know and trust.
- Learn the locations of fire exits in the building(s) you go to.
- Learn the safest areas in the building(s) you are in, should you have to shelter in place due to a severe storm or other emergency.
- Trusts your instincts -- if something doesn't seem right, then it probably isn't.
- When approaching your vehicle, have the keys in your hand ready to unlock the door.
- If you think someone is following you, do not go home. Call 911 and provide your location. Follow their directions.

**If you need police assistance on campus, contact HCC Police at 240-500-2308.**

# **HOW TO RESPOND**

## **IF AN ACTIVE SHOOTER IS ON CAMPUS**

**Quickly determine the best way  
to protect your own life.**

Others are likely to follow the lead of employees  
and student leaders during an active shooter situation.

### **1. RUN**

- Have an escape plan and route established
- Leave your belongings behind
- Keep your hands visible

### **2. HIDE**

- Hide out of the active shooter's view
- Block entry to your hiding place
- Lock all lockable doors

### **3. FIGHT**

- As a last resort when your life is in imminent danger
- Attempt to incapacitate the active shooter
- Act with physical aggression - throwing items at shooter

**CALL 911 IMMEDIATELY  
TO ACTIVATE POLICE/EMERGENCY SERVICES  
CALL CAMPUS POLICE 240-500-2308  
WHEN IT IS SAFE TO DO SO**

## How to respond when law enforcement arrives

- Remain calm and follow officers' instructions
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as attempting to hold on to them for safety
- Avoid pointing, screaming, and/or yelling
- Do not stop to ask officers for help or directions when evacuating, just proceed in the direction from which officers are entering the premises.

### **PROVIDE INFORMATION TO OFFICERS OR 911**

- Location of the victims and the active shooter
- Number of shooters if more than one
- Physical description of the shooter/s
- Number and type of weapon held by the shooter/s
- Number of potential victims at the location

## Recognizing signs of potential campus violence

An active shooter may be a student, employee or campus visitor. Alert Campus Police or the Dean of Students if you believe an individual exhibits potentially violent behavior. Indicators of potentially violent behavior may include one or more of the following:

- Increased use of alcohol and/or illegal drugs
- Unexplained increase in absenteeism and/or vague physical complaints
- Depression/withdrawal
- Increase severe mood swings, and noticeable unstable or emotional responses
- Increasingly talks of problems at home
- Increase in unsolicited comments about violence, firearms, and other dangerous weapons and violent crimes

# Resources, Hotlines and Helplines

*\*This is a referral guide only. Inclusion does not imply endorsement or recommendation.  
HCC does not assume liability for any acts or omissions of agencies listed.*

## National Hotlines

National Suicide and Crisis Lifeline

Call or text 9-8-8

Veterans Crisis Line

[www.veteranscrisisline.net/](http://www.veteranscrisisline.net/)

1-800-273-8255, press 1 or text: 838255

LGBTQIA National Help Center

[www.glbthorline.org/](http://www.glbthorline.org/)

1-888-843-4564

National Eating Disorders

Association Helpline

[www.nationaleatingdisorders.org](http://www.nationaleatingdisorders.org) with chatline  
800-931-2237

SAFE Alternatives

(Self-Abuse Finally Ends)

[www.selfinjury.com](http://www.selfinjury.com)

800-DONT-CUT (366-8288)

Childhelp USA National

Child Abuse Hotline

[www.childhelp.org](http://www.childhelp.org)

800-4-A-CHILD (422-4453)

Alcohol/Drug Abuse Hotline

[www.samhsa.gov](http://www.samhsa.gov)

800-662-HELP (4357)

National Domestic Violence Hotline

[www.thehotline.org/](http://www.thehotline.org/)

1-800-799-SAFE (7233)

## General Resources

2-1-1 Maryland

[www.211md.org](http://www.211md.org)

Dial: 2-1-1

Aunt Bertha: Connecting People  
and Programs

[auntbertha.com/](http://auntbertha.com/)

Search for free and reduced cost services

## Local Resources

Washington County (MD) Department  
of Social Services

[www.dhs.maryland.gov/local-offices/  
washington-county](http://www.dhs.maryland.gov/local-offices/washington-county)

240-420-2100

Hagerstown Housing Authority

[www.hagerstownha.com](http://www.hagerstownha.com)

301-733-6911

Community Action Council

[www.wccac.org/services](http://www.wccac.org/services)

301-797-4161

Community Free Clinic

[mycommunityfreeclinic.org/](http://mycommunityfreeclinic.org/)

301-733-9234

CASA (Citizens Assisting and  
Sheltering the Abused)

[www.casainc.org/programs\\_services.html](http://www.casainc.org/programs_services.html)

301-739-4990

24 hr hotline: 301-739-8975

Washington County Commuter (bus transit)

[www.washco-md.net/transit/](http://www.washco-md.net/transit/)

240-313-2750

## HCC Resources

HCC [Need Help? Student Assistance Form](#)

Receive help navigating HCC offices or  
addressing a non-academic and/or behavioral  
health concern.

Response from an HCC employee usually  
occurs within three work days.

Student Food Pantry and Storeroom

Student Center, Room 163

240-500-2225

# Policies and Regulations

## Student Policies

A complete listing of policies and regulations can be found on the College website under Student Services at [www.hagerstowncc.edu/student-affairs/college-policies](http://www.hagerstowncc.edu/student-affairs/college-policies). These policies include:

### **Academic Integrity Policy**

The College is committed to upholding the highest standards of integrity, honesty, and ethical behavior among students, faculty, and staff. HCC has adopted a Code of Integrity to uphold standards of academic honesty and social conduct that adopts five fundamental values: honesty, trust, fairness, respect, responsibility. To view the full policy, go to [www.hagerstowncc.edu/docs/student-affairs/academic-integrity-policy-4045](http://www.hagerstowncc.edu/docs/student-affairs/academic-integrity-policy-4045).

