

Student Planner/Handbook 2014-2015



Frederick Community College

www.frederick.edu

Do great things



Frederick Community College Campus Map



**Science Wing Addition
(C - Building)
Construction Area**

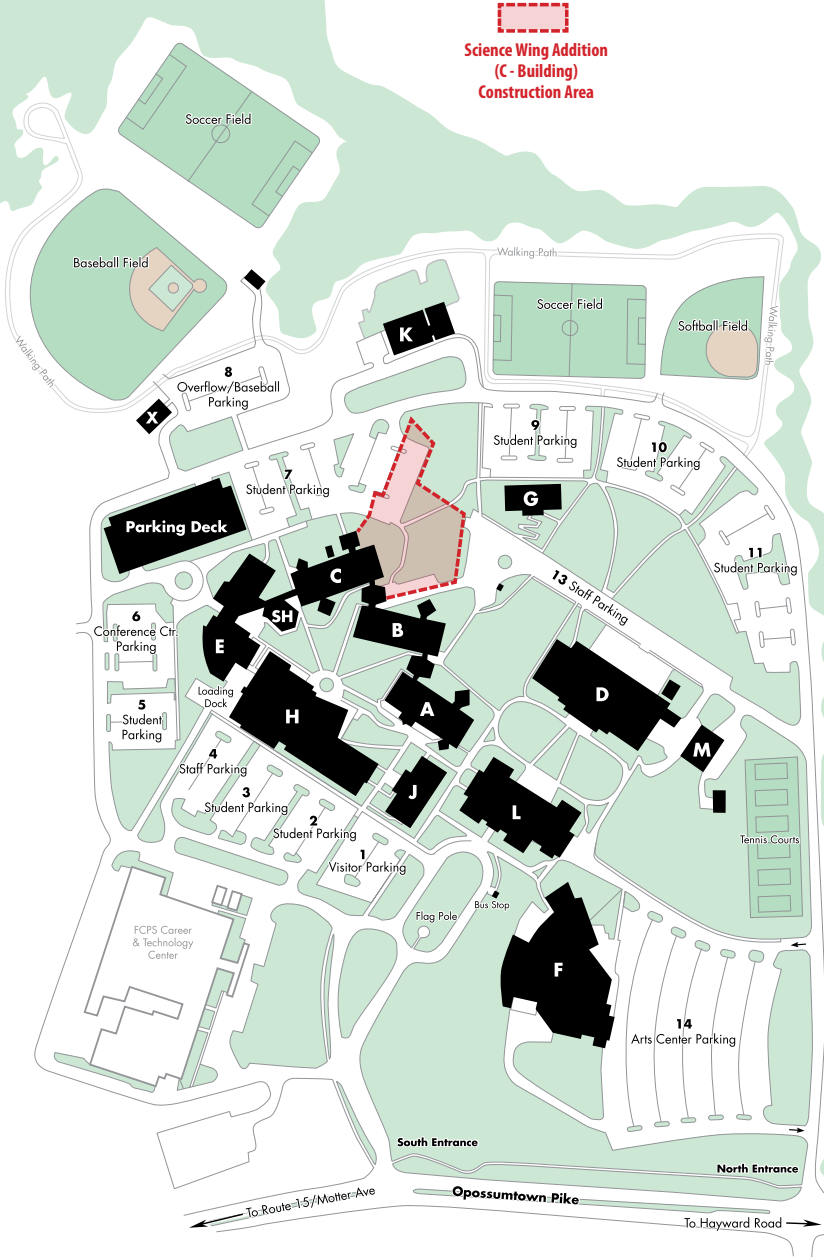




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Academic Information

Academic Standing

Academic Progress

Frederick Community College is committed to assisting students in the pursuit of their academic goals. While students at the college are expected to take responsibility for their own progress, the college, in support of the student's development, periodically reviews the academic progress a student is making. The primary purpose of this review is to identify and assist students who are making little or no progress.

Academic Progress Review Standards

Students are expected to maintain minimum standards of academic achievement as indicated by both GPA and percentage of successfully completed credits.

The following grades represent successful completion of credit: "A," "B," "C," "D," "S," or "P."

The following grades represent unsuccessful completion of credit: "W," "F," "AU," "I" "Z" or "U."

All courses attempted by a student including developmental courses and courses in which a grade of withdraw, audit, incomplete, or in progress are included in Academic Progress Review. All students enrolled as degree seeking, certificate seeking and Open Campus are subject to Academic Progress review; students who are enrolled under the admission classification of Courses of Interest are not subject to Academic Progress Review. Students will be subject to Academic Progress Review after attempting a total of 12 cumulative credits.



