

Hagerstown Community College

*Stay close. Go far.*



# Student Handbook and Planner



2019-2020 Edition

# Learning Support Center

**Offering academic support for all students taking credit and select non-credit classes**

- Open 7 days/week
- Free tutoring for all subjects with professional staff and peer tutors
- Individual and group study areas
- Free skill building workshops
- 24/7 online writing center
- ESL conversation and academic support
- Additional resources available

## ***Hours***

***Monday – Thursday***  
8 a.m. – 10 p.m.

***Friday***  
8 a.m. – 5 p.m.

***Saturday***  
9 a.m. – 3 p.m.

***Sunday***  
12 – 5 p.m.

[www.hagerstowncc.edu/lsc](http://www.hagerstowncc.edu/lsc)  
240-500-2560



# Table of Contents

Academic Calendar.....	6
WebAdvisor .....	8
Student Email.....	9
Moodle.....	9
Student Services.....	10
Testing Center.....	10
Building Hours .....	11
Campus Store.....	12
Copying/Printing.....	13
Food Services .....	15
Learning Support Center .....	16
Library.....	17
Student Worker Positions.....	18
Veteran Services .....	19
Voter Registration .....	20
Where To Go For Assistance.....	22, 23
Student Activities.....	24
Athletics .....	24
Phi Theta Kappa .....	27
Campus Safety.....	28
College Closings .....	29
Parking .....	30
Support Resources .....	38
Student Policies and Regulations .....	40
Student Grade Appeal Process .....	55
Registration and Refund Appeals.....	58
Campus Map.....	inside back cover

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

**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).

# Important Numbers

## Emergency Phone Numbers

Campus Police Office.....	240-500-2312/2334
Campus Police Emergency Radio.....	240-500-2308

## General Numbers

HCC Main Number.....	240-500-2000
Information Center.....	240-500-2530
Toll-Free.....	1-866-422-2468
TTY.....	240-500-2530

## 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

Academic Advising & Registration.....	240-500-2240
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 (formerly JTJR).....	240-500-2291
Children's Learning Center.....	240-500-2322
Disability Support Services.....	240-500-2273
Finance (Student Accounts).....	240-500-2220
Financial Aid.....	240-500-2473
Fitness Center.....	240-500-2478
Human Resources.....	240-500-2589
Internships and Job Services.....	240-500-2260
IT Student Help Desk.....	240-500-2891
IT Student Help Desk Text Message.....	240-329-4489
Learning Support Center.....	240-500-2560
Learning Technology.....	240-500-2587
Library.....	240-500-2237
Maintenance/Custodial.....	240-500-2339
Public Information.....	240-500-2262
Student Activities.....	240-500-2225
Testing Center.....	240-500-2398
Transcripts.....	240-500-2239
TRiO Student Support Services.....	240-500-2659
Workforce Solutions and Continuing Education.....	240-500-2236
Veterans Services.....	240-500-2377

# Hagerstown Community College

## Vision Statement

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

### **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 Association of Colleges and Schools 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.

# 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, which appears to read "James S. Klauber". The signature is fluid and cursive.

James S. Klauber, Ph.D.  
President

# Be the Change

## Meet your 2019-20 Student Government Association



**Marta Delgado-Seginot**  
**Vice President**  
*Graphic Design/Web Design*



**Abigail Wurmb**  
**Treasurer**  
*Biology*



**Ashley Gallo**  
**Secretary**  
*Accounting*

## Senators



**Baratou Bah**  
*Pre-Nursing*



**Kirsten Barnhart**  
*General Studies*



**Katy Smith**  
*Radigraphy*



**Viviana Wamiru**  
*Biotechnology*



**You Want to See  
in the World**

## FALL 2019 IMPORTANT DATES

### 15 Week

Aug 26.....Classes begin  
Sept 3.....Last day to add  
Sept 3.....Last day drop for 100% refund  
Sept 16.....Last day audit to credit  
Sept 16.....Last day drop no grade  
Nov 1.....Last day to withdraw  
Nov 1.....Last day credit to audit  
Dec 13.....Last day of classes/Finals

### 12 Week

Sept 16.....Classes begin  
Sept 21.....Last day to add a class  
Sept 21.....Last day drop for 100% refund  
Oct 1.....Last day audit to credit  
Oct 1.....Last day drop no grade  
Nov 11.....Last day to withdraw  
Nov 11.....Last day credit to audit  
Dec 13.....Last day of classes/Finals

### First 7.5 Week

Aug 26.....Classes begin  
Aug 29.....Last day to add  
Aug 29.....Last day drop for 100% refund  
Sept 4.....Last day audit to credit  
Sept 4.....Last day drop no grade  
Sept 30.....Last day to withdraw  
Sept 30.....Last day credit to audit  
Oct 18.....Last day of classes/Finals

### Second 7.5 Week

Oct 21.....Classes begin  
Oct 24.....Last day to add  
Oct 24.....Last day drop for 100% refund  
Oct 29.....Last day audit to credit  
Oct 29.....Last day drop no grade  
Nov 21.....Last day to withdraw  
Nov 21.....Last day credit to audit  
Dec 13.....Last day of classes/Finals

## SPRING 2020 IMPORTANT DATES

### 15 Week

Jan 13.....Classes begin  
Jan 21.....Last day to add  
Jan 21.....Last day drop for 100% refund  
Feb 3.....Last day audit to credit  
Feb 3.....Last day drop no grade  
Mar 25.....Last day to withdraw  
Mar 25.....Last day credit to audit  
May 5.....Last day of classes/Finals

### 12 Week

Feb 3.....Classes begin  
Feb 8.....Last day to add a class  
Feb 8.....Last day drop for 100% refund  
Feb 18.....Last day audit to credit  
Feb 18.....Last day drop no grade  
Mar 30.....Last day to withdraw  
Mar 30.....Last day credit to audit  
May 5.....Last day of classes/Finals

### First 7.5 Week

Jan 13.....Classes begin  
Jan 16.....Last day to add  
Jan 16.....Last day drop for 100% refund  
Jan 22.....Last day audit to credit  
Jan 22.....Last day drop no grade  
Feb 17.....Last day to withdraw  
Feb 17.....Last day credit to audit  
Mar 6.....Last day of classes/Finals

### Second 7.5 Week

Mar 16.....Classes begin  
Mar 19.....Last day to add  
Mar 19.....Last day drop for 100% refund  
Mar 24.....Last day audit to credit  
Mar 24.....Last day drop no grade  
Apr 17.....Last day to withdraw  
Apr 17.....Last day credit to audit  
May 5.....Last day of classes/Finals

### FALL:

Tuition Payment Deadline: Aug. 8 or within one week of registration  
College Closed, Labor Day: Sept. 2  
No Classes, College Closed at Noon: Nov. 27  
College Closed, Thanksgiving: Nov. 28-Dec. 1

### SPRING:

Tuition Payment Deadline: Dec. 5 or within one week of registration  
College Closed, MLK Holiday: Jan. 20  
Spring Break, No Classes: Mar. 8 – 14  
College Closed, Spring Break: Mar. 13  
College Closed, Easter: Apr. 12  
Honors Convocation: May 14  
Commencement: May 16



## SUMMER 2020 IMPORTANT DATES

### 12 Week

May 26	.....Classes begin
May 31	.....Last day to add a class
May 31	.....Last day drop for 100% refund
Jun 11	.....Last day audit to credit
Jun 11	.....Last day drop no grade
Jul 21	.....Last day to withdraw
Jul 21	.....Last day credit to audit
Aug 22	.....Last day of classes/Finals

### 10 Weeks

May 26	.....Classes begin
May 31	.....Last day to add
May 31	.....Last day drop for 100% refund
Jun 8	.....Last day audit to credit
Jun 8	.....Last day drop no grade
Jul 13	.....Last day to withdraw
Jul 13	.....Last day credit to audit
Aug 8	.....Last day of classes/Finals

### First 8 Week

May 26	.....Classes begin
May 30	.....Last day to add
May 30	.....Last day drop for 100% refund
Jun 8	.....Last day audit to credit
Jun 8	.....Last day drop no grade
Jul 6	.....Last day to withdraw
Jul 6	.....Last day credit to audit
Jul 25	.....Last day of classes/Finals

### Second 8 Week

Jun 29	.....Classes begin
Jul 2	.....Last day to add
Jul 2	.....Last day drop for 100% refund
Jul 8	.....Last day audit to credit
Jul 8	.....Last day drop no grade
Aug 3	.....Last day to withdraw
Aug 3	.....Last day credit to audit
Aug 22	.....Last day of classes/Finals

### First 6 Week

May 26	.....Classes begin
May 29	.....Last day to add
May 29	.....Last day drop for 100% refund
Jun 3	.....Last day audit to credit
Jun 3	.....Last day drop no grade
Jun 25	.....Last day to withdraw
Jun 25	.....Last day credit to audit
Jul 11	.....Last day of classes/Finals

### Second 6 Week

Jul 13	.....Classes begin
Jul 16	.....Last day to add
Jul 16	.....Last day drop for 100% refund
Jul 20	.....Last day audit to credit
Jul 20	.....Last day drop no grade
Aug 10	.....Last day to withdraw
Aug 10	.....Last day credit to audit
Aug 22	.....Last day of classes/Finals

## SUMMER:

Tuition Payment Deadline: Apr. 16 or within one week of registration

College Closed, Memorial Day: May 25

College Closed, Independence Day: July 3-4

# Getting Started

## Campus Card (Student ID)

Location: Student Activities Office,  
Student Center, room 163

Phone: 240-500-2225/2602

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

HCC Website: [hagerstowncc.edu/student-affairs/hcc-campus-card-student-id](http://hagerstowncc.edu/student-affairs/hcc-campus-card-student-id)

Regular Hours:

Monday – Thursday, 8:30 a.m. – 7 p.m.