### **Alcohol and Other Drug Prevention & Awareness Policy**

The College is committed to promoting personal wellness and responsibility, recognizes that drug and alcohol abuse present serious threats to individual health and community safety, and seeks to maintain an educational environment free of alcohol and drugs. All students will have opportunities to participate in alcohol and other drug addiction and awareness throughout their time of study. For more information, please visit [www.hagerstowncc.edu/docs/student-affairs/student-drug-and-alcohol-abuse-policy-4041](http://www.hagerstowncc.edu/docs/student-affairs/student-drug-and-alcohol-abuse-policy-4041), [www.hagerstowncc.edu/docs/student-affairs/drug-alcohol-free-environment-policy-5092](http://www.hagerstowncc.edu/docs/student-affairs/drug-alcohol-free-environment-policy-5092), [www.hagerstowncc.edu/docs/student-affairs/heroin-and-opioid-addiction-and-prevention-policy-4039](http://www.hagerstowncc.edu/docs/student-affairs/heroin-and-opioid-addiction-and-prevention-policy-4039).

### **Anti-Discrimination Policy**

HCC is committed to maintaining an atmosphere in which all members of the College community are free to take part in an open dialogue that furthers understanding of diverse philosophies, cultural perspectives and respect for individuals. To achieve its mission, the College will not tolerate any language, action or behavior that is hostile to others. To view the full policy, go to: [www.hagerstowncc.edu/docs/student-affairs/anti-discrimination-policy-4042](http://www.hagerstowncc.edu/docs/student-affairs/anti-discrimination-policy-4042).

### **Code of Student Conduct Policy**

For details, please see page 40.

### **Commercial Solicitation Policy**

HCC has the responsibility to provide and maintain a safe and healthy work and learning environment conducive to its mission-based programs and services. Accordingly, the College has developed a commercial solicitation policy that applies to commercial solicitation activities conducted on the grounds or within buildings under the control of HCC, including commercial solicitation using the electronic mail network (email). Approved commercial solicitation activities must be substantially and directly related to the College's mission and vision. To view the full policy, go to: [www.hagerstowncc.edu/docs/presidents-office/commercial-solicitation-policy-8069](http://www.hagerstowncc.edu/docs/presidents-office/commercial-solicitation-policy-8069).

### **Communicable Disease Policy**

Communicable diseases are diseases which are capable of being transmitted to other individuals in various ways. It is the policy of HCC not to discriminate against any student or employee who has or is suspected of having a communicable disease. As long as the student's or employee's condition is not a threat to the health or safety of the individual, other students or employees or the campus community as a whole, they may continue employment or attend classes and use college services and facilities. To view the full policy, go to: [www.hagerstowncc.edu/docs/student-affairs/communicable-diseases-policy-8041](http://www.hagerstowncc.edu/docs/student-affairs/communicable-diseases-policy-8041)

### **Dean's List Eligibility Policy**

To qualify for the Dean's List, a student must earn a minimum quality-point average of 3.50 for the most recent semester, must have accumulated at least 12 semester hours of college-level coursework at HCC and have completed at least 6 credit hours of college level coursework during the most recent semester. To view the full policy, go to: [www.hagerstowncc.edu/sites/default/files/documents/0702-policy-1021-deans-list-eligibility.pdf](http://www.hagerstowncc.edu/sites/default/files/documents/0702-policy-1021-deans-list-eligibility.pdf)

## **Expressive Activity Policy**

The term “expressive activity” includes: Meetings and other group activities and other group activities, speeches, performances, demonstrations, rallies, vigils and other events; Distributions of literature, such as leaflets and pamphlets; and Any other expression protected by the First Amendment to the United State Constitution. While the College shall not interfere with the rights of Active Students and Student Organizations to the free expression of their views or impermissibly regulate their speech based on its content or viewpoint, the College has established reasonable time, place, and manner restrictions on expressive activity that applies to all buildings, grounds, and other spaces owned or controlled by HCC. To view the full policy, go to: [www.hagerstownncc.edu/docs/student-affairs/expressive-activity-policy-8068](http://www.hagerstownncc.edu/docs/student-affairs/expressive-activity-policy-8068).

To request Expressive Activity on campus, see the Expressive Activity Request Form available on the HCC website.

## **Family Educational Rights and Privacy Act (FERPA)**

FERPA is a federal law that protects the privacy of student education records and applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children’s education records. These rights transfer to the student when they reaches the age of 18 or attends a school beyond the high school level. Students may complete an Authorization to Release Information form to request their educational records be shared with individuals/entities outside of the college. Students may also request that HCC not disclose directory information by contacting the Registrar directly via e-mail: [records@hagerstownncc.edu](mailto:records@hagerstownncc.edu) or by visiting the Records office, ASA-403. To view the full policy, go to: [www.hagerstownncc.edu/docs/admissions-records-and-registration/ferpa-guidelines](http://www.hagerstownncc.edu/docs/admissions-records-and-registration/ferpa-guidelines).

## **General Grievance Policy**

The purpose of the General Grievance Policy for Students is to provide a formal 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 concerns regarding ethical or professional behavior, arbitrary application of College policies, and perceived violations of accepted rights of students. For details, please see page 54. Students may file a formal written grievance by contacting the Dean of Students or completing an online General Grievance Report Form, available on the HCC website.

## **Hazing**

Maryland statute defines hazing as “recklessly or intentionally do[ing] an act of creat[ing] a situation that subjects a student to the risk of serious bodily injury for the purpose of an initiation into a student organization of a school, college, or university.” The same statute establishes hazing as a misdemeanor subject to a maximum penalty of \$500 and/or six months imprisonment. HCC complies with state law. Suspected hazing incidents at HCC should be reported to the Dean of Students or Campus Police for prompt investigation as soon as possible.

## **Honor Code Policy & Pledge**

By entrance to the College, the student voluntarily assumes obligations of performance which are imposed by the academic community relevant to its missions, processes, and functions. These obligations may be much higher than those imposed on all citizens by civil and criminal law, and the College reserves the right to discipline students to insure compliance with these higher obligations. The responsibility for the maintenance of honesty rests upon the student.

Student's Honor Pledge: I promise to uphold the Hagerstown Community College Code of Student Conduct as outlined in the Student Handbook. As a member of the College community, I hold the qualities of honesty and integrity in the highest regard and will neither violate them nor tolerate those who do.

To view the full policy, go to [www.hagerstowncc.edu/docs/academic-affairs/honor-code-policy-4050](http://www.hagerstowncc.edu/docs/academic-affairs/honor-code-policy-4050).