Academic Standings

Good Standing - Students will be considered to be in good academic standing when their cumulative GPA is 2.0 or higher and when they have successfully completed at least 50% of their cumulative credits attempted.

Academic Alert - Students are placed on Academic Alert when their cumulative GPA is less than 2.0 and/or they have successfully completed less than 50% of their cumulative credits attempted.

While there is no credit restriction while on Academic Alert, students on Academic Alert at the time of preregistration for a subsequent semester can only pre-register for 6 credits until final grades for the current semester have been posted; students who conclude the semester in Good Standing are then able to add additional credits to their semester schedule.

All policies & procedures can be viewed in their entirety at www.frederick.edu

While on Academic Alert, students will be required to meet with an advisor to develop an Academic Success Plan designed to provide the student with academic support to facilitate their success. While on Academic Alert, students will be required to have their registration approved by an advisor.

While there is no credit restriction while on Academic Alert, students on Academic Alert at the time of preregistration for a subsequent semester can only pre-register for 6 credits until final grades for the current semester have been posted; students who conclude the semester in Good Standing are then able to add additional credits to their semester schedule.

Students who demonstrate academic progress while on Academic Alert, as evidenced by achievement of a minimum 2.0 semester GPA and successful completion of at least 50% of semester credits attempted, will be allowed to continue on Academic Alert even though their cumulative GPA has not reached the required 2.0. Students will be assigned a standing of Academic Alert with Progress.

Academic Alert with Progress – Students who demonstrate academic progress while on Academic Alert, as evidenced by achievement of a minimum 2.0 semester GPA and successful completion of at least 50% of semester credits attempted, even though their cumulative GPA is less than 2.0 and/or they have successfully completed less than 50% of their cumulative credits attempted. While on Academic Alert with Progress, students are not required to have their registration approved by an advisor. There is no credit restriction while on Academic Alert with Progress. Students on Academic Alert with Progress at the time of preregistration for a subsequent semester can pre-register with no credit restriction.

Academic Probation – Students on Academic Alert who fail to achieve a 2.0 semester GPA and/or who fail to successfully complete at least 50% of semester credits attempted are placed on Academic Probation.

While on Academic Probation, students will be required to meet with an advisor to develop an Academic Success Plan designed to provide the student with academic support to facilitate their success. Students who are on Academic Probation must have their registration approved by an advisor and will be limited to enrollment in 6 credits. Students who are on Academic Probation will not be allowed to pre-register for the subsequent semester until final grades for the current semester are posted.

Students who demonstrate academic progress while on Academic Probation, as evidenced by achievement of a minimum 2.0 semester GPA and successful completion of at least 50% of semester credits attempted, will be allowed to continue even though their cumulative GPA has not reached the required 2.0. Students will be assigned a standing of Academic Alert.

Academic Suspension – Students on Academic Probation who fail to achieve a 2.0 semester GPA and/or who fail to successfully complete at least 50% of semester credits attempted will be academically suspended for one fall or spring semester (and any preceding JanTerm/summer session).

Academic Dismissal – Students are subject to Academic Dismissal when:

Satisfactory progress is not made in the first semester upon his/her re-enrollment following Academic Suspension.

The student has been placed on Academic Suspension for a second occurrence.

Students who are subject to Academic Dismissal will be dismissed for a period of two semesters and any preceding JanTerm/ summer session.

Extenuating Circumstances Resulting in Withdrawals

Students with extenuating circumstances that resulted in a withdrawal from classes that negatively impacted academic standing may appeal to the Associate Vice President, Student Development. Students must present written documentation substantiating the circumstances. The decision of the Associate Vice President will be final.

Appeals regarding extenuating circumstances that occurred after the withdrawal date must be submitted to the Admissions and Academic Policies Committee. Forms are available online at www.frederick.edu.

Re-admission Following Academic Suspension

Prior to re-enrollment, students who have been academically suspended must develop a plan to remediate his/her academic deficiencies and meet with an academic advisor. The advisor will develop an Academic

Success Plan with the student identifying any academic requirements to be met including enrollment in developmental requirements, appropriate academic support courses, or use of academic support services (e.g., Learning Strategies, tutoring, etc.).

If approved the student will be placed on Academic Probation status upon their re-enrollment and their course load will be restricted until satisfactory academic progress is made.