Friday, 8:30 a.m. – 4:30 p.m.

All credit students are required to have a student photo ID card, called a Campus Card, with a current semester sticker. Students must show a class schedule and photo ID to receive an HCC Campus Card.

Your Campus Card:

- Must be carried while on campus
- Must be shown upon request by a college employee
- Must be updated with a semester sticker after you register for each new semester
- Requires a \$3, cash only, fee to replace

Use your Campus Card to:

- Use campus copiers/printers
- Take tests in the Testing Center
- Check out library materials
- Receive student child care rates
- Obtain certain student records
- Use ARCC facilities
- Be admitted to college-sponsored activities
- Obtain an HCC parking sticker
- Use financial aid in the Campus Store
- Use the Learning Support Center
- Store money for use at the HCC eateries

Find information about how to load your Campus Card with funds on the HCC website.

## Parking Permit

Every credit student must have a parking permit on his/her vehicle. Application for parking permits can be completed online once you have registered for classes by going to the

HCC website, under [www.hagerstowncc.edu/parkingpermit](http://www.hagerstowncc.edu/parkingpermit). Bring your Campus Card to the Student Activities Office, and your permit will be issued. 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 in grass, on curbs, or along roadways. Fines will be issued for parking in undesignated areas. If you are driving a temporary vehicle for a day or longer, please phone the Campus Police at 240-500-2312 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 on the inside back cover of this handbook.

## WebAdvisor/Student Academic Planning (Self Service)

WebAdvisor/Student Academic Planning is the personal administrative site for HCC students. Here are just some of the things you can do there:

- Register for classes
- Print class schedule
- See tuition and payment options
- View progress in program
- Withdraw from classes
- See final semester grades
- Print unofficial transcripts

WebAdvisor/SAP can be accessed at [www.hagerstowncc.edu/webadvisor](http://www.hagerstowncc.edu/webadvisor). A short tutorial is available that will guide you through the login process. If you need help, contact the Student Help Desk at 240-500-2891.

Student Academic Planning/Self-Service is available via the Current Student tab on HCC's website. WebAdvisor will not be used beginning Fall 2020.

## 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 e-mail communication from College faculty and staff.** Detailed instructions on how to sync HCC e-mail with mobile friendly apps is available online. It is your responsibility to review HCC e-mails and check spam filters to ensure important communication is received from HCC faculty, administration and staff.

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 to your email account, 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 coming through your HCC email account. If a suspicious email comes to your 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.

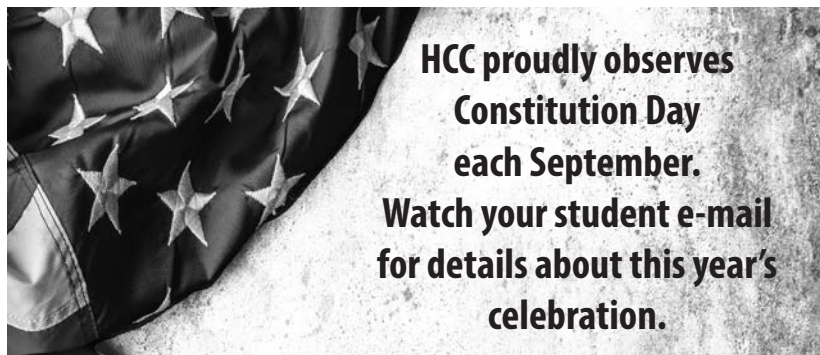
## Moodle and D2L

Moodle and D2L are learning management systems (LMS)/e-learning software utilized by HCC for course management in the majority of our online and hybrid classes and as web-enhancement tools for some face-to-face courses. Accounts are only created for users who have at least one course within the LMS during that semester.

You can access Moodle and D2L from the HCC website under Quick Links and Current Students. For further LMS assistance, you may contact HCC's Learning Technology staff at [distlearn@hagerstowncc.edu](mailto:distlearn@hagerstowncc.edu) or 240-500-2701.

## Campus Emergency Alert or Weather Closings

To help keep you better informed in the event of a campus emergency, HCC uses a notification system that enables you to receive urgent text messages through your cellphone and HCC email account. These alerts include weather-related campus closings. Depending on your personal cellphone plan, there may be a nominal fee from your carrier to receive text messages, but there is no charge from the College to use the service. You must be registered to receive these messages. Go to [www.hagerstowncc.edu/emergency](http://www.hagerstowncc.edu/emergency) to register.



**HCC proudly observes  
Constitution Day  
each September.  
Watch your student e-mail  
for details about this year's  
celebration.**

# Student Services and Resources

## Academic Advisement and Registration

Location: Student Center, Advising/  
Registration Suite

Phone: 240-500-2240

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

HCC Website: [hagerstowncc.edu/academics/advisement](http://hagerstowncc.edu/academics/advisement)

Regular Hours:

Monday – Thursday, 8:30 a.m. – 6:30 p.m.

Friday, 8:30 a.m. – 4:30 p.m.

All new students must meet with an academic advisor for their first semester before registering for classes. Academic advising services are available for each student during his/her period of enrollment at HCC. Career planning is also available. Members of the staff are regularly available for day and evening students on both a walk-in and appointment basis, depending on the time of the year and situation.

Students are initially referred to an advisor for the purpose of developing an academic plan in his/her program, which includes completing developmental courses (if needed) before reaching 24 credits. Faculty advisors also are available within each instructional division.

New students will receive an Active Directory login in the admissions letter. All students are strongly encouraged to register online via WebAdvisor/Student Academic Planning, HCC's online scheduling tools. Advising and registration staff are available to assist students with online registration.

Students can make changes to their class schedules through WebAdvisor or Student Academic Planning as long as they meet published deadlines. Transfer students should submit copies of transcripts (unofficial or official).

## Academic Testing Center

Location: Learning Resource Center,  
room 322

Phone: 240-500-2398

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

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

Regular Hours:

Monday – Thursday, 8 a.m. – 10 p.m.

Friday, 8 a.m. – 5 p.m.

Saturday, 9 a.m. – 3 p.m.

Sunday, noon – 5 p.m.

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 on a walk-in basis 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 is 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.

## 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 (formerly Castle Worldwide): visit [www.castleworldwide.com/cww/take-a-test](http://www.castleworldwide.com/cww/take-a-test)
- CLEP testing: visit [www.collegeboard.com/clep](http://www.collegeboard.com/clep)
- DSST (DANTES) testing: visit [www.getcollegetcredit.com](http://www.getcollegetcredit.com)
- WorkKeys National Career Readiness Certificate (NCRC): visit <https://www.act.org/content/act/en/products-and-services/workkeys-for-jobseekers/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

Unless otherwise indicated, buildings and classrooms are open and available for student use Monday-Thursday, 7:30 a.m. - 7 p.m. and Fridays, 7:30 a.m. - 4:30 p.m. The Learning Resource Center, Learning Support Center, and ARCC are open additional hours, as shown on the HCC website. Outside of these times, including weekends, students are not permitted in academic buildings and classrooms unless under faculty or staff supervision (this includes during scheduled class or rehearsal time) or with permission from Vice-President for Academic Affairs & Student Services. Visitors are permitted limited use of facilities.

Students are not permitted to use classroom podium computer stations outside of scheduled

class times; this includes use of computers, projectors, and overhead lamps.

Student activity in buildings and classrooms during open hours is expected to be college related and in line with the Code of Student Conduct.

The first floor lobby of the Learning Resource Center is open Monday-Thursday 7:00am-11:00pm, Friday 7:00am-6:00pm, Saturday 7:00am-3:00pm, Sunday 11:00am-5:00pm for students awaiting transportation.

## 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, rental notices or help wanted notices. 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 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.

## Follow us on social media

### Facebook

[www.facebook.com/hagerstowncc](http://www.facebook.com/hagerstowncc)

### Twitter

[www.twitter.com/hagerstowncc](http://www.twitter.com/hagerstowncc)

### Instagram

[www.instagram.com/hagerstowncc](http://www.instagram.com/hagerstowncc)

## Campus Store

Location: Student Center, room 148

Phone: 240-500-2271

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

HCC Website: [hagerstowncc.edu/campus-store](http://hagerstowncc.edu/campus-store)

Regular Hours:

Monday – Thursday, 8:30 a.m. – 6:30 p.m.

Friday, 8:30 a.m. – 4:30 p.m.

The Campus Store provides everything you will need 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 Program Achievers

Location: Student Center Advising Suite

Phone: 240-500-2291

Email: program coordinator, Courtney

Kensinger, [cekensinger@hagerstowncc.edu](mailto:cekensinger@hagerstowncc.edu)

HCC Website:

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

Regular Hours:

Monday, 8:30 a.m. – 6:30 p.m.

Tuesday – Friday, 8:30 a.m. – 4:30 p.m.

Career Program Achievers (CPA), formerly Job Training Student Resources (JTSR), is dedicated to providing support services to students pursuing a career program at HCC. Students must be pell-eligible and either (1) at least 24 years old OR (2) identified as independent on 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: [www.hagerstowncc.edu/student-services/cpa/](http://www.hagerstowncc.edu/student-services/cpa/)

## 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, behavioral health, relationships, and short-term counseling support. 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 Dean of Students Office (STC 142) or completing an online Student Assistance Form at [hagerstowncc.edu/studentassistance](http://hagerstowncc.edu/studentassistance) (a response will be generated within 1-3 work days).