### **Involuntary Course Withdrawal Policy**

This policy gives the administration the authority to withdraw students from their classes as a last resort action to protect the safety of the student and/or others and the integrity of the College's learning environment. To view the full policy, go to: [www.hagerstowncc.edu/registration/refund-policy](http://www.hagerstowncc.edu/registration/refund-policy)

### **Parking and Traffic Policy**

All campus buildings, roadways, walkways and parking areas are the property of HCC. All persons and motor vehicles entering the College campus are bound by Maryland state traffic laws and College parking and traffic policy and procedures. To view the full policy, go to: [www.hagerstowncc.edu/sites/default/files/documents/1004-policy-8050-parking-traffic.pdf](http://www.hagerstowncc.edu/sites/default/files/documents/1004-policy-8050-parking-traffic.pdf)

### **Sexual Harassment Policy**

HCC is committed to maintaining a positive learning and working environment free from all forms of sexual harassment. Sexual harassment by any employee, student, visitor, and/or any individual who conducts business on behalf of the college is prohibited. Sexual harassment is unwanted sexual contact, unwelcome sexual advances, requests for sexual favors and/or other unwanted communications or physical conduct of a sexual nature which has the purpose or effect of unreasonably interfering with an individual's academic or work performance. Such conduct is illegal and will not be tolerated. To view the full policy, go to: [www.hagerstowncc.edu/docs/human-resources/sexual-harassment-policy-8070a](http://www.hagerstowncc.edu/docs/human-resources/sexual-harassment-policy-8070a)

### **Sexual Misconduct Policy and Title IX**

Hagerstown Community College (HCC) is an academic community committed to providing a working and learning environment free from sexual misconduct - including sexual harassment, sexual discrimination, sexual assault, dating violence, domestic violence, and stalking. HCC will not tolerate sexual misconduct and has implemented specific measures to strongly encourage and support the reporting of sexual misconduct and to ensure that all allegations of sexual misconduct are investigated and resolved in a timely, discreet, fair, and impartial manner and in accordance with Federal Title IX and Clery Act regulations and Maryland Education Article 11-601. Detailed information outlining HCC's commitment to addressing this prohibited conduct, the procedures for investigating and resolving complaints and the resources available to both a Complainant and a Respondent. Detailed information is available online at [www.hagerstowncc.edu/student-affairs/sexual-misconduct-procedures](http://www.hagerstowncc.edu/student-affairs/sexual-misconduct-procedures). All incidents of Sexual Harassment/Misconduct should be reported to the appropriate Title IX Coordinator by calling 240-500-2526 (students) or 240-500-2259 (employees) and may also be reported to HCC Campus Police by calling 240-500-2308.

### **SGA Constitution**

To meet their mission of creating an environment in which relationships and unity are cultivated, resulting in a strong sense of pride while accurately identifying the perspectives and needs of HCC students, the student elected Student Government Association (SGA) at HCC follows a Constitution and By-Laws. To view the full SGA Constitution, go to: [www.hagerstowncc.edu/docs/sga-constitution](http://www.hagerstowncc.edu/docs/sga-constitution)

## **Social Media Policy**

Social media is a powerful communication tool and it shall be the policy of HCC to actively use it to educate, inform, and collaborate with its students, staff, faculty, and alumni, as well as members of the community. This policy requires that the administration create and maintain guidelines and employ best practices as applies to employees and students posting online material on behalf of HCC. Employees and students are subject to the same laws, professional expectations, and guidelines when interacting online with students, parents, alumni, donors, and the media as they are in person. Fans and followers of official college accounts must agree to respect the terms of individual social networking sites and understand that HCC officials have the right to remove any content that is deemed to be offensive, inappropriate, of a harassing or threatening nature, or can be construed as defamation of character. To view the full policy, go to: [www.hagerstowncc.edu/docs/public-relations/social-media-policy-8095](http://www.hagerstowncc.edu/docs/public-relations/social-media-policy-8095)

## **Student Organization Policy**

HCC supports students' rights to join, form, and participate in Student Organizations as a critical component of student growth and development. The purpose of this policy is to assure that Active Students (defined as currently registered credit students not on academic or disciplinary probation or currently registered non-credit students who have satisfactorily completed a course) and Student Organizations have reasonable access to college resources, without undue disruption to college operations, violation of protected speech activity of others, and endangerment of others or risk to college property. Two levels of engagement exist: Registered Student Groups (a group of two or more Active Students that is registered with the Dean of Student's Office but not affiliated with or sponsored by HCC) and Registered Student Funded Organizations (an organization of five or more Active Students that is registered with the Dean of Student's Office and recognized as a HCC sponsored student organization). To view the full policy, including details on how to form a Student Organization, go to: [www.hagerstowncc.edu/sites/default/files/documents/4036Student%20Organization%20Policy.pdf](http://www.hagerstowncc.edu/sites/default/files/documents/4036Student%20Organization%20Policy.pdf)

## **Use of Computing, Network and Communications Resources Policy**

HCC will provide access to students, faculty, staff, and others by special arrangement and ensure that College computing, network and communication resources are used appropriately in the conduct of College-related business and activities. Use is governed by all federal, state, and local laws and any related College policies, guidelines and procedures. To view the full policy, go to: [www.hagerstowncc.edu/docs/student-affairs/use-computing-network-and-communications-resources-policy-5093](http://www.hagerstowncc.edu/docs/student-affairs/use-computing-network-and-communications-resources-policy-5093).

## **College Tobacco-Free Policy**

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 therefore adopted a Tobacco-Free Policy effective January 1, 2015.

The Tobacco-Free Policy applies to all HCC 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 HCC 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.

The College administration shall establish appropriate procedures and consequences, which may include fines or disciplinary measures, for violations of this policy and create an information campaign and signage. In consideration for tobacco users, college administration shall offer ongoing tobacco cessation programs to assist and encourage individuals who wish to quit. More information on this policy can be found at [www.hagerstowncc.edu/tobaccofree](http://www.hagerstowncc.edu/tobaccofree).

# Student Drug and Alcohol Abuse Policy

## I. Statement of The College:

The College, recognizing that drug and alcohol abuse present serious threats to individual health and community safety, strives to maintain a campus free from the illegal use and abuse of alcohol, and from the use, possession or distribution of illegal drugs. Drugs and Alcohol will not be allowed to interfere with student learning or extracurricular activities.

The College strictly enforces state and federal laws that prohibit illegal drug and alcohol use, such as the Federal Drug-Free Workplace Act of 1988, the Federal Drug-Free Schools and Community Act Amendments of 1989, and the drug and alcohol abuse policies of the Maryland Higher Education Commission.