If satisfactory progress is not made in the first semester upon his/her return, the student will be subject to Academic Dismissal.

Re-admission Following Academic Dismissal

Prior to re-enrollment, students who have been academically dismissed must develop a plan to remediate his/her academic deficiencies and meet with the Associate Vice President for Student Development. The Associate Vice President will develop an Academic Success Plan with the student identifying any academic conditions of re-enrollment including enrollment in developmental requirements, appropriate academic support courses, or use of academic support services (e.g., Learning Strategies, tutoring, etc.).

If approved the student will be placed on Academic Probation status upon their re-enrollment and their course load will be restricted until satisfactory academic progress is made.

If satisfactory progress is not made in the first semester upon his/her return, the student will again be subject to Academic Dismissal.

Admissions & Academic Policy Committee

The Admissions and Academic Policy Committee considers written appeals from students who are requesting an exception to policy in the area of records and registration. Forms are available in the Registration & Records Office and online at www.frederick.edu. Documentation is required. The committee, part of the College Senate, meets once a month and students are notified by e-mail.

Course Participation and Attendance

To maintain the highest quality of academic work, participation in all course activities is necessary. Students who are unable to participate in a given course activity remain responsible for completing all requirements of the course. Guided by the following principles, the instructor articulates and publishes a class participation policy for each course.

- a. The course level class participation policy is designed to support the learning process.
- b. The course level class participation policy is designed within the framework of approved class formats such as online, hybrid and face-to-face classes.
- c. To maintain the highest quality of academic work, the course level class participation policy encourages and expects the student to participate fully in all course activities.
- d. In case of serious illness, emergency, religious holidays, or participation in official college functions, students remain responsible for completing the requirements of the course.
- e. If 'Class Participation' affects the grade of the student, the course syllabus identifies measurable units of class participation in course activities.
- f. If face-to-face participation components cannot be met due to serious illness, emergency, religious holidays, or participation in official college functions, the instructor may explore make-up opportunities in different class participation formats as warranted.

Dean's List

The Dean's List recognizes those full-time and part-time students who have earned twelve or more credits, completed at least six credits during the semester and have earned a grade point average of 3.5 or better.

Welcome Back Celebration • September 11, 11:30 a.m.–1:30 p.m. • H patio
free lunch, live music, and lots of fun • sponsored by the Center for Student Engagement

GPA: What it is and how to calculate it

Each letter grade has its equivalent in quality points. An "A" is equal to four quality points per credit, a "B" is equal to three quality points per credit, a "C" is equal to two quality points per credit, and a "D" is worth one quality point per credit. No quality points are awarded for "F" grades. Thus, an "A" earned in a three-credit course is worth 12 quality points. A "C" earned in a four-credit course is worth eight quality points.

The grade point average (GPA) is calculated by dividing the total number of quality points earned by the total number of credits for which the student received a letter grade. Developmental courses, courses graded by satisfactory/unsatisfactory marks, by "Z" grades, by "AU" grades, by "P" grades, courses for which CLEP credit was given, and credits transferred to FCC from another college are not awarded letter grades and are not used for determining GPA.

For example, for five courses of three credits each with the following grades:

Two A's, one B and two C's

A	4 quality pts.	x	3 credit hrs.	=	12
A	4 quality pts.	x	3 credit hrs.	=	12
B	3 quality pts.	x	3 credit hrs.	=	9
C	2 quality pts.	x	3 credit hrs.	=	6
C	2 quality pts.	x	3 credit hrs.	=	6
					15 credit hrs.
					45 quality pts.

Total of 45 quality points divided by 15 credit hours equals 3.0 GPA.

FCC uses students' GPAs in deciding eligibility for inclusion on the Dean's List, membership in Phi Theta Kappa, continued financial aid, intercollegiate athletic competition, academic probation and dismissal, graduation, and for graduation with honors.