## Child Care

Location: Administration Building, right side entrance

Phone: 240-500-2322

Email program director,

Laura Gery: [ljgery@hagerstowncc.edu](mailto:ljgery@hagerstowncc.edu)

HCC Website: [hagerstowncc.edu/student-services/childrens-learning-center](http://hagerstowncc.edu/student-services/childrens-learning-center)

Regular Hours:

Monday – Friday, 7 a.m. – 6 p.m.

HCC's child care facility, the Children's Learning Center offers full- and part-time child care for children ages 2 to 4 years. Children must be enrolled for a minimum of two half-days per week. The center offers a child-centered preschool curriculum, taught by degreed teachers and support staff. Students have priority in enrollment and reduced fees. Students must register for child care before the semester begins and must be registered for at

least six credits (fall and spring semesters; three credits summer) to qualify for the student child care rates.

Child Care Access Means Parents in School (CCAMPIS) is a federal grant program that enables HCC to support Pell-eligible student parents through awarding weekly child care stipends. Participants will also benefit from individualized advising, events, and workshops. Additional program information and eligibility requirements can be found by searching “CCAMPIS” from the HCC home page or by contacting the CCAMPIS Advisor, Brittany Shereika; [blshereika@hagerstowncc.edu](mailto:blshereika@hagerstowncc.edu); 240-500-2706.

## 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).

Students will be provided with 150 free pages for FT (12 credits or more) and PT (less than 12 credits) will be given 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-services/campus-card](http://www.hagerstowncc.edu/student-services/campus-card).

## Disability Support Services

Location: Student Center,  
Advising Suite

Phone: 240-500-2273

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

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

Regular Hours:

Monday – Wednesday & Friday,  
8:30 a.m. – 4:30 p.m.

Thursday, 8:30 a.m. – 6:30 p.m.

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 him/herself 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.

## ESSENCE/Middle College

The ESSENCE (Early Support for Students ENTERing College Education) Program is designed to give high academic achievers the opportunity to earn college credits while still in high school. To participate in the ESSENCE Program, students must have a 2.5 high school GPA. The STEMM (science, technology, engineering, mathematics, medical) Technical Middle College (STMC) allows college-ready high school students the opportunity to earn college credits and credentials while completing their high school diplomas.

## Finance

Location: Administration Building, room 300

Phone: 240-500-2220

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

HCC Website: [hagerstownc.edu/finance](http://hagerstownc.edu/finance)

Regular Hours:

Monday – Thursday, 8:30 a.m. – 6:30 p.m.

Friday, 8:30 a.m. – 4:30 p.m.

The Finance Office is where students can make payments or inquiries on their account. Student workers may also fill out payroll documents or inquire about their wage payments. There is a payment drop box located outside of the finance office for students to make safe and secure payments after hours. Students are encouraged to pay tuition online via WebAdvisor if eligible. Students may also sign up for the NBS Tuition Payment Plan (previously FACTS) online. 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.

## Financial Aid

Location: Administration Building, room 500

Phone: 240-500-2473

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

HCC Website: [hagerstownc.edu/financialaid](http://hagerstownc.edu/financialaid)

Regular Hours:

Monday – Thursday, 8:30 a.m. – 6:30 p.m.

Friday, 8:30 a.m. – 4:30 p.m.

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 2-4 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.

Beginning with the 2019-2020 award year, the 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). Those 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. <https://mhcc.state.md.us/Pages/MSFAA-FAQS.aspx>

Be sure to ask for guidance from the Student Financial Aid office before you drop a class or withdraw from college. Per federal guidelines, attendance requirements for financial aid recipients are very strict. If you do not complete a class for which you received financial aid you 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. Please contact the Student Financial Aid Office by email at [finaid@hagerstownc.edu](mailto:finaid@hagerstownc.edu) or call 240-500-2473.

## Food Pantry

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

Students must show a current Student ID Card to use the pantry. Hours are Monday – Thursday, 8:30 a.m. – 7 p.m.; Friday, 8:30 a.m. – 4:30 p.m.



## Food Services

HCC offers students the convenience of two cafeterias, a coffee shop, an ARCC concession stand, and vending machines

Eateries include:

### Valley Eatery cafeteria

Location: Career Programs Building

Phone: 240-500-2281

Fall/Spring semester hours:

Monday – Thursday, 7:30 a.m. – 1:30 p.m.

Closed summer semester

### Hilltop Grill cafeteria

Location: Student Center

Phone: 240-500- 2345

Fall/Spring semester hours:

Monday – Thursday, 8:30 a.m. – 6:30 p.m.

Friday, 8:30 a.m. – 1:30 p.m.

Summer semester hours:

Monday – Friday, 8:30 a.m. – 1:30 p.m.

### Hawk Café coffee shop

Location: Student Center

Fall/Spring semester hours:

Monday – Thursday, 8 a.m. – 6:30 p.m.

Friday, 8 a.m. – 1:30 p.m.

Summer semester hours:

Monday – Friday, 8 a.m. – 1:30 p.m.

### Courtside Café

Location: ARCC lobby

Open during athletic games and special events

Vending Machines take cash or credit card and are located in the Student Center, Learning Resource Center, Career Programs Building, Advanced Technology Center, ARCC, STEM Building, and Kepler Center.

Students may purchase Go Green Cards to use at the eateries in the Campus Store using cash, credit card or financial aid. Cards are sold in increments of \$20, \$50 or \$100. Students can also load money onto their Campus Card (Student ID) to use at the eateries via the HCC website.

## Information Technology

Information Technology at Hagerstown Community College provides computing services to students and staff. HCC maintains more than 1000 computers on campus, state-of-the-art computer labs, and over 100 smart classrooms. In addition, HCC is home to some of the latest equipment for use in skills labs for the health sciences programs, including imaging technology.

### Student IT Help Desk

Academic related support is available through the Student Help Desk. Students can reach the Help Desk by calling 240-500-2891 or emailing [hccit@hagerstowncc.edu](mailto:hccit@hagerstowncc.edu).

- Monday-Thursday, 8 a.m.-10 p.m
- Friday, 8 a.m.-4 p.m.
- Saturday, 8 a.m.-1 p.m.

## Internships

Location: Student Center, room 138

Phone: 240-500-2260

Email: Program Coordinator, Bonnie Saunders:  
[basaunders@hagerstowncc.edu](mailto:basaunders@hagerstowncc.edu)

HCC Website: [hagerstowncc.edu/internships](http://hagerstowncc.edu/internships)

Regular Hours:

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

Appointments available upon request

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.

### Internal Application Deadlines:

Fall Semester - July 31

Spring Semester - December 1

Summer Semester - April 1

## Minimum eligibility requirements

- Submission of an application for internship by the publicized institutional deadline; 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 and faculty work collaboratively to 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. You may search for jobs, 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).

## Learning Support Center

Location: between Kepler Center and STEM Building

Phone: 240-500-2560

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

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

Regular Hours:

Monday - Thursday, 8 a.m. - 10 p.m.

Friday, 8 a.m. - 5 p.m.

Saturday, 9 a.m. - 3 p.m.

Sunday, noon - 5 p.m.

The LSC provides academic support to all students taking credit and non-credit courses at HCC. The LSC professional staff has content area specialties of English, writing, science, nursing, math, business, accounting, economics, and computer technology. In addition, LSC staff has more than two dozen peer tutors with expertise in a vast array of subjects.

The LSC offers individual drop-in tutoring (no appointment necessary), scheduled peer-led small group studies, supplemental instruction, workshops, and specialized assistance with specific populations, such as students in the TRiO: Student Support Services Program and students who are English Language Learners (ELL). Computers, scientific and graphing calculators, specialized graphics programs, science models, and technology equipment for hands-on training are available for student use in the LSC. The LSC portion of the HCC website is also growing and includes an online tutoring option for writing assignments, as well as many handouts and resources for all content areas.

## Library

Location: Learning Resource Center,  
second floor

Phone: 240-500-2237

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

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

Regular Hours:

Monday – Thursday, 8:30 a.m. – 6 p.m.

Friday, 8:30 a.m. – 4:30 p.m.

Discover a wealth of scholarly articles, e-books, and more in HCC's Brish Library. Access expert librarians 24/7 through our website, or stop in for personal assistance. Personal and group study space, computers, and printing/copying available.

## 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 to the Human Resources Offices; scheduling of lactation rooms is also available by request.

## Recycling

ALL HCC students and employees are encouraged to join in the recycling efforts on campus. There are blue containers in each building for recyclable products.

### Recycling Reminders

1. No trash in the recycling bins. Empty any liquids before recycling, and rinse if possible.
2. Plastic recycling is mainly soda, water, and juice bottles. If you clean food containers first, then items like frozen dinner platters or yogurt containers can be recycled.
3. Hard plastic items such as CD cases or pens are generally composites and not just plastic, and should not be placed in the recycling bins.
4. Please leave containers in their designated areas.

### 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.hagerstownc.edu/social-media](http://www.hagerstownc.edu/social-media).

#### Official College Channels

- Facebook  
[www.facebook.com/hagerstownc](http://www.facebook.com/hagerstownc)
- Twitter  
[www.twitter.com/hagerstownc](http://www.twitter.com/hagerstownc)
- Instagram  
[www.instagram.com/hagerstownc](http://www.instagram.com/hagerstownc)
- LinkedIn  
[www.linkedin.com/company/hagerstown-community-college](http://www.linkedin.com/company/hagerstown-community-college)
- YouTube  
[www.youtube.com/user/hagerstowncedu](http://www.youtube.com/user/hagerstowncedu)
- Flickr  
[www.flickr.com/photos/hagerstownc](http://www.flickr.com/photos/hagerstownc)

## Student Center

A variety of student services are located in the Student Center. Explore the options for dining at the Hilltop Grill or grab a latte at the Hawk Café. The second level deck provides outdoor covered dining space and below is a sand volleyball court and covered patio. The gameroom has lounge furniture, three screens, and two gaming computers. A Veterans Connection Center has resources for students who are active military and veterans. Free career workshops are offered in the Skills Lab, and Student IDs and parking stickers are available in the Student

Activities Office. 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.