All HCC students are covered by this Drug and Alcohol Abuse Policy. Some College programs or activities, such as nursing or intercollegiate athletics, may have additional “drug free” requirements externally and/or internally imposed on students.

## II. Definitions:

**A. Alcohol** means alcohol, brandy, whiskey, rum, gin, cordial, beer, ale, porter, stout, wine, cider, and any other spirituous, vinous malt or fermented liquor, liquid, or compound, by whatever name called, containing one half of one percent or more by alcohol by volume, which may be ingested.

### B. Drug means:

1. Substances recognized in the official United States Pharmacopoeia, official Homeopathic Pharmacopoeia of the United States, or official National Formulary, or any supplement to any of them; and
2. Substances intended for use in the diagnosis, cure, mitigation, treatment, or prevention of disease in man or other animals; and
3. Substances (other than food) intended to affect the structure of any function of the body of man or other animals; and
4. Substances intended for use as a component of any article specified in clause 1, 2, or 3 of this paragraph; but does not include devices or their components, parts, or accessories.

### C. Drug includes:

1. A controlled dangerous substance that is regulated under the Maryland Controlled Dangerous Substances Act;

2. A prescription medication used or dispensed improperly or in contradiction to the prescription; or

3. A chemical substance when used for unintended and harmful purposes.

## III. Notification:

Students will receive a copy of the HCC Alcohol and Drug Policy annually via the student handbook planner. In addition, the College conducts a biennial review to determine the effectiveness and consistent enforcement of the policy.

## IV: Health Risks/Referral Services:

Alcohol and illicit drug use pose many health risks. Such use may result in: impaired judgment and coordination; physical and psychological dependence; damage to vital organs such as the heart, stomach, liver and brain; inability to learn and remember information, psychosis and severe anxiety; unwanted or unprotected sex resulting in pregnancy and sexually transmitted diseases, including AIDS; and injury and death. Information about health risks associated with alcohol and drugs may be found in the Student Activities Office.

Students may receive therapeutic intervention through referral of the Dean of Students or designee. In addition, Washington County Hospital Behavioral Services, the Washington County Health Department, and Brook Lane Health Services are community resources that provide treatment for alcohol and other drug related issues. These resources also maintain current lists of area programs such as Alcoholics Anonymous, Al-Anon, Narcotics Anonymous, and Marijuana Anonymous.

## V: Alcohol/Drug Policy—Student Violations:

This policy prohibits students from participating in the unlawful manufacture, distribution, dispensing, possession and/or use of a controlled substance. Also, all students are expected to honor the College's policy of prohibiting the provision of alcoholic beverages at student events and activities held on campus. The definition of campus includes all locations where HCC classes and activities are held, which includes student travel in association with a college function.

The behavior of a college employee who is also enrolled in HCC classes is guided by the provisions included in the HCC Employee handbook. The employee status supersedes student status, especially in regard to behavioral codes of conduct.

## VI: Exceptions:

For special campus events that are designed for an audience other than students, the President reserves the right to determine if alcohol may be served. Also, students of legal drinking age who participate in College sponsored activities off-campus may be permitted to drink alcohol; however, college funds will not be used to purchase alcoholic beverages. At these types of events, strict controls will be enforced in order to prevent student underage drinking and irresponsible use of alcohol by students who are of legal drinking age.

## VII: Federal, State and College Imposed Penalties:

Students who violate this policy shall be disciplined through the Code of Student Conduct process. Possible sanctions include disciplinary probation, suspension, or expulsion from the institution. The College may also refer student violations to appropriate law enforcement authorities for criminal prosecution as it pertains to violation of State and Federal law.

## Cannabis / Marijuana On Campus

Despite the state of Maryland permitting the personal possession and use of cannabis (marijuana) under certain circumstances for those over the age of 21, HCC prohibits the possession and/or use of cannabis on all college properties and at college-sponsored activities, including recreational and medical cannabis. Since HCC receives federal funding, the 1989 Drug-Free Schools and Communities Act (DFSCA) applies. Under federal law, cannabis is considered a controlled substance. The HCC Code of Student Conduct will be used to address students found to be in possession, use and/or distribution of cannabis on college property. Campus Police will also enforce guidelines, resulting in civil penalties if the offender is determined to have more than the personal use amount or is under the age of 21; these violations can result in monetary fines. Civil citations fall under the jurisdiction of the District Court of Maryland. The following list contains information on the civil violations and respective fines.

**Civil Amount of Cannabis – “Civil Amount” means:**

1. An amount of usable cannabis that exceeds 1.5 ounces, but does not exceed 2.5 ounces;
2. An amount of concentrated cannabis that exceeds 12 grams but does not exceed 20 grams; or

3. An amount of cannabis products containing delta-9-tetrahydrocannabinol that exceeds 750 mg but does not exceed 1,250mg.

**CR § 5-601(c)(2)(ii)(2) – A finding of guilt for use or possession of the civil use amount of cannabis is a civil offense punishable by a fine not exceeding \$250.00**

**Personal Amount of Cannabis – “Personal Use Amount” means:**

1. An amount of usable cannabis that does not exceed 1.5 ounces;
2. An amount of concentrated cannabis that does not exceed 12 grams; or
3. An amount of cannabis products containing delta-9-tetrahydrocannabinol that does not exceed 750 mg

**CR § 5-60(c)(2)(ii)(1) – A finding of guilt for use or possession of the personal use amount of cannabis is a civil offense punishable by a fine not exceeding \$100.00**

### ***Smoking Cannabis in Public***

**CR § 5-601(c)(4) – The smoking of cannabis in a public place is a CIVIL OFFENSE punishable by a fine not exceeding \$250.00 (first offense) or a fine not exceeding \$500.00 (subsequent offense).**

### ***Citation Information***

A police officer must issue a citation for the use or possession of a personal use amount of cannabis (for offenders under 21) or the civil use amount of cannabis, both civil offenses, under CR § 5-601.1(b). If a citation is issued to a person younger than age 21 for these civil offenses, the court must summon the person for trial. The court may (1) order the person to attend a drug education program approved by MDH; (2) refer the person to an assessment for substance abuse disorder; and (3) refer the person to substance abuse treatment, if necessary. A police officer must charge by citation for the possession with intent to distribute cannabis under CR § 5-602 (criminal); or growing or manufacturing cannabis or a cannabis product under CR § 5-603(b) (criminal) if requirements under CP § 4-101(c)(2) are satisfied.