Grievance Procedure for Students: Grade Disputes

A. Introduction

1. The College prohibits discrimination against any person on the basis of race, religion, gender, color, national origin, ancestry, age, sexual orientation, marital status, physical or mental disability of otherwise qualified individuals and any other category protected by federal, State, or local law.
2. In this connection, the College subscribes to full access to all College facilities as outlined in Title II of the Americans with Disabilities Act of 1990 (ADA), as amended and complies with Section 504 of the Rehabilitation Act of 1973 (Section 504) as it pertains to potential students or currently enrolled students. The purpose of this Grievance Procedure is to establish a process for students (and potential students) to express and resolve, in a prompt, fair, and equitable manner, any misunderstandings, concerns, or grievances that they have with respect to the College's fulfillment of its obligations under the ADA and Section 504. Although the procedure encourages the resolution of the concern informally, a formal grievance is available should the concern not be resolved informally. Actions not grievable under this procedure include 1) actions by another student, as these are subject to The College's Code of Student Conduct (College Policy/Procedure 5.11); 2) sexual harassment by a College employee or student, as these are subject to the College's anti-harassment policies (College Policy/Procedure 3.18); 3) discrimination complaints (College Policy/Procedure 3.17); 4) non-academic complaints (College Policy/Procedure 5.18b); and 5) grade disputes (College Policy/Procedure 5.18a) with the exception that grade disputes resulting from alleged ADA or Section 504 compliance complaints should first be addressed under this Grievance Procedure. Once these compliance complaints are addressed and/or resolved, such grade disputes will then follow College Policy/Procedure 5.18a if applicable. Federal, state, and local laws, rules and regulations are not grievable. The burden of the proof shall rest with the student.

B. Procedures

1. Informal Level

- a. Students initiating proceedings under this Grievance Procedure must do so by submitting a signed Student Complaint form to the Services for Students with Disabilities office within thirty (30) calendar days of the alleged compliance violation. The Student Complaint form is available from the Services for Students with Disabilities office. The parties involved in the grievance should try to resolve the misunderstanding, concern or grievance through discussion. Preceding this discussion, it may be helpful for the student to consult with the individual whose action, including a determination with respect to a requested accommodation, has resulted in the grievance, in order to clarify the issues involved.
- b. If, after meeting with that individual, the student remains unsatisfied, the next step in the informal process is to meet with the individual and his/her immediate supervisor(s). This meeting must take place within fourteen (14) calendar days from the date of the initial meeting between the student and individual. Upon request, a Services for Students with Disabilities staff member (other than the Director) can assist the student with mediation at these meetings.
- c. Prior to the meeting, the student must submit a written account of the nature of his/her complaint and a requested remedy/outcome to the individual's supervisor using the Student Complaint Form.
- d. If a satisfactory outcome is not reached, a formal grievance can be initiated. A formal grievance must be initiated within ten (10) calendar days from the date the student meets with the individual and his/her supervisor(s).

2. Initiation of Formal Grievance

- a. A formal grievance is initiated with the submission of an Initiation of Grievance form, which must be signed by the student. Documentation supporting the complaint should be attached to the form. The Initiation of Grievance form may be obtained from the offices of the Vice Presidents for Learning, Learning Support, and the Counseling and Advising Offices.

- b. The Initiation of Grievance form, the Student Complaint form, and any other relevant documentation should be submitted to the ADA Coordinator who will investigate the complaint. The Coordinator will complete the investigation, make a determination with respect to the grievance, and inform the student of his/her determination within fourteen (14) calendar days. If the student is not satisfied with the ADA Coordinator's determination, the student may seek a hearing.
- c. A hearing will take place within fourteen (14) calendar days from the time the ADA Coordinator completes the investigation and informs the student of his/her determination. Prior to the hearing, the findings from the ADA Coordinator's investigation of the complaint will be forwarded to the Associate Vice President for Student Development. This hearing will include the student, the individual whose action, including a determination with respect to a requested accommodation, has resulted in the grievance, his/her supervisor(s), and the Associate Vice President for Student Development who will conduct the hearing and render a decision regarding the alleged ADA compliance violation. The student will be provided with a full opportunity at the hearing to describe the facts which support his/her grievance and to direct reasonable and relevant questions to the Associate Vice President for Student Development, which will be recommunicated to the individual whose action has resulted in the grievance and his/her supervisor(s) for response. The student will be notified of the Associate Vice President for Student Development's decision in writing within ten (10) calendar days from the date of the hearing.
- d. If the complaint is against the Services for Students with Disabilities program or the ADA Coordinator, an investigation by the ADA Coordinator will be dispensed with, and the complaint will proceed directly to a hearing conducted by the Associate Vice President for Student Development.
- e. If the student is unsatisfied with the decision of the Associate Vice President for Student Development, he/she may appeal to the Vice President for Learning Support. The appeal must be in writing and submitted to the Vice President within ten (10) calendar days of receiving the Associate Vice President for Student Development's notification of his/her decision. The findings of the Associate Vice President for Student Development will be forwarded to the Vice President. The Vice President will meet with the student within

ten (10) calendar days of receiving the student's appeal. The decision of the Vice President is final and will be communicated to the student in writing within ten (10) calendar days of meeting with the student.