The Student Center also houses Academic Advising and Registration, the Dean of Students, Disability Support Services, Internship and Job Services, Information Center, Career Program Achievers, TRiO Student Support Services, Student Government Association, the Veterans Advisor and the student food pantry.

## Student Worker Positions

Location: Human Resources,  
ASA Building room 700

Phone: 240-500-2589

Email: [hr@hagerstownc.edu](mailto:hr@hagerstownc.edu)

HCC Website: [jobs.hagerstownc.edu/human-resources/student-jobs](http://jobs.hagerstownc.edu/human-resources/student-jobs)

Regular Hours:

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

Positions are available on campus for credit students in good standing, who are enrolled and attending HCC with at least six credit hours per fall and spring semester. Students must have and maintain a minimum 2.0 semester GPA in order to be eligible for student employment. If a student's semester GPA falls below a 2.0, they will not be able to work on campus until they complete one semester with at least a 2.0 GPA.



## Transcripts

Location: Records Office, ASA Building  
room 403

Phone: 240-500-2239

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

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

Regular Hours: Monday – Thursday,  
8:30 a.m. – 6:30 p.m.  
Friday, 8:30 a.m. – 4:30 p.m.

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 Transcripts Plus 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 WebAdvisor/Student Academic Planning.

If you need assistance with the transcript process, please contact the Records Office at 240-500-2239 or in person at the Administration and Student Affairs (ASA) Building, Room 403.

## TRiO: Student Support Services (TRiO SSS)

Location: Student Center, room 131

Phone: 240-500-2659

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

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

Regular Hours: Monday, 8:30 a.m. – 6:30 p.m.  
Tuesday - Friday, 8:30 a.m. – 4:30 p.m.

TRiO Student Support Services is a program designed to assist students in reaching their academic goals. Students must meet at least one of three eligibility criteria (first-generation

status, low-income status according to federal levels, or have a documented disability), have a need for academic assistance, meet citizenship or residency requirements for federal student aid, and be enrolled in an associate degree or certificate program at HCC to be eligible for TRiO SSS. 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 Services

Location: Student Center, room 140

Phone: 240-500-2377

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

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

The Veterans Recruiter/Advisor 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 and is a Yellow Ribbon Participant. If you are using these benefits or you think you may be eligible for these benefits contact the Veterans Recruiter/Advisor. Any change in education benefit, degree program, a veteran's address, and the number of credits should be reported to the Veterans Recruiter/Advisor. Please visit the new Veterans Connection Center in the Student Center, room STC-169 for networking and opportunities to become involved on campus.

## Voter Registration

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

Maryland voter registration deadlines:

- April 7, 2020, for the Presidential Primary Election
- October 13, 2020, for the Presidential General Election

Maryland's Online Voter Registration System (OLVR): <https://voterservices.elections.maryland.gov/OnlineVoterRegistration/InstructionsStep1>

## 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.

# HCC Services for VETERANS

HCC's enhanced services for veterans help make the transition from military duty to the college classroom less stressful.

**Veterans Student Advisor:**

Angela Strange, 240-500-2377, [alstrange@hagerstowncc.edu](mailto:alstrange@hagerstowncc.edu)

**Veterans Benefits:**

Gloria Hughes, 240-500-2519, [ghughes@hagerstowncc.edu](mailto:ghughes@hagerstowncc.edu)

**Veterans Club Advisors:**

David Bittorf, 240-500-2266, [dcbittorf@hagerstowncc.edu](mailto:dcbittorf@hagerstowncc.edu)

Michael Stevenson, 240-500-2626, [mjstevenson@hagerstowncc.edu](mailto:mjstevenson@hagerstowncc.edu)

Find out more at:

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



# TRiO

STUDENT SUPPORT SERVICES



*TRiO SSS is a unique program designed to assist highly motivated students at HCC who are first generation, income-eligible, or have documented disabilities. As a federally-funded program, TRiO SSS provides extra support to participants as they pursue academic, financial, personal, and career goals.*

*Spaces in the program are limited to 175 students each year. Admission is selective. For best consideration, apply today!*

*For more information or to apply, visit  
[www.hagerstowncc.edu/trioss](http://www.hagerstowncc.edu/trioss)  
or stop by Student Center, Room 131*

# 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	WebAdvisor/ Advising and Registration	STC-108	240-500-2240
Admissions	Admissions Office	ASA	240-500-2238
Alumni Services	Alumni Coordinator	LRC-303	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-134	240-500-2312
Career Counseling	Academic Advising Office	STC-108	240-500-2466
Change of Student Info	WebAdvisor/Advising and Registration	STC-108	240-500-2238
Change of Major	WebAdvisor/Academic Advisor	STC-108	240-500-2240
Child Care	Children's Learning Center	ASA	240-500-2322
Copying Machines	Library/Learning Support Center	LRC/LSC	240-500-2891
Course Reserves	Library	LRC	240-500-2237
Dev Ed/Adult Literacy Div	Office Associate	LSC-106	240-500-2208
Disabled Students	Disability Services Office	STC-108	240-500-2273
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
ESSENCE Program	Admissions Office	ASA	240-500-2412
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			
Valley Eatery	Career Programs Building	CPB	240-500-2281
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	WebAdvisor/Advising and Registration	STC-108	240-500-2341
Gymnasium Information	Athletic Offices	ARCC-214	240-500-2451
Health Concerns	Fitness Center	ARCC	240-500-2478
Health Sciences Div	Office Associate	CP-120	240-500-2383



# Where to go for Assistance (continued)

Information Needed	Resource	Location	Phone
Honor Society - PTK	Advisor	STC-113	240-500-2244
Honors Classes	Admissions Office	ASA	240-500-2238
Internship	Internship and Job Services Office	ASA-801	240-500-2260
Login Help	Student Help Desk		240-500-2891
Lost and Found	Campus Police/Security	LRC-134	240-500-2312
Math and Science Div	Office Associate	STEM-529	240-500-2268
Middle College	Program Coordinator	LRC-262	240-500-2483
Moodle/D2L	Learning Technology	LRC-138	240-500-2587
Non-Credit Classes	Workforce Solutions and Continuing Education	CPB	240-500-2236
Nursing Div	Office Associate	CP-110A	240-500-2380
Parking Sticker	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	Advising and Registration	STC-108	240-500-2240
Scholarships and Loans	Financial Aid Office	ASA	240-500-2473
School Supplies	Campus Store	STC-148	240-500-2271
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	WebAdvisor/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 Information Center	STC-140	240-500-2377
Voter Registration	Student Activities	STC-163	240-500-2225
WebAdvisor	Student Help Desk		240-500-2891
Withdrawal from Classes	WebAdvisor/Advising and Registration	STC-108	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 Student Assistance Form

You may also submit a Student Assistance Form online to receive help. Find the link by clicking on Current Students on the HCC homepage and then the appropriate link.

# 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.

Hours are: Monday - Thursday, 7 a.m. to 10 p.m.; Friday, 7 a.m. to 6 p.m.; Saturday, 8 a.m. to noon. Unless there is a special event, the ARCC has open gym hours for HCC students each weekday from 2 - 4 p.m. The indoor track is available, as well as basketballs/courts. For complete information on hours of operation, activities, or special events, call 240-500-2451.

## Athletics

The Hagerstown Community College athletic program includes fourteen intercollegiate sports. A list follows of sports and coaches. To participate, call 240-500-2451.

Baseball .....	Scott Jennings
Basketball/Men.....	Bernard Hopkins
Basketball/Women .....	Bernie Semler
Soccer/Men .....	CJ Trammell
Soccer/Women .....	Clifton Williams
Indoor and Outdoor Track/ Men and Women.....	Mike Spinnler
Cross Country/ Men and Women.....	Mike Spinnler
Volleyball/Women.....	TBD
Softball/Women .....	Jenna Knable
Golf/Men.....	Dirk Schultz

## 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

Student athletes may submit a written HCC athletic grievance 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: [activities@hagerstowncc.edu](mailto:activities@hagerstowncc.edu)

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

Regular Hours:

Monday - Thursday, 8:30 a.m. - 7 p.m.

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

You won't want to miss a minute of the campus life waiting for you OUTSIDE the classroom. The Student Activities Office offers

opportunities that allow you to develop into a well-rounded student. 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 conferences.

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 himself/herself.

### **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)
- Twitter:  
[www.twitter.com/hagerstowncc](http://www.twitter.com/hagerstowncc)
- Facebook:  
[www.facebook.com/hagerstowncc](http://www.facebook.com/hagerstowncc)

### **Fitness Center**

Location: ARCC, 2nd floor

Phone: 240-500-2478

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

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

Regular Hours:

Monday - Thursday, 8:30 a.m. - 6:30 p.m.

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

Summer Hours:

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

The ARCC houses a full fitness center for HCC students, HCC employees and their families, and the community. The center offers fitness/health assessments and introductory fitness programs based on staff availability.

### **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/student-activities/sga-constitution](http://www.hagerstowncc.edu/docs/student-activities/sga-constitution).

## Shared Governance and Decision-Making

In December 2003, 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.

Student participation is critical to the success of shared governance at HCC. 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 your college experience by introducing you 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 view the Student Organization Policy at [www.hagerstowncc.edu/docs/student-affairs/student-organization-policy-4036](http://www.hagerstowncc.edu/docs/student-affairs/student-organization-policy-4036).