**Civil Prepaid Schedule Amount and Costs – Use or Possession of the Personal Use/Civil Use Amount of Cannabis**

A person who receives a payable citation pursuant to that section may pay the specified penalty or request a trial date in writing within 30 days of receipt of the citation. The amount which may be paid without appearing in the District Court of Maryland shall be \$50.00 for the use or possession of the personal amount of cannabis; and \$125.00 for the use or possession of the civil use amount of cannabis. The court costs in any case in which costs are imposed are \$5.00, in addition to any fine imposed by a judge.

Civil Prepaid Schedule, Amount and Costs – Smoking Cannabis in A Public Place

A person who receives a payable citation for a violation of Criminal Law Section 5-601 may pay the specified penalty or request a trial date in writing within 30 days of receipt of the citation.

The amount may be paid without appearing in the District Court of Maryland shall be \$125.00 for a first offense; and \$250.00 for a second offense. The court costs are \$22.50, in addition to any fine imposed by a judge.

Addiction Resources

If you, or someone you know, is suffering from drug abuse or addiction please contact the Behavioral Health division of the Washington County Health Department at 240-313-3310 or [washcohealth.org/substance-abuse-treatment/](http://washcohealth.org/substance-abuse-treatment/) . For a complete list of community resources, hotlines and helplines go to [www.hagerstowncc.edu/docs/student-affairs/bit-community-resources](http://www.hagerstowncc.edu/docs/student-affairs/bit-community-resources) Marijuana FAQ's [mmcc.maryland.gov/Pages/cannabisfaq.aspx](http://mmcc.maryland.gov/Pages/cannabisfaq.aspx)

THIS IS A DRUG FREE CAMPUS

Use, Possession or Sale of Cannabis/Marijuana on campus



IS PROHIBITED



# Code of Student Conduct

**Student's Honor Pledge:** I promise to uphold the Hagerstown Community College Code of Student Conduct as outlined in the Student Handbook. As a member of the College community, I hold the qualities of honesty and integrity in the highest regard and will neither violate them nor tolerate those who do.

All HCC students in every academic program, including credit and non-credit college level students, fall under this code of conduct. Some academic programs may have supplemental behavioral codes with additional requirements. Registered Sex Offenders will have other expanded expectations regarding behavior on campus.

Student proceedings involving sexual harassment/misconduct will follow procedures defined by the Department of Education, outlined in detail at [www.hagerstowncc.edu/student-affairs/sexual-misconduct-procedures](http://www.hagerstowncc.edu/student-affairs/sexual-misconduct-procedures)

## 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, they 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
- 5) taking an exam in the name of someone else, and
- 6) improperly using the work of another person, entity, artificial intelligence, etc.

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 or the work generated by artificial intelligence 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.

The complete Acceptable Computer Use Policy is located on the college website under Student Services.

- D. Unauthorized collaboration with other entities, including artificial intelligence, etc. 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, 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 their actions.
- F. Disorderly, lewd, or indecent behavior; or distribution of obscene or libelous written material.
- G. Mental or physical abuse, including verbal, written, 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. Engaging in hostile, harassing, intimidating or bullying conduct or behavior that creates an imminent or perceived risk of violence or damage to property or that is likely to cause emotional harm by mocking, ridiculing or disparaging a student or group of students either in-person, online, or both.
- J. Disruption of teaching, research, administration, or disciplinary proceedings, or other College activities, including public service functions, and other authorized activities.

- K. 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.
  - L. 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 as long as there is no potential danger for children.
  - M. Use of cellular phones or electronic devices during class. HCC allows the use of smart devices in classrooms, labs, and other instructional spaces as teaching and learning tools at the discretion of the faculty member. Students must request and receive prior written approval from a faculty member to make audio or video recordings on instructional activities. Please refer to the Use of Computing, Networking, and Communication Resources Policy 5093 and Social Media Policy 8095 for more information.
- Definitions: Smart devices:** A mobile computing device of any form or format Instructional spaces: This includes but is not limited to: physical classrooms, labs, clinical settings, the Learning Support Center, Library, and other areas designed for instructional purposes.
- N. 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.
  - O. 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.
  - P. The act of maliciously setting off a fire alarm or the use of any fire safety equipment.
  - Q. Smoking and/or the use of other forms of tobacco products. Please refer to the College's Tobacco-Free Policy for more information.
  - R. Operation and parking of motor vehicles on HCC property in violation of College regulations.
  - S. Violation of the terms of disciplinary probation or any College regulation during the period of probation.
  - T. Gambling except for approved charitable fund-raising activities.
  - U. 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.
  - V. The intentional provision of false information to College officials.

## 4.

Persons who are both students and employees may also be guided by the provisions included in the HCC Employee Handbook. With the exception of student workers, employee status supersedes student status, especially in regard to behavioral codes of conduct.

## 5. 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 and Student Services (VPAASS) 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 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 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 an organization group/organization 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/organization 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 student group, student organization, society, or other organizations for a minimum of two years. Re-charter after that time must be approved by the President.
- M. *Group Restitution*: Student organizations/groups 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; revised 1/24*

The intent of the College is to impose sanctions in a progressive manner, beginning with the least punitive sanction. However, depending on the nature and severity of a student's violation, the College reserves the right to impose any of the above referenced sanctions at any time.

## **6. 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 process.

### **Step 1—Instructor/Student Communication**

Communication occurs between the student and the instructor to review details of the alleged violation. Possible conclusions of this communication include mutual agreement that the violation occurred or a mutual agreement that the violation did not occur. If there is an agreement of guilt and penalty between the instructor and the student, the matter may be resolved at this level. The maximum penalty, as determined by the instructor, for the violation may not exceed a grade of "F" or a "U" in the course. Within three (3) workdays of the instructor/student communication, the instructor completes the Academic Integrity Reporting Form online.

The Academic Integrity Reporting Form

includes:

- a. Instructor name and contact information
- b. Date of alleged violation
- c. Course number and section
- d. Name of student involved and student ID number
- e. Description of alleged incident
- f. Outcome of the instructor/student communication, including the penalty if applicable
- g. Support documentation for the instructor's initial claim that a violation occurred

If the outcome determined there was no violation, the Academic Integrity Reporting Incident Form will be kept on file in the Office of the VPAASS or Dean of WSCE, but will not impact the student's permanent record.