- f. A written report of the Vice President's decision will be maintained in the Vice President for Learning Support's office for a period of three years after which the records will be destroyed.

C. Procedural Requirements for the Grievance Process

1. Throughout the Grievance Procedure, legal counsel is not permitted to attend (i) at the informal level, either the discussion between the student and the individual whose action, including a determination with respect to a requested accommodation, has resulted in the grievance or any subsequent meeting among the student, the individual in question, and his/her supervisor, or (ii) at the formal level, any meeting or hearing.
2. No retaliation of any kind shall be taken against a student for filing a grievance or for participating or refusing to participate in a grievance. Retaliation may be subject to action under the Code of Student Conduct or applicable employee policies and procedures.
3. The failure by the student to appear for any scheduled meeting or hearing without prior notification or evidence of extenuating circumstances shall constitute withdrawal of the grievance or appeal.
4. The failure of the student to appeal a decision within the designated time period shall constitute a withdrawal of the grievance and bar further action by the student on this grievance. The retraction of a grievance by the student at any point in the process bars the student from re-initiating the grievance.
5. The student may withdraw the formal grievance at any time by written notice to the ADA Coordinator.
6. Grievance records will be held in the ADA Coordinator's office or, in the case of a hearing or where a grievance is filed against the ADA Coordinator or the Services for Students with Disabilities program, in the office of the Associate Vice President for Student Development. Records will be held for a period of three years after which the records will be destroyed.

7. Standard of Evidence. The standard of proof in a case arising under this Procedure shall be the "preponderance of the evidence." A "preponderance of the evidence" shall mean evidence which is of greater weight or more convincing than evidence to the contrary; evidence which shows that something more likely than not is true.

D. External Grievance Process

1. Although a student is encouraged to seek resolutions to grievances within the College's processes, the student has the right to file any grievance directly with the following agencies, at any time:
 - (a) Maryland Commission on Human Relations
6 Saint Paul Street, Suite 900
Baltimore, MD 21202
Toll Free: 1-800.637.6247; Voice 410.767.8600;
TTY 410.333.1737
 - (b) Office for Civil Rights, Philadelphia Office
United States Department of Education
Wanamaker Building
100 Penn Square East, Suite 515
Philadelphia, PA 19107-3323
Phone 215.656.8541; Fax 215.656.8605

The Statute of Limitations for filing a complaint with OCR is 180 calendar days from the time the alleged compliance violation or discrimination occurred.

Academic Programs/ Options

Continuing Education

FCC's Continuing Education area provides non-credit programs that promote personal and professional growth. A wide range of noncredit courses are offered in day, evening and weekend formats and appeal to people of all ages with busy lifestyles. Course lengths range from several hours to several weeks. For more information on available programs and courses visit http://www.frederick.edu/courses_and_programs/whatisce.aspx

Credit by Examination

Students who are proficient in a given subject area, but have not developed that competency through formal study, may earn college credit in two ways: by completing Credit by Exam assessments (CLEP, DSST) and through FCC challenge exams.

CLEP and DSST exams are nationwide testing services that offer two types of multiple choice tests general examinations and subject examinations. The general examinations are designed to measure familiarity with the material covered in those courses normally taken during the first two years of college in a liberal arts program. Subject examinations are designed to measure knowledge usually gained through specific college courses. CLEP and DSST exams accepted by FCC are listed in information sheet available in the Testing Center and in the Academic Catalog. CLEP and DSST exams cost \$80. As of 2/1/2014 CLEP Exams must be purchased through the College Board website. For both CLEP and DSST, FCC and other MD community colleges charge a nonrefundable proctoring fee of \$30, payable to FCC. Price of exam and proctoring fee are subject to change. CLEP exams are done by appointment only. Please contact the External and Dual Enrollment Testing Coordinator at 301.846.2522 or email testingcenter@frederick.edu.

If a CLEP or DSST test is not offered in the subject area in which a student feels competent, he or she should contact the FCC instructor teaching that course and their department chair for permission to take a challenge exam. Students who pass the exam receive the stipulated number of credits for the course. A challenge exam for a given course may be taken only once.