It is 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).

Student  
Life



Make the most of your  
college experience by getting involved  
**OUTSIDE** the classroom

*Student Life and Community Volunteer Fair*

**Fall 2018** Wednesday, Sept. 19 • 11 a.m. – 1 p.m.

**Spring 2019** Tuesday, February 4 • 11 a.m. – 1 p.m.

at the Student Center



# PHI THETA KAPPA HONOR SOCIETY

*The honor society that creates leaders!*

## *What is Phi Theta Kappa?*

Phi Theta Kappa is an international honor society that encourages and recognizes scholarship, leadership, service, and fellowship opportunities for students in two year colleges. HCC's chapter was first established in 1968. Members receive a wide variety of benefits. For those who are succeeding or willing to succeed today and in the future, Phi Theta Kappa is perfect for you!

## *It's simple to join!*

- Obtain a cumulative GPA of 3.5
- Accumulate 12 college level credits
- Receive a membership invitation
- Register online
- AND YOU'RE IN!

## *Why Phi Theta?*

Members enjoy many benefits, including

- PTK transfer scholarships
- Access to collegefish.org
- Recommendation letters
- Gold diploma seal
- Five Star competitive edge
- PTK graduation regalia

Advisors:

**Courtney Kensinger** - [cekensinger@hagerstowncc.edu](mailto:cekensinger@hagerstowncc.edu)  
**Jennifer Szczesniak** - [jsszczesniak@hagerstowncc.edu](mailto:jsszczesniak@hagerstowncc.edu)

*Learn more about PTK at [www.ptk.org](http://www.ptk.org)*

Join the HCC PTK Facebook group: [www.facebook.com/groups/hccphithetakappa](http://www.facebook.com/groups/hccphithetakappa)

# Campus Safety and Emergency Preparedness

## Behavioral Intervention Team (BIT)

The goal of HCC's Behavioral Interview 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 134

Office Phone: 240-500-2334

Chief Phone: 240-500-2312

Emergency Phone: 240-500-2308

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

HCC Website: [www.hagerstowncc.edu/campus-police](http://www.hagerstowncc.edu/campus-police)

Regular Hours:

Monday - Friday, 7 a.m. - 11 p.m.

Saturday, 7 a.m. - 3 p.m.

Sunday, 11 a.m. - 5 p.m.

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 your student ID card. Contact campus police if you need help with any of the following:

- Escort to your car if you feel unsafe due to weather or time of day
- Getting keys out of your locked car
- Jumpstarting your car
- Teaching you how to change a flat tire

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 yourself and others by reporting any unusual or suspicious persons and incidents or any unsafe conditions. Your safety and the safety of others is everyone's job on campus. 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 six protected group categories: religion, 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. If you hear the siren, listen to the message immediately following for directions. The urgent news notification system will also be initiated.

## Litter on Campus

Individuals littering the campus could be subject to a fine of \$50. Students will also be subject to disciplinary action under the Code of Student Conduct. There are trash cans located at each building entrance and in the parking areas.

## 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.

## 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.

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 240-500-2312.

### **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 240-500-2312 or 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. Failure to request an appeal or trial within 10 days will result in forfeiture of the right to an appeal or trial. Failure to pay the fine within the 15 day period may result in a \$25 service fee; student's grades may be held; and/or the Motor Vehicle Administration may flag the vehicle's registration. Please obey all traffic and parking laws and avoid receiving a citation.

## **Registered Sex Offender Information**

All registered sex offenders wanting to enroll at HCC must identify to and schedule a meeting with HCC's Chief of Police; they are not permitted to be on campus prior to this meeting. At this initial meeting, standard campus procedures for sex offenders will be reviewed and signed. Following this meeting, the student may meet with Admissions and Academic Advising staff and take placement exams in the Testing Center. Following class registration, the student must meet with both the Dean of Students and Chief of Police together to review and sign specific parameters for enrollment. Prior academic, financial, campus life and conduct history will be taken into consideration. Continuing students who are registered sex offenders must meet with the Dean of Students & Chief of 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 (SOR) at [www.dpscs.state.md.us/sor](http://www.dpscs.state.md.us/sor).

## **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 Information

The Clery Act of 1990 requires all post-secondary schools receiving federal financial aid to annually disclose campus crime statistics and security information. The Violence Against Women Act of 1994 established federal legal definitions of domestic violence, dating violence, sexual assault, and stalking. In 2013, the Campus SaVe Act amended the Clery Act to mandate extensive “primary prevention and awareness programs” regarding sexual misconduct and related offenses.

Contact Information for Title IX concerns can be addressed to:

Dr. Christine Ohl-Gigliotti,  
Title IX Coordinator  
STC-142  
240-500-2526  
[caohl-gigliotti@hagerstowncc.edu](mailto:caohl-gigliotti@hagerstowncc.edu)

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

For more information on definitions, privacy/confidentiality, submitting a complaint/report, law enforcement, policies/procedures, support resources for victims, accommodations and how Title IX protects pregnant and parenting students, please visit [www.hagerstowncc.edu/titleix](http://www.hagerstowncc.edu/titleix).

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

*- From the preamble to Title IX of the Education Amendments of 1972*

If you or another student have been the victim of domestic violence, stalking, sexual harassment, gender-based harassment, or sexual violence while on campus or at an HCC-sponsored event,

***help is available.***

Learn more about your rights, responsibilities, and support at

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

## 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 240-500-2312.

The following statistics are for reportable crimes occurring on the main campus and non-campus buildings.

### Crime Statistics

Reportable Crimes	On Campus Building/Property			Non-Campus** Building/Property			Public Property*		
	<u>16</u>	<u>17</u>	<u>18</u>	<u>16</u>	<u>17</u>	<u>18</u>	<u>16</u>	<u>17</u>	<u>18</u>
Murder/Non Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape									
Forcible	0	0	0	0	0	0	0	0	0
Non-Forcible	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Unfounded Reportable Crimes	0	0	0	0	0	0	0	0	0

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

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

### Violence Against Women Act (VAWA) Offenses

Reportable Crimes	On Campus Building/Property			Non-Campus** Building/Property			Public Property*		
	<u>16</u>	<u>17</u>	<u>18</u>	<u>16</u>	<u>17</u>	<u>18</u>	<u>16</u>	<u>17</u>	<u>18</u>
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence									
Stalking	0	0	0	0	0	0	0	0	0

## Arrests and Disciplinary Referrals

	On Campus Building/Property			Non-Campus** Building/Property			Public Property*		
	16	17	18	16	17	18	16	17	18
<b>Arrests</b>	0	0	0	0	0	0	0	0	0
Weapons									
Unlawful Carrying	0	0	0	0	0	0	0	0	0
Unlawful Possession	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0
<b>Disciplinary</b>									
Referrals									
Weapons									
Unlawful Carrying	0	0	0	0	0	0	0	0	0
Unlawful Possession	0	0	0	0	0	0	0	0	0
Drug Abuse Violation	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Arrests									
Weapons	0	0	0	0	0	0	0	0	0
Drug Abuse Violation	0	0	0	0	0	0	0	0	0
Liquor Law Violation	0	0	0	0	0	0	0	0	0

## 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. Go to the nearest police station or flag down a police car if possible.

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

## Hate Crimes on Campus

Hate Crimes	Race			Gender			Religion			Sexual Orientation			Ethnicity			Disability		
	16	17	18	16	17	18	16	17	18	16	17	18	16	17	18	16	17	18
Murder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offense																		
Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

## Hate Crimes Non-Campus Building/Property

Hate Crimes	Race			Gender			Religion			Sexual Orientation			Ethnicity			Disability		
	16	17	18	16	17	18	16	17	18	16	17	18	16	17	18	16	17	18
Murder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offense																		
Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

## Hate Crimes Public Property

Hate Crimes	Race			Gender			Religion			Sexual Orientation			Ethnicity			Disability		
	16	17	18	16	17	18	16	17	18	16	17	18	16	17	18	16	17	18
Murder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offense																		
Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

# 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 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 Prevention Lifeline**  
[suicidepreventionlifeline.org](http://suicidepreventionlifeline.org) with chat line  
1-800-273-TALK (8255)

**Veterans Crisis Line**  
[veteranscrisisline.net](http://veteranscrisisline.net)  
1-800-273-8255, press 1 or text: 838255

**LGBTQIA National Help Center**  
[www.glnh.org](http://www.glnh.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**  
[thehotline.org](http://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

For a listing of local resources, visit [www.hagerstowncc.edu/docs/student-affairs/community-resources-hotlines-and-helplines](http://www.hagerstowncc.edu/docs/student-affairs/community-resources-hotlines-and-helplines) (hagerstowncc.edu, Current Students, Community 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.uccac.org/services](http://www.uccac.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.html](http://www.casainc.org/programs.html)  
301-739-4990  
24 hr hotline: 301-739-8975

**Washington County Commuter (bus transit)**  
[www.washco-med.net/transit](http://www.washco-med.net/transit)  
240-313-2750

## HCC Resources

**HCC Student Assistance Form**  
[Hagerstowncc.edu/studentassistance](http://Hagerstowncc.edu/studentassistance)  
Receive help navigating HCC offices or addressing a non-academic and/or behavioral health concern.

Receive a response from an HCC employee within 1-3 work days.

**Student Food Pantry**  
Student Center, Room 163  
240-500-2225



# William M. Brish Library



2nd Floor, Learning Resource Center

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

240-500-2237

## **Hours**

Monday - Thursday 8:30 a.m. - 6 p.m.

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

Closed Saturday and Sunday

Access resources 24/7 on our website!