If there is mutual agreement that a violation occurred, and if the student does not have a concerning history of academic integrity violations on record, the Vice-President for Academic Affairs and Student Services (VPAASS) will send a letter of reprimand to the student and a copy will be placed in the student's file, ending the process. If the VPAASS finds the student has a concerning history of prior academic integrity violations or reports, the VPAASS may continue with the process to consider additional sanctions.

If there is no resolution due to disagreement between the instructor and the student regarding the occurrence of a violation or the penalty imposed, the process will continue.

For all outcomes for non-credit courses, the Dean of Workforce Solutions and Continuing Education (WSCE) will proceed instead of the VPAASS.

### **Step 2—Preliminary Investigation**

If the matter cannot be resolved in Step 1, the VPAASS/Dean of WSCE will conduct a preliminary investigation of

the charge within ten (10) workdays of receiving the Academic Integrity Reporting Form.

If there is evidence that a violation may have occurred the student will receive notice of the need to participate in an administrative conference with the VPAASS/Dean of WSCE.

If there is no evidence that a violation occurred, the conduct process stops, both the student and the instructor are notified, and the Academic Integrity Reporting Incident Form will be kept on file in the Office of the VPAASS/Dean of WSCE, but not on the student's permanent record.

### **Step 3—Administrative Conference**

At the meeting, the VPAASS/Dean of WSCE will discuss the charges and the alleged violation with a student and determine if the violation occurred and, given the student's conduct history, if additional sanctions are warranted. The outcome will be shared with the student in writing.

If the VPAASS/Dean of WSCE finds no evidence that a violation occurred, the conduct process stops, both the student and the instructor are notified, and the Academic Integrity Reporting Incident Form will be kept on file in the Office of the VPAASS or Dean of WSCE, but not on the student's permanent record.

### **Step 4—Appeal**

If the student disagrees with the outcome of the administrative conference, the student can appeal the case in writing to the College President with seven (7) days after the written outcome is provided to the student. The College President/designee will review all documentation in the case and may conduct further inquiries. A decision shall be rendered in writing to the student within fifteen (15) work days after the written request is submitted. The student can request a meeting with the College President in their written Appeal, but a meeting is not required. The student has the opportunity to make their case in writing, providing additional evidence

if applicable. If the College President finds that no violation occurred, all charges will be dropped, all parties previously involved are notified, and the Academic Integrity Reporting Incident Form will be kept on file in the Office of the VPAASS/Dean of WSCE, but not on the student's permanent record.

## **7. Behavioral Violation Process**

The Dean of Students is responsible for implementing confidential student discipline procedures. Complaints involving Title IX Sexual Harassment/ Sexual Misconduct violations will follow procedures defined by the Department of Education outlined at [www.hagerstowncc.edu/student-affairs/sexual-misconduct-procedures](http://www.hagerstowncc.edu/student-affairs/sexual-misconduct-procedures).

### **Step 1—Charges**

Any College employee, college affiliated party, or student may submit charges to the Dean of Students<sup>1</sup> 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 the General Student Report Form within 14 days following knowledge of the incident. This form is available on the college website and may be completed by the Dean of Students Office when reports are shared in another way. If charges are brought against an employee by a student, refer to the General Grievance Policy for Students.

The General Student Report Form includes:

- a.name of the student(s) or organization involved,
- b. name of the person making the complaint and/or report,
- 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 the person(s) directly

involved, or witnesses to the infractions, and

- f. any other information that may be related to the incident.

### **Step 2—Investigation**

Within ten (10) work days<sup>2</sup> after the charge is initiated, the Dean of Students<sup>1</sup> shall complete a preliminary investigation of the charge(s) and if appropriate, proceed to an administrative conference. The Dean of Students may decide that no conduct charge(s) is warranted, in which case the report is closed without conduct action.

When there is evidence that the student's continuing presence on campus poses a potential threat to any member of the college community or to college operations, the Dean of Students may immediately restrict the student's presence on campus or may suspend a student effective immediately for an interim period pending disciplinary proceedings. Such action will result in an immediate Interim Restriction or Interim Suspension.

The Dean of Students may elect to place a hold on a student's account while the case is pending. The hold may be removed at any time during the conduct process. Holds are also placed to ensure that the student responds to a meeting request, that sanction requirements are met, and to prevent non-eligible students from registering for future classes.

### **Step 3—Administrative Conference**

At the meeting, only the Dean of Students<sup>1</sup> and the accused student or organization will discuss the charges; if the case involves alleged threatening behavior, another campus administrator or a campus police officer may be present. At the meeting, the Dean of Students will discuss the alleged violation with the student and determine if the violation occurred. The outcome will be shared with the student in writing within a reasonable time-frame following the conference. If the Dean of Students finds that no violation occurred, case

documents will be kept on file in the Dean of Students Office, but will not impact the student's permanent record. If the accused student disagrees with the outcome of the administrative conference, a written appeal can be made to the Vice-President of Academic Affairs and Student Services (VPAASS)

#### **Step 4—Appeal**

If the student disagrees with the outcome of the administrative conference, the student can appeal the case in writing to the Vice-President for Academic Affairs and Student Services (VPAASS) with seven (7) days after the written outcome is provided to the student. The VPAASS/designee will review all documentation in the case and may conduct further inquiries. A decision shall be rendered in writing to the student within fifteen (15) work days after the written appeal is submitted. The student can request a meeting with the VPAASS in their written Appeal, but a meeting is not required. The student has the opportunity to make their case in writing, providing additional evidence if applicable.

If the VPAASS finds that no violation occurred, all charges will be dropped, the student will be notified in writing, and the case documents will be kept on file in the Dean of Students Office, but will not impact the student's permanent record. The decision of the VPAASS is final.

<sup>1</sup>*Or a representative acting on the Dean's behalf.*

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

## **General Grievance Policy and Procedures for Students**

### **Introduction**

The purpose of the General Grievance Policy for Students is to provide a formal 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 concerns regarding

the 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. If a student wishes to have another person present at any step of the process, they may request the presence of a nonlegal advisor.

Student complaints related to faculty/instructor teaching, course content, or student status in competitive academic programs, are not addressed via the General Grievance Policy/Procedure. For such complaints, the student should first share their concern with their faculty/instructor. If not satisfied, the student should share their concern with the respective academic division director (for credit courses) or program coordinator (for non-credit courses). If still not satisfied, the student may share their concern with the VPAASS (for credit programs) or Dean of WSCE (for non-credit programs). When applicable, students may use the Student Grade Appeal Process.