Students planning to transfer to another college should contact that institution's registrar for information on acceptance of CLEP, DSST, and FCC challenge exam scores. Details on specific tests can be found in the Academic Catalog and in the Testing Center. Additional information and applications can be obtained by contacting the FCC External and Dual Enrollment Testing Coordinator at 301.846.2522 or by visiting the CLEP Web site at www.collegeboard.com/clep or DSST website at <http://getcollegecredit.com/>.

Developmental Education

Developmental education at Frederick Community College is based on the philosophy that all students have the right to academic experiences that will enable them to reach their maximum potential. The primary purpose of developmental education is to provide comprehensive services and quality instruction so that students may develop skills necessary for success in college-level courses.

Recommendations for developmental education courses are based on English, mathematics, and science assessment test scores. Developmental course work is offered at varying levels in reading, writing, mathematics, chemistry, biology, and study skills.

English as a Second Language (ESL)

FCC offers a comprehensive program of English as a Second Language (ESL) courses for immigrants, international students and professionals who wish to improve their English language skills. Whether you need to learn English to enhance basic communication skills for common situations in American society or for improving reading, writing and speaking skills to continue your education or upgrade your professional communication qualifications, FCC has courses that address your goals. http://www.frederick.edu/register_now/esl_program.aspx

ESL Mission Statement – The (ESL) Program empowers students with the English language communication skills to help them achieve their goals.

Faculty members of the Frederick Community College (FCC) academic (credit) English as a Second Language Program (ESL) are professional educators dedicated to providing an outstanding language learning experience in a supportive environment. Faculty members hold graduate degrees in TESOL, English, linguistics and related fields and have extensive experience teaching English as a second language. Faculty members have taught in other countries and have traveled abroad. They are aware of the challenges and complexities of learning a second language and understand the variety of emotions students feel while living and studying in a foreign country. All faculty members enjoy learning about other cultures and strive to provide a positive and enriching learning environment. ESL faculty look forward to serving you.

Admission and Registration for ESL Classes – Complete an admissions application in the Enrollment Services Office, J-Building or online at www.frederick.edu.

Please bring a photo ID for admission and registration. See the current catalog online at www.frederick.edu, under Courses and Programs, Catalogs, for residency and tuition information.

ESL Placement Test – Take the ESL Placement Test in the FCC Testing Center, Library Building, Room L-104. Testing Center hours can be found on the FCC website or by calling the Testing Center 301.846.2522). Be sure to bring a photo ID with you and allow approximately three hours for the placement test. Placement test results will be provided when testing is completed.

Advising – Meet with Teresa S. Clark, Associate Professor/Program Manager, English as a Second Language (ESL) & International Education Coordinator or a Counseling & Advising staff member to discuss your placement test and complete a class schedule. Bring your ELS Placement Test results with you.

Contact:

Teresa S. Clark, Associate Professor/Program Manager, ESL
International Education Coordinator
Classroom/Student Center, Room H-227
Phone: 301.846.2558
Email: tclark@frederick.edu

Additional information, course descriptions, and the ESL brochure can be viewed at www.frederick.edu.

Honors College

Honors classes, designated by an “H” after the course number, have a limited enrollment of 15 students, emphasize higher reading levels, critical thinking, and applied research projects. Some courses are linked so that the same cohort of students is together in two classes that share blocks of time.

Membership in the Honors College is by invitation. Students automatically qualify with high scores on the SAT (1650 overall & 550 verbal), ACT (21 Reading), or FCC placement exams (Honors level reading and college level writing). However, applicants with strong academic records or faculty recommendations may also qualify.

Additionally, the Honors College offers opportunities in service, leadership, and scholarship. Members of Honors Student Association and Phi Theta Kappa engage in a variety of service and co-curricular learning activities. Students can also complete an Honors Independent Student project and present at honors conferences. These experiences outside the classroom help students round out their college resumes and make them more competitive for scholarships and selective admission programs.

Students who complete 12 honors credits (3 credits at the 200 level) with an overall grade point average (GPA) of 3.25 or higher are eligible to graduate from the Honors College. Graduates receive a notation on their transcripts recognizing this achievement. Further, at the graduation ceremony they wear an Honors College medallion and stand to be recognized. The transcript notation and color of the medallion are based on the student’s grade point average at the time of graduation:

3.25-3.49	Honors College – Bronze
3.5-3.749	Honors College – Honors Silver
3.75-4.0	Honors College – High Honors Gold

For more information about the Honors College and available opportunities, contact Dr. Bruce Thompson, Honors Coordinator, at 301.846.2535 or bthompson@frederick.edu.