## **One-on-One Help**

- In person, phone, or 24/7 librarian chat

## **Research Tools**

- Academic databases
- Online citation assistance guides
- Video tutorials
- Subject-specific resource guides

## **HCC OneSearch: All-in-One Research**

- Scholarly articles & documents
- Searchable e-books
- Online educational videos

# 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 45.

### 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, he or she 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, students who've completed 12 semester hours or more must earn a minimum quality-point average of 3.50 for the most recent semester. To view the full policy, go to: [www.hagerstowncc.edu/docs/student-affairs/deans-list-eligibility-policy-4021](http://www.hagerstowncc.edu/docs/student-affairs/deans-list-eligibility-policy-4021).

### **Expressive Activity Policy**

The term "expressive activity" includes: Meetings and other group activities by Active Students and Student Organizations, as those terms are defined in the Student Organization Policy; speeches, performances, demonstrations, rallies, vigils, and other events by Active Students, Student Organizations, and outside individuals and/or organizations invited by Student Organizations; distributions of literature, such as leaflets and pamphlets; and any other expression protected by the First Amendment to the United States 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.hagerstowncc.edu/docs/student-affairs/expressive-activity-policy-8068](http://www.hagerstowncc.edu/docs/student-affairs/expressive-activity-policy-8068).

### **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 he or she 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@hagerstowncc.edu](mailto:records@hagerstowncc.edu) or by visiting the Records office, ASA-403. To view the full policy, go to: [www.hagerstowncc.edu/docs/admissions-records-and-registration/ferpa-guidelines](http://www.hagerstowncc.edu/docs/admissions-records-and-registration/ferpa-guidelines).

### **General Grievance Policy**

For details, please see page 52.

### **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/docs/student-affairs/involuntary-student-withdrawal-policy-4011](http://www.hagerstowncc.edu/docs/student-affairs/involuntary-student-withdrawal-policy-4011).

### **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/docs/student-affairs/parking-and-traffic-policy-8050](http://www.hagerstowncc.edu/docs/student-affairs/parking-and-traffic-policy-8050).

### **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**

The College is committed to taking necessary measures to prevent incidents of sexual misconduct on campus and to taking action to support victims, involve police and take appropriate disciplinary action should an incident be reported. Sexual misconduct includes sexual assault, domestic

violence, dating violence, stalking, and sexual harassment. Acts of sexual misconduct in any form are not tolerated on campus. To view the full policy, go to: [www.hagerstowncc.edu/docs/student-affairs/sexual-assault-policy-8071](http://www.hagerstowncc.edu/docs/student-affairs/sexual-assault-policy-8071).

Contact the Dean of Students, Title IX Coordinator, for a copy of HCC's Sexual Misconduct Reporting Procedure.

### **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/student-activities/sga-constitution](http://www.hagerstowncc.edu/docs/student-activities/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/student-affairs/social-media-policy-8095](http://www.hagerstowncc.edu/docs/student-affairs/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/docs/student-affairs/student-organization-policy.4036](http://www.hagerstowncc.edu/docs/student-affairs/student-organization-policy.4036).

### **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 poses 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.

## **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 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.

### **I. Basic Principles**

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

Students are expected to exercise their freedom with responsibility. The College has established rules relating to academic integrity and behavior that students must follow so the teaching/learning process is not disrupted. Students are expected to produce work that is the product of their own learning and academic effort

and will sign a pledge to that effect. Grades and degrees must represent honest work and accomplishments. If a student chooses not to abide by these rules and expectations, s/he may lose the privilege of attending Hagerstown Community College.

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

### **2. Student Bill of Rights**

- A. All rights and privileges guaranteed to every citizen by the Constitution of the United States and by the State of Maryland apply to all students.
- B. Students have a right to pursue appropriate opportunities for learning in the classroom, on the campus, and in the community that are provided by the College. They should expect faculty to evaluate their performance objectively based on academic criteria, not on opinions or conduct in matters unrelated to academic standards unless that conduct violates College regulations or the Code of Conduct.
- C. Students have the right to learn in an environment in which academic integrity is valued and practiced.
- D. Students have the right to freedom of expression, inquiry, and assembly without restraint or censorship subject to reasonable and non-discriminatory College rules and regulations regarding time, place, and manner.
- E. Students have the right to inquire about and to propose improvements in policies, regulations, and procedures affecting the welfare of students through established student government procedures, campus committees, and College staff.
- F. Students shall have access to their educational records and the College will protect

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

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

### **3. Prohibited Conduct**

#### **Academic integrity violations**

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

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

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

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

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

- 1) illegal copying of commercial software or data protected by copyright or special license,

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

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

- D. Unauthorized collaboration with other individuals in the completion of course assignments.
- E. Using fraudulent methods in laboratory, studio, special projects, or field work.
- F. Intentionally or knowingly helping or attempting to help another student violate any provision relating to academic integrity.

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

- A. Failure to comply with directions of College staff acting in performance of their duties. Showing disrespect toward any faculty or staff member, through actions, comments, obscene or excessively loud language.
- B. Theft, misuse, or damage to College property (including equipment, the computer network, phones, mail, and transportation), property of a member of the College community or a campus visitor.
- C. Unauthorized entry onto the property of the College or into faculty/staff offices or facilities which have been placed off limits; unauthorized presence in a College facility after closing hours.
- D. Unauthorized use of skateboards, roller blades, scooters.
- E. Illegal possession, use, sale or distribution of alcohol, any controlled substance, street drugs, or drug paraphernalia. The use of drugs or of alcoholic beverages shall not



in any way limit the responsibility of the individual for the consequences of his/her actions.

- F. Disorderly, lewd, or indecent behavior; or distribution of obscene or libelous written material.
- G. Mental or physical abuse, including verbal, 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.
- 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. 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 Students 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 Students 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 Students 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. Recharter 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 6/14*

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.

## **5. 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 Conference**

A conference occurs between the student and the instructor to discuss details of the alleged violation. Possible conclusions include mutual agreement of innocence or a mutual agreement of guilt. If there is agreement of guilt and penalty by the instructor and the student, the matter may be resolved at this level. The maximum penalty for the violation may not exceed a grade of "F" in the course.

Within three (3) work days of the instructor/student conference, 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 meeting
- g. Supporting documentation

For all outcomes, except no violation and no resolution, the VPAASS will send a letter of reprimand to the student and a copy will be placed in the student's file.

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, but not on the student's permanent record.

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

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

If the matter cannot be resolved in Step 1, the VPAASS or his/her designee will conduct a preliminary investigation of the charge within seven (7) work days 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 informal hearing.

### **Step 3—Informal Hearing**

At the meeting, the VPAASS/designee will discuss the charges and the alleged violation. If the VPAASS/designee finds no reason to proceed, all charges will be dropped. If charges are not dropped, the accused may elect one of three courses of action:

- a. The student may admit the alleged violation and

request, in writing, that VPAASS/designee take whatever action seems appropriate.

- b. The student may admit the alleged violation and request a formal hearing by the College Hearing Board to determine appropriate action.
- c. The student may deny the alleged violation, in which case a formal hearing will be held by the College Hearing Board.

#### Step 4—Formal Hearing

If the matter cannot be resolved in Step 3, the Dean of Students will set the date, time, and location for the formal hearing and notify, in writing, all participants of the arrangements. The formal hearing shall occur within fifteen (15) work days after the informal hearing. Should the accused fail to appear at the formal hearing, the hearing will proceed. The accused has the right to be assisted by a non-legal advisor of his or her choice. The accused is responsible for presenting their own case, and the non-legal advisor is not permitted to participate in the proceeding. The non-legal advisor may confer with the student during the hearing, but may not directly address the Hearing Board. The student must notify, in writing, the Dean of Students regarding the presence of the non-legal advisor at least five (5) work days before the hearing. Following the testimony of the accused and review of all documents/information provided by the instructor and/or VPAASS/designee, the Hearing Board will deliberate privately to vote on its decision.

#### Step 5—Notification

The Dean of Students will first notify the VPAASS/designee after receiving Board's recommendation. The Dean of Students will notify the accused and the instructor within 24 hours of receiving the hearing board outcome and provide written notification within three (3) working days.

Outcomes of the Hearing Board will be one of the following:

-Exonerated: If the accused is exonerated, a record will be kept in the Office of the VPAASS; however, no citation will be placed in the student's permanent record, and there will be no penalty to the student.

-Not Exonerated: If the accused is not exonerated, the College Hearing Board will impose a minimum penalty of a grade of "F" in the assignment (more stringent penalties may be imposed) and one of the following three measures will be enforced:

- Reprimand: The reprimand cites the student's inappropriate actions and indicates that any further incidents will result in suspension from the College. The reprimand will not be removed from the student's permanent file upon his/her leaving the institution, but will not be given as a college record to other agencies.
- Suspension: Suspension means separation of the student from the College for a designated period of time. Formal written notice of this action is sent to the student and will remain a permanent part of the student's record at

Hagerstown Community College. This notice will not be forwarded to other agencies.

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

## 6. Behavioral Violation Process

### A. Responsibility

The Dean of Students<sup>1</sup> is responsible for implementing student discipline procedures. The process shall be conducted to protect the confidential nature of the proceedings.

### B. Procedural Requirements

In order to provide an orderly method for handling student disciplinary cases, the following procedures will be followed:

1. *Charges:* Any College employee, representative, or student may submit charges to the Dean of 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, ideally within five work days<sup>2</sup> following the incident. This form is available on the college website and may be completed by the Dean of Students Office when reports are submitted via email. If charges are brought against a College 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 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 person(s) directly involved, or witnesses to the infractions, and
- f. any other information that may be related to the incident.

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 and conduct an informal hearing.

When there is evidence that the students continuing presence on campus poses a substantial threat to the physical or emotional safety of any member of the College community, 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.