#### **Step 1—Report**

If a student feels that they have a concern that qualifies under the General Grievance Policy and Procedure, the student should submit a brief written statement outlining the concern to the Dean of Students. The student must indicate the cause for the Grievance, provide evidence, and specify the outcome they are requesting. Submissions can happen in one of three ways: 1) complete the online General Grievance Report Form (on the HCC website, Current Students tab or using the search tool), 2) send an email from the student's HCC email account to [studentaffairs@hagerstowncc.edu](mailto:studentaffairs@hagerstowncc.edu) indicating that they are filing a grievance or 3) provide a written submission indicating that they are filing a grievance to the Dean of Students Office in Room 142 in the Student Center. If the student's grievance pertains to the Dean of Students or VPAASS, the report will be shared with the VPAASS/College President, who will appoint a designee to oversee the procedure.

#### **Step 2—Informal Review**

The intent of the informal review meeting is to determine if a complaint

is appropriately addressed through the General Grievance Policy and Procedure and, if so, to resolve student grievances in the most accurate, equitable, and timely manner. Upon receipt, the report will be reviewed for applicability. For reports that meet Grievance criteria, the student will be invited to an informal review meeting to discuss the grievance and, if appropriate, an investigation of the alleged concern will begin. At the conclusion of the informal review, the most appropriate pathway for resolution will be determined. If mutual resolution is reached, all procedures will cease. If there is no resolution, the student will receive written follow-up outlining optional steps for a formal review.

### **Step 3—Formal Review**

Upon receipt of the informal review follow-up, the student must choose whether or not to begin formal grievance procedures within 7 (seven) days. To begin formal grievance procedures, the student will need to submit a more detailed written statement of the complaint that explains what allegedly happened, the evidence provided, what steps have been taken up to that point, why the student feels the informal review was inadequate, and what action the student is seeking. Copies of the formal grievance will be distributed to the appropriate parties.

If deemed appropriate, the student and employee named in the grievance and the employee's supervisor may be asked to participate in a resolution meeting. Within fifteen (15) work days of submission of the formal review written statement, the student will be informed of the outcome in writing.

### **Step 4—Appeal**

If the student does not agree with the formal review outcome, they may submit an appeal, in writing, to the President of the College within seven (7) days. The President will review all documentation and may conduct further inquiries. The student can request a meeting with the College President in their written Appeal, but a meeting is not required. The President will have access to all

prior documents related to the grievance and shall render a decision within fifteen (15) work days after the written appeal is submitted. The decision of the President shall be final.

## **Student Grade Appeal Process**

This process outlines procedures a student shall follow to challenge the final grade assigned by the person responsible for the academic endeavor, hereafter referred to as the instructor. Confidentiality must be maintained throughout the process.

In order to successfully appeal a final course 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 seven (7) days from the date the grade is posted to the student's record, the student forfeits the right to appeal.

Each of the following reasons, if supported by sufficient written evidence, shall constitute "good cause" for a grade appeal:

- A. Assignment of a grade that is malicious or discriminatory. This is applicable if, in determining the grade, the instructor 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 or capricious. This is applicable if the instructor apparently had no discernible rationale for arriving at the grade given.
- C. Assignment of a grade that has resulted from innocent human error. The instructor reported an incorrect grade as the consequence of a mistake in computation, 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 instructor
- B. Disagreement with the grading standards established by the instructor.

- C. Disagreement with the judgment of the instructor in applying grading standards as long as they have made a reasonable effort in good faith to be fair and consistent in exercising that judgment. Good faith on the instructor'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 a 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, transfer course credits, gain employment or promotion, or qualify for a more advanced course.

The following steps constitute the established administrative procedures for appealing a final grade. Individuals involved in the process will vary depending on if the grade appeal is regarding a credit or non-credit course. If the appeal concerns a final grade given by a division director/program manager, an administrative substitute (determined by the VPAASS) will be selected to act in their place throughout the process. All paperwork and documentation of Steps 1 through 3 will be kept in the office of the division director (credit courses) or program manager (non-credit courses). If the appeal is filed against the VPAASS/Dean of WSCE, an administrator substitute will be selected by the College President to act in their place.

#### **Step 1—Initial Appeal**

The student must submit a written appeal of the final grade to the course instructor; the "cause" of the appeal needs to be clearly stated. A student email may serve as a written appeal if the student clearly states in their email that the intent of the email is to initiate a grade appeal; only Hagerstown Community College student email addresses can be used for grade appeals initiated through email. This must be done within seven (7) days from the date the grade is posted to the student's record.

#### **Step 1—Conference**

The instructor/student conference

will occur as soon as possible. This conference may take place remotely over the phone, online, or in person. The occurrence and outcome of the meeting will be documented by the instructor who assigned the grade; a copy of the documentation will go to both parties.

#### **Step 1—Secondary Appeal**

If the initial appeal cannot be resolved, the student has seven (7) calendar days after the student/instructor conference to appeal, in writing, to the division director (credit course) or program manager (non-credit courses); the "cause" of the appeal must be clearly stated and match the "cause" in the initial appeal. After reviewing the written materials, the division director (credit)/program manager (non-credit) will schedule a conference with the student within ten (10) work days; this conference can take place in person, online or over the phone. When appropriate and possible, the instructor may participate in this meeting. If the secondary appeal is not resolved, the student has seven (7) work days from the date of the conference to appeal the grade, in writing, to the VPAASS (credit) or Dean of WSCE (non-credit).

#### **Step 1—Final Appeal**

At this stage, the VPAASS/Dean of WSCE will review all written materials submitted by the student/division director/program manager regarding the grade appeal and may conduct further inquiries. The student can request a meeting with the VPAASS/Dean of WSCE in their written Appeal, but a meeting is not required. A decision shall be rendered within fifteen (15) work days after the written appeal is submitted. The decision of the VPAASS/Dean of WSCE shall be final.

## Registration and Refund Appeals

Students may need to file a registration appeal when extraordinary circumstances have prevented them from dropping their classes by the established deadline. The process varies for credit and non-credit courses.