Internships

The internship program provides students with an opportunity to gain knowledge and skills from a planned work experience in the student’s chosen career field. Internship work-site placements are directly related to the student’s program of study and provide learning experiences not available in the classroom setting. Students register as they would for a regular credit class for 1, 2, or 3 credits and are required to work a specific number of hours at the work-site. Students receive an Internship Education Workbook in which they are required to do assignments and a final paper. An Internship faculty advisor is assigned to each student. They oversee and grade the student’s assignments, assists with the development of objectives, visits the work site, and assign a grade at the end of the semester. Grades are based on the student’s completion of all assignments and the work-site supervisor’s evaluation. Please call 240.629.7841 or e-mail jfalibota@frederick.edu for more information. You may also visit FCC’s web site at www.frederick.edu, select courses and Programs and Internship Program.

Distributed Learning

FCC offers students a Program of Online Courses that are not limited by the borders of the campus. Through distance learning, students can take single courses and complete entire degree programs from their home or office using Internet-based technologies. The advantage of taking courses online is that it enables learning at times that are convenient, and with a few exceptions, on-campus attendance is not required.

Study Abroad

Let FCC be your passport to adventure. Join the growing ranks of students who have ventured abroad to discover a world of opportunity! Whether you choose our Russia trip or another short-term travel opportunity, studying abroad provides a chance to experience life in another part of the world while earning college credits. Students who study abroad gain cultural exposure, work and life experience and personal growth that lasts a lifetime. For more information contact:

Teresa S. Clark
Associate Professor/Program Manager, ESL
International Education Coordinator
Classroom/Student Center, Room H-227
Phone: 301.846.2558
Email: tclark@frederick.edu

Academic Support Services

Math Learning Center

In the Math Learning Center (B-112), students can study independently or work with the Math Learning Center Aides to improve their math skills and get help with their homework in classes from Introductory Algebra through Calculus and Differential Equations as well as Statistics. The Math Learning Center houses general math texts as well as all current course textbooks. Students can visit for drop-in tutoring from 8:30 a.m. to 8 p.m. Monday through Thursday and Friday 8:30 a.m. to 12:30 p.m.

Testing Center

The Testing Center (provides high-quality, comprehensive assessment services to facilitate the relationship between assessment, academic success, and retention. The Testing Center is committed to measuring the impact of those services on student learning for a diverse population of FCC students, faculty, and the Frederick community.

The Testing center is open six days a week: Mon-Thurs 8:30am-7:30pm; Fri, 8:30am-4:30pm; and Sat 9:00 am - noon. The Testing Center is closed whenever the college closes, including Fridays during June and July. Monitor www.frederick.edu for school closings and delays.

Testing Center services include:

Placement Testing – All new students must complete academic placement testing in the Testing Center unless exempted through SAT, ACT, AP scores, IB scores, or a FCPS Senior Math Exemption. Placement testing review materials are available on FCC's website.

ESL Placement Testing – All incoming students whose native (first) language is not English must take an initial placement test to determine English language proficiency at the time of enrollment. Students will then be referred to the ESL Coordinator at 301.846.2558.

Departmental Make-up Exams – In the event of a missed test, the Testing Center provides proctoring for departmental make-up exams. These exams are only given with approval from the instructor.

Distance Learning Exams – The Testing Center has responsibility for select proctored Online Assessments, scheduled by our Online Faculty. These exams are completed on campus, with instructors communicating schedules and locations.

Students with Disabilities – Students with disabilities requesting accommodations for exams must contact their instructor the Director of Services for Students with Disabilities (SSD) at 301.846.2409 before coming in for a test.

Credit by Examination exams – CLEP and DSST exams provide individuals the opportunity to receive credit for college-level achievement. Examinations are fee based and are administered by appointment by calling the Testing Center at 301.846.2522.

Community Proctoring Services – (External, International, Professional Certification, Government Certification Exams, GED Testing) – External distance exam proctoring is a fee-based service that extends the Testing Center services into the community. Examinations are arranged through the Testing Center in conjunction with the student's educational institution or employer. Please contact the FCC's External and Dual Enrollment Testing Coordinator at 301.846.2522 or testingcenter@frederick.edu for further information.