3. *Informal Hearing:* At the meeting, only the Dean of Students<sup>1</sup> and the accused student or organization will discuss the charges and the specific standards of the Code of Student Conduct allegedly violated. If the case involves alleged threatening behavior, another campus administrator may join the informal hearing. If the Dean of Students<sup>1</sup> finds no reason to proceed, all charges will be dropped. If the complainant disagrees with this action, a final appeal can be made to the President of the College.

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

- a. The student<sup>3</sup> may admit the alleged violation and request, in writing, that the Dean of Students take whatever action seems appropriate.

- b. The student<sup>3</sup> may admit the alleged violation and request in writing a hearing before the College Hearing Board.
- c. The student<sup>3</sup> may deny the alleged violation, in which case a formal hearing will be held by the College Hearing Board.
4. *Formal Hearing:* The Dean of Students<sup>1</sup> will set the date, time, and location for the formal hearing and notify, in writing, all participants of the arrangements. The formal hearing shall occur within fifteen (15) work days<sup>2</sup> after the informal hearing. Should the accused fail to appear at the formal hearing, the hearing will proceed. The accused and the complainant have the right to be assisted by a non-legal advisor of his or her choice; in cases involving sexual misconduct allegations, a legal advisor is permitted. The complainant and the accused are responsible for presenting their own cases, and the advisor is not permitted to participate in the proceeding. The advisor may confer with the student during the hearing, but may not directly address the Hearing Board. The student must notify, in writing, the Dean of Students<sup>1</sup> regarding the presence of the advisor at least three (3) work days before the hearing.

Following the testimonies of the accused and the complainant, the Hearing Board will vote on its decision. The Dean of Students<sup>1</sup> will notify all parties after receiving the Board's findings.

5. *Notification:* The Dean of Students<sup>1</sup> will provide written notification to appropriate College offices regarding any actions needed in response to the decision.

<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.

<sup>3</sup> or organization

## 7. Final Appeal

A student or student organization may request an appeal, in writing, of any imposed sanction to the President of the College within five (5) work days<sup>2</sup>. The President will review all documentation and may conduct further inquiries. The President shall render a decision within fifteen (15) work days<sup>2</sup> after the request for appeal is submitted. The decision of the President shall be final.

## College Hearing Board

### Purpose

The College Hearing Board is empowered to hear academic integrity violation cases, behavioral violation cases, and student grievances; the boards will receive evidence, deliberate and recommend appropriate actions.

### Composition and Selection of College Hearing Board

The College Hearing Board consists of seven members for each hearing: three faculty chosen by the VPAASS, three students chosen by the Dean of Students, and a chair chosen jointly by the VPAASS and the Dean of Students. The chair will vote only in case of a tie.

## 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, but are not necessarily limited to, concerns regarding ethical and professional behavior of employees, arbitrary application of current College policies by employees, and perceived violations of accepted rights of students such as the right to free expression and the right to assemble.

Student complaints related to faculty teaching before final course grades are submitted should be addressed outside of the formal General Grievance Policy/Procedure. The student will meet first with the instructor to voice his/her complaint. If not satisfied, the student will meet with the respective academic division chair or director. If still not satisfied, the student will meet with the VPAASS.

## **Procedures**

### **Informal Level**

The intent of the informal level is to resolve student grievances in the most accurate, equitable, and timely manner. If a student feels that his/her rights have been violated, the student should submit a brief written statement outlining the concern to the Dean of Students; and indicating they want to file an official grievance, this can be done via an online form found at <http://www.hagerstowncc.edu/student-services>, via email from the student's HCC email account to [studentaffairs@hagerstowncc.edu](mailto:studentaffairs@hagerstowncc.edu), or in person at the Dean of Students Office in STC 142. If the student's grievance pertains to the Dean of Students or VPAASS, the college president will appoint a designee to oversee the procedure. Upon receipt of the written statement, the Dean's Office will contact the student to set up an appointment for review. The student will meet with the Dean or a designee to discuss the grievance. The Dean of Students or a designee will conduct an investigation of the alleged concern. At the conclusion of the investigation, it may be appropriate for the student to meet with the employee who allegedly violated the student's rights. If resolution is reached, all procedures will cease. If there is no resolution, the student will receive a follow-up letter from the Dean of Students or a designee outlining optional steps for initiating formal charges.

### **Formal Level**

Step 1 • Upon receipt of the follow-up letter from the Dean or a designee, the student must choose whether or not to begin formal grievance procedures within 10 work days. To begin formal grievance

procedures, the student will need to submit to the Dean of Students a more detailed signed statement of the complaint in hard copy (electronic submissions will not be accepted). The statement should explain in detail what allegedly happened, what steps have been taken up to that point, and what action the student is requesting. The Dean will distribute copies of the formal grievance to the appropriate parties.

- If a student wishes to have another person present at any step of the formal procedure, he/she may request the presence of a nonlegal advisor.
  - If deemed appropriate by the Dean, the student will meet with the Dean, the staff member named in the grievance, and the staff member's direct supervisor. This conference shall take place within 10 work days of the submission of the formal grievance statement. Within five work days, after the conference, the student will be informed in writing of the outcome of this meeting.
- Step 2
- If a mutually satisfactory outcome is not achieved, the student may appeal the outcome to the College Hearing Board.
  - The student must submit the appeal within 10 work days. The appeal must be in writing and explain the nature of the grievance, the reason for the appeal, and include any supporting evidence. The appeal shall be submitted to the Dean of Students, who will convene the College Hearing Board within five work days.
  - The College Hearing Board shall meet to hear the appeal within 10 work days, subsequent to receipt of the student's written request.

A written record shall be made of the appeal hearing.

- Step 3
- If the student does not agree with the outcome, he/she may submit an appeal, in writing, to the President of the College within five work days. The President will review all documentation and may conduct further inquiries.

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

*Approved by Student Affairs Council 06/17*

## General Grievance Procedure for Students (p. 52)

### Step 1

The student will submit a brief written statement to the Dean of Students. The student will meet with the Dean or a designee.

### Step 3

The Dean or designee will interview the accused employee and witnesses and pursue an informal resolution. The student may be present.

### Step 5

The Dean will meet with the staff member, his/her supervisor and student within ten work days. Within five work days, the Dean will inform the student in writing of the outcome.

### Step 7

The Dean of Students will notify the student of the decision and the findings of the College Hearing Board within ten work days. The decision is final, subject to the student's right to appeal to the President.

### Step 2

The Dean or a designee shall investigate the charge.

### Step 4

If the student is not satisfied with the informal resolution, the student will submit a more detailed signed written statement of complaint to the Dean of Students who will distribute copies to all parties.

### Step 6

If not satisfied, the student will provide a written request to the Dean of Students within ten work days to convene the College Hearing Board. The Board will meet within 15 work days after receiving a copy of the student's request from the Dean of Students.



## Student Grade Appeal Process

Procedures a student shall follow to challenge the final grade assigned by a faculty member.

### **Policies and Procedures**

In order to successfully appeal a grade, a student must offer convincing written arguments that good cause exists for mandating a change of grade. If a student fails to appeal a final grade within 15 work days from the date the grade is posted to the student's record, the student forfeits the right to appeal.

### **I. Cause for Grade Appeal**

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

- A. Assignment of a grade that is malicious and/or discriminatory. This is applicable if, in determining the grade, the professor clearly did not apply the same standards used for grading other members of the class whose work and behavior were similar to those of the appealing student.
- B. Assignment of a grade that is arbitrary and/or capricious. This is applicable if the professor apparently had no discernible rationale for arriving at the grade given.
- C. Assignment of a grade that has resulted from innocent human error. The professor reported an incorrect grade as the consequence of a mistake in computation, in recording, or in some other mechanical aspect of the grading process.

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

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

- B. Disagreement with the grading standards established by the professor.
- C. Disagreement with the judgment of the professor in applying grading standards as long as he or she has made a reasonable effort in good faith to be fair and consistent in exercising that judgment. Good faith on the professor's part shall be assumed unless the student can offer convincing arguments to the contrary.
- D. The student's desire or "need" for a particular grade. While this sort of reason may seem compelling to the individual on the personal level, it shall not be considered "good cause" for purposes of appeal and shall not be regarded as relevant in consideration of the student's appeal. Examples of the student's need to have a higher grade include, but are not limited to, the need to graduate, to transfer course credits, gain employment or promotion, or to qualify for a more advanced course.

### **II. Process for Grade Appeal**

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

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

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

- Step 1** The student must submit a written appeal of the final

grade to the faculty member and the division director. This must be done within 15 work days from the date the grade is posted to the student's record.

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

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

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

**Step 4** At this stage, the VPAASS will review a file of all written materials submitted by the division director regarding

the grade appeal. The Vice President will schedule a meeting with the student, faculty and division director to review the materials and discuss the appeal within 10 work days. The Vice President's written decision will be rendered within three work days and must be signed by all participants.

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

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

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

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

The VPAASS will notify the student, the faculty member, and the division director within five work days after receiving the Hearing Board's decision. If the VPAASS is unavailable, it is then the Dean of Students' responsibility to do so.