### Credit Courses:

Depending upon the situation, students can appeal for a late drop, a late withdrawal, or a refund appeal. Along with the Registration Appeal Form – Credit Courses, students are required to submit a written statement and to provide relevant documentation to support their request. The form can be found at: [www.hagerstowncc.edu/registration/appeal-form](http://www.hagerstowncc.edu/registration/appeal-form)

Appeals are expected to be received within two weeks after the semester of a student's appealed grade/class. It is not customary for appeals to be granted after that time, especially if financial aid is received. Please read HCC's appeal policy before submitting an appeal. HCC's complete appeal policy is found in our college catalog under the section "Paying for College." Students will receive a response in writing from the Registrar regarding the outcome of your appeal. Appeals will be reviewed on a monthly basis and should be submitted prior to the 15th of each month for consideration for that month.

Please note: Registration appeals are not to be submitted in lieu of formal grade appeals and/or in cases of academic program dismissals. Students who are requesting an appeal based on course related issues or academic program dismissals must first meet with the instructor and division director. Students seeking a grade change should consult the Student Grade Appeal process outlined in the Student Handbook or where applicable, consult the program handbook.

### Non-credit Courses.

Students may receive a refund for a non-credit course before the class begins; after this date, no refund is available. Should a student be unable to complete the courses due to a personal extenuating circumstance, they may submit a written Registration Appeal Form – Non-Credit Course to the Dean of Students for review. The Dean of Students will

consult with the student, the Instructor/Program Manager and Dean of WSCE as is needed to render a final decision for a refund.

Non-credit course refund appeals are expected to be received within two weeks after the non-credit class of a student's appealed grade/class. It is not customary for appeals to be granted after that time, especially if a scholarship is received. Students will receive a response in writing from the Dean of Students regarding the outcome of your appeal. Appeals will be reviewed on a monthly basis and should be submitted prior to the 15th of each month for consideration for that month.

Refund appeals for College for Kids courses are reviewed through a separate process monitored by CFK staff. See CFK guidelines for details.

## Title IX Sexual Misconduct/ Harassment Policy & Procedures

Hagerstown Community College (HCC) is an academic community committed to providing a working and learning environment free from sexual harassment/misconduct. Sexual misconduct is an umbrella term used at Hagerstown Community College that encompasses various types of prohibited conduct including sexual harassment, sexual discrimination, sexual assault, dating violence, domestic violence, and stalking; sexual harassment is the umbrella term used by the Federal government. HCC will not tolerate sexual harassment/misconduct and has implemented specific measures to strongly encourage and support the reporting of such acts and to ensure that all allegations of sexual misconduct are investigated and resolved in a timely, discreet, fair, and impartial manner and in accordance with Federal Title IX and Clery Act regulations and Maryland Education Article 11-601.

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."

Detailed information regarding Title IX is available online at [www.hagerstowncc.edu/student-affairs/sexual-misconduct-procedures](http://www.hagerstowncc.edu/student-affairs/sexual-misconduct-procedures). All employees should take a few minutes to review this information since it applies to all members of the College community and to sexual misconduct occurring during Hagerstown Community College educational activities and programs, including the following:

- On Hagerstown Community College premises, in any College facility or on College owned or controlled property
- At any Hagerstown Community College sponsored, recognized, or approved program, visit, or activity, regardless of location
- In any building owned or controlled by a Hagerstown Community College group that is officially recognized by the College
- At locations, events and circumstances over which Hagerstown Community College exercises substantial control over both the complainant and respondent's behavior and the context in which the sexual misconduct occurs
- That limits equal access to any Hagerstown Community College education program or activity, negatively impacts the education or employment of a member of the College community, and that may threaten the safety and/or health of any member of the College community.

All Hagerstown Community College employees (faculty, staff, and administrators) are required to report actual or suspected sexual misconduct to the designated HCC Title IX Coordinator immediately:

Dr. Christine Ohl-Gigliotti,  
Title IX Coordinator for Students  
Dean of Students Office  
Student Center, Room 142  
11400 Robinwood Drive  
Hagerstown, MD 21740  
240-500-2526  
[caohl-gigliotti@hagerstowncc.edu](mailto:caohl-gigliotti@hagerstowncc.edu)

Jennifer Childs  
Title IX Coordinator for Employees  
Human Resources Office  
ASA Building, Room 700  
11400 Robinwood Drive  
Hagerstown, MD 21740  
240-500-2259  
[jachilds@hagerstowncc.edu](mailto:jachilds@hagerstowncc.edu)

The Title IX Coordinator will ensure that the complainant:

- receives a copy of and understands the Title IX Grievance process
- is advised of the option to notify law enforcement and is assisted in doing so if desired;
- is advised of HCC's investigative obligations and process;
- is advised that even if the complainant chooses not to pursue the complaint, HCC may proceed with its investigation;
- is advised of available interim measures; and
- is advised about available resources for counseling, health, mental health, victim advocacy, and legal assistance.

HCC's complete Sexual Misconduct Policy & Process: Title IX Non-Discrimination and Grievance Process is available at [www.hagerstowncc.edu/student-affairs/sexual-misconduct-procedures](http://www.hagerstowncc.edu/student-affairs/sexual-misconduct-procedures).

### **Title IX 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 the student's doctor says it is necessary to be absent. When the student returns to school, she must be reinstated to the status held before they 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 pregnant and parenting students make up the work 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 experiencing 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.

Pregnant or parenting students who feel they are being discriminated against should be referred to the Title IX Coordinator/Dean of Students Office for assistance.

Questions regarding how to respond to a pregnant or parenting student, under Title IX guidance, should be addressed to:

Dr. Christine Ohl-Gigliotti,  
Title IX Coordinator for Students  
Dean of Students Office  
Student Center, Room 142  
11400 Robinwood Drive  
Hagerstown, MD 21740  
240-500-2526  
[caohl-gigliotti@hagerstowncc.edu](mailto:caohl-gigliotti@hagerstowncc.edu)

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The Veterans Connection Center (VCC) is a private area exclusively for Veteran and Military students. This area is divided into two rooms: One room is set up for a quiet study area equipped with computers, a printer, and whiteboard; the other room is set up to be a hang out area and includes a TV, refrigerator, microwave, and more. The VCC is a great place for Veteran and Military students to get some school work done or to relax and meet other like-minded students.

For information, contact  
Ben Ebertowski, Veterans & Military Specialist, at 240-500-2377  
or email: [baebertowski@hagerstowncc.edu](mailto:baebertowski@hagerstowncc.edu)  
[www.hagerstowncc.edu/veterans](http://www.hagerstowncc.edu/veterans)



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