Tutorial Services

The college provides free tutoring services for students who are enrolled in FCC courses. Tutoring is available for most courses and students can work with a tutor individually, in small groups or online. The Tutoring Center does not guarantee a tutor for every course offered at FCC. To obtain a tutor, a "Tutoring Referral" form must be signed by the instructor or advisor and returned to the Tutorial Center Office in H-259. The form can be accessed at www.frederick.edu. For more information contact the Tutoring Center at 301.846.2523 or email: tutoring@frederick.edu.

Writing Center

Looking for some feedback or guidance on your writing or reading assignments? Want to learn strategies to study smarter, not harder? Stop in the Writing Center in L-106 for FREE tutoring (up to 30 minutes) for ANY writing or reading assignment for ANY class—no appointment needed! Just drop in with your syllabus, textbook, assignment guidelines, and a willingness to ask questions and learn a thing or two. In the Center, you'll find skilled professional tutors ready to assist you on your educational journey. You'll also find plenty of computers where you can check your course's website, type papers, create presentations, and watch educational videos. To get started, check out the Center's online Writing Guide <http://guides.frederick.edu/writing> where you can find websites, videos, and handouts to combat writer's block, organize your paper, quote your sources to avoid plagiarism, and more! For more information, call 301.846.2619 or http://www.frederick.edu/student_services/writingctr.aspx

Student Records/ Registration/ Graduation

Student Educational Records (FERPA)

- A. An adequate system of student records shall be developed and maintained under the supervision of the President or his/her delegate.
- B. Frederick Community College accords to students all rights under the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. No one outside the institution shall have access to, nor will the institution disclose any information from a student's educational record without the written consent of the student except when prior written consent is not required by the Act or the implementing regulations.
- C. FERPA provides students with the following rights with respect to their education records: 1) to inspect and review the student's education records; 2) to consent to disclosure of the student's education records to third parties, except to the extent that FERPA authorizes disclosure without consent; 3) to request amendment of the student's education records when the student believes that they are not accurate or are misleading; and 4) to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA.

Procedures (11/12/08)

A. Elements of a Student's Records

The following are considered the essential elements of a student record and shall be required of all students applying to the college:

1. Legal name
2. Permanent address
3. Phone number
4. County and state of legal residence
5. Date of birth

B. Definition of a Student

A student means an individual who is or has been enrolled at the college. An individual who applied but did not enroll is not a student.

Eligible student means a student who has reached 18 years of age or is attending an Institution of postsecondary education.

C. At the time of application, a system assigned student ID number will be generated. A letter is sent to new students with their ID number enclosed and this number is to be used by the student to register for classes.

D. The social security number (SSN) is not required at the time of application, but is requested for validation purposes. Students not presenting an SSN are required to appear in person with a photo ID in order to request a Web account.

E. Students must present a college photo ID or driver's license to conduct in-person record transactions.

F. Education Records are specifically defined as records, files, documents, and other materials (including but not limited to handwriting, print, tapes, film, computer or other media) that contain information directly related to a student and maintained by the college or an agent of the college. The following information is considered part of the student's education record:

1. Academic standing/probation/dismissal
2. Advising notes
3. Assessment scores
4. Courses registered/completed
5. Credits or grades earned
6. Grade point average (GPA)
7. Financial aid records
8. Student disciplinary records

G. Exceptions to Education Record: Education records do not include records on an eligible student that are:

1. Sole Possession Records. A sole possession personal record kept by a faculty or staff member, if it is kept in the sole possession of the individual who made the record, and information contained in the record has never been revealed or made available to any other person except the maker's temporary substitute.
2. Employment Records. An employment record of an individual, whose employment is not contingent on the act that he or she is a student, provided the record is used only in relation to the individual's employment.
3. Law Enforcement Records. Records maintained by the college's security office, if the record is maintained solely for law enforcement purposes, is revealed only to law enforcement agencies of the same jurisdiction and the security office does not have access to education records maintained by the college.
4. Alumni Records. Alumni records which contain information about a student after he or she is no longer an attendant of the community college and the records do not relate to the person as a student.
5. Treatment Records
 - a. Made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her capacity or assisting in a professional capacity.
 - b. Made, maintained, or used only in connection with the treatment of the student.
 - c. Disclosed only to individuals providing the treatment. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are part of the program of instruction at the agency or institution.
6. Health Insurance Portability and Accountability Act (HIPPA) Privacy Rule. HIPPA establishes standards and imposes requirements to protect the privacy of individually identifiable health information. HIPPA Privacy Rule excludes from its definition of "protected health information" individually identifiable health information contained in an "education record" covered