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

## **Responsibilities in the Grade Appeal Process**

### **Student**

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

### **Faculty Who Assigned the Final Grade**

- Meet with student in an attempt to resolve the grade appeal and document occurrence of meeting
- Maintain and present appropriate documentation as requested throughout subsequent

steps if appeal cannot be resolved with student

- Present case in person if grade is appealed to the College Hearing Board

### **Division Director**

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

### **VPAASS**

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

### **Dean of Students**

- Consult with the VPAASS in selection of the director for the College Hearing Board
- Select student membership for the College Hearing Board
- Notify division director of the Hearing Board of the presence of a nonlegal advisor for the student at least one calendar day before the hearing
- Communicate Hearing Board decision within one calendar day to student, faculty

member, and division chairperson in the event that the VPAASS is unavailable

#### **Chairperson of College Hearing Board**

- Call Hearing Board to order and preside over hearing
- Inform student and faculty member of time parameters for their respective presentations
- Call for a vote; chair will vote only in case of a tie
- Submit decision in writing to VPAASS within one calendar day after the hearing
- Submit final summary to VPAASS within five calendar days of the hearing

#### **College Hearing Board Members**

- Ask questions for clarification during presentation by student and faculty
- Vote to keep or change the final grade

#### **Recorder**

- Take notes and may tape record hearing
- Will neither participate in discussion or vote, but may ask questions for clarification
- Will type the Hearing Board's recommendation to VPAASS within one calendar day of hearing
- Will prepare and submit a summary of proceedings for the Hearing Board chair within five calendar days of hearing.

## **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. Depending upon the situation, students can appeal for a late drop, a late withdrawal, or a refund appeal. Along with the Registration Appeal Form, students are required to submit a written statement and to provide relevant documentation to support their request.

Students may appeal their registration status up to two weeks after the end of the semester of the enrolled date of course(s).

After a student's appeal is reviewed, a student will receive a response with the outcome to the appeal in writing. HCC's complete appeal policy is found in the Catalog (<http://catalog.hagerstowncc.edu>) under the section "Paying for College." The Registration Appeal Form may be found online at

[www.hagerstowncc.edu/sites/default/files/printforms/13-registration-appeal-form.pdf](http://www.hagerstowncc.edu/sites/default/files/printforms/13-registration-appeal-form.pdf)

Students unsatisfied with the initial response to their appeal may submit a secondary appeal in writing to the Dean of Students. Upon receipt of the secondary appeal, the Dean's Office will investigate and contact the student about the next steps.

For questions or assistance regarding the Registration and Refund Appeal Process, please contact the Registrar at 240-500-2341.

# Go Green, Save Green, Eat on Campus



## **Valley Eatery**

Spring and Fall semester hours:

Monday - Thursday 7:30 a.m. - 1:30 p.m.

## **Hilltop Grill**

Spring and Fall semester hours

Monday - Thursday 8:30 a.m. - 6:30 p.m.

Friday 8:30 a.m. - 1:30 p.m.

Summer semester hours

Monday - Friday 8:30 a.m. - 1:30 p.m.

## **The Hawk Café Coffee Shop**

Spring and Fall semester hours

Monday - Thursday 8 a.m. - 6:30 p.m.

Friday 8 a.m. - 1:30 p.m.

Summer semester hours

Monday - Friday 8 a.m. - 1:30 p.m.

Also available on campus for organizational or group meetings is

*Food for Thought* catering.

For hours and menus:

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

# August

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>
4	5	6	7
11	12	13	14
18	19	20	21
25	26	27	28

# 2019

Thursday	Friday	Saturday	Important Dates
1	2	3	<p><b>2,3</b> – Robinwood Players presents “The Fox on the Fairway,” 8 p.m., Kepler Theater</p> <p><b>4</b> – Robinwood Players presents “The Fox on the Fairway,” 2:30 p.m., Kepler Theater</p> <p><b>5</b> – Red, White and Blue Concert: US 257th Army Band, 6:15 p.m., Alumni Amphitheater</p> <p><b>8</b> – Payment deadline for fall classes</p> <p><b>10</b> – Red, White and Blue Concert: US Navy Fleet, 6:15 p.m., Alumni Amphitheater</p> <p><b>13</b> – Financial aid available in the College Store for textbooks</p> <p><b>17</b> – Red, White and Blue Concert: US Navy Commodores, 6:15 p.m., Alumni Amphitheater</p> <p><b>21</b> – Narcan Training, 5 p.m., Student Center room 182</p> <p><b>23</b> – New Student Orientation, 9 a.m. – noon, Kepler Theater</p> <p><b>24</b> – New Student Orientation, noon – 3 p.m., Kepler Theater</p> <p><b>26</b> – First day of fall classes for 15 week, 12 week, and first 7.5 week</p> <p><b>29</b> – Welcome Back BBQ, 11:30 a.m. – 1 p.m., Student Center patio</p>
8	9	10	
15	16	17	
22	23	24	
29	30	31	

# September

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>
1	2	3	4
8	9	10	11
15	16	17	18
22	23	24	25
29	30		





# October

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>
		1	2
6	7	8	9
13	14	15	16
20	21	22	23
27	28	29	30



# November

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>
3	4	5	6
10	11	12	13
17	18	19	20
24	25	26	27

# 2019

Thursday	Friday	Saturday	<i>Important Dates</i>
	<b>1</b>	<b>2</b>	<b>11</b> – Luncheon for Student Veterans, 11:30 – 1 p.m., Student Center room 182
			<b>19</b> – Narcan Training, 10 a.m., Student Center room 182
			<b>26</b> – Friendsgiving, 11:30 a.m. – 1 p.m., Student Center room 182
			<b>27</b> – No classes, college closes at noon for Thanksgiving holiday
<b>7</b>	<b>8</b>	<b>9</b>	<b>28 &amp; 29</b> – College closed. Happy Thanksgiving!
<b>14</b>	<b>15</b>	<b>16</b>	
<b>21</b>	<b>22</b>	<b>23</b>	
<b>28</b>	<b>29</b>	<b>30</b>	

# December

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>
1	2	3	4
8	9	10	11
15	16	17	18
22	23	24	25
29	30	31	



# January

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>
			1
5	6	7	8
12	13	14	15
19	20	21	22
26	27	28	29



# 2020

<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>	<i>Important Dates</i>
<b>2</b>	<b>3</b>	<b>4</b>	<b>2</b> – College reopens
			<b>10</b> – Spring new student orientation, 10 a.m. – 1 p.m., Student Center
			<b>13</b> – First day of spring classes for 15 week, first 7.5 week and sessions
			<b>20</b> – College closed for MLK Day, MLK Celebration 1-3 p.m., Kepler Theater
<b>9</b>	<b>10</b>	<b>11</b>	
<b>16</b>	<b>17</b>	<b>18</b>	
<b>23</b>	<b>24</b>	<b>25</b>	
<b>30</b>	<b>31</b>		

# February

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>
2	3	4	5
9	10	11	12
16	17	18	19
23	24	25	26







# April

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>
			1
5	6	7	8
12	13	14	15
19	20	21	22
26	27	28	29



# May

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>
3	4	5	6
10	11	12	13
17	18	19	20
24	25	26	27
31			





# June

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>
	1	2	3
7	8	9	10
14	15	16	17
21	22	23	24
28	29	30	



# July

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>
			1
5	6	7	8
12	13	14	15
19	20	21	22
26	27	28	29



# Index

## A

Academic Advising 10  
Academic Calendar by Semester 6  
Academic Testing Center 10  
Active Shooter Guidance 36  
Athletics 24

## B

Behavioral Intervention Team 28  
Building/Classroom Open Hours 11  
Bulletin Boards and Flyers 11  
Bus Service 11

## C

Campus Card (Student ID) 8  
Campus Emergency Alert 9  
Campus Life 24  
Campus Police 28  
Campus Safety 28  
Campus Store 12  
Career Program Achievers 12  
Care Team 12  
Child Care 12  
Code of Student Conduct 45  
College Closings 29  
College Events Notifications 25  
College Hearing Board 52  
Community Resources 38  
Copying/printing/scanning 13  
Crime Prevention Tips 34

## D

Delayed Openings 29  
Disability Support Services 13  
Drug and Alcohol Abuse Policy 43

## E

Email Account 9  
Emergency Operations Plan 30  
Emergency Siren 30  
ESSENCE/Middle College 13

## F

Finance 14  
Financial Aid 14  
Fitness Center 25  
Food Pantry 14  
Food Services 15, 59

## G

General Grievance Policy Students 52  
Grade Appeal Process 55

## H

Hate Crimes 30  
Help Desk 15

## I

Internships 15

## J

Jobs on Campus 18

## L

Learning Support Center 16  
Library 17, 39  
Lost and Found 30

## M

Mail Center Services 17  
Moodle and D2L 9

## P

Parking and Traffic Regulations 30  
Parking Permit 8  
Phi Theta Kappa 27  
Policies and Regulations 40  
Private Restrooms 17

## R

Recycling 17  
Registered Sex Offender Information 31  
Registration 10  
Registration and Refund Appeals 58

## S

Security Report 33  
Seniors (60 and over) 17  
Service Animals 31  
Sexual Misconduct Policy 42  
Social Media 17  
Student Center 18  
Student Email 9  
Student Government Association 4, 25  
Student Organizations 26  
Student Honor Pledge 41, 45  
Student Services and Resources 10  
Student Worker Positions 18

## T

Testing Center 10  
Title IX Information 32  
Tobacco-Free Policy 43  
Transcripts 19  
TRiO: Student Support Services 19, 21

## V

Vending Machines 15  
Veterans Services 19  
Voter Registration 20

## W

Waiver of Liability 25  
Waltersdorf Quad Area 20  
WebAdvisor/Student Academic Planning 8  
Where to go for Assistance 22





HAGERSTOWN  
ATHLETICS

# 15 Sports - 1 TEAM



HCC Home  
Athletic Games



Student Admission  
**FREE** With Campus Card



# Get Into It! Go Hawks!

Hagerstown Community College  
11400 Robinwood Drive  
Hagerstown, MD 21742-6514  
[www.hagerstowncc.edu](http://www.hagerstowncc.edu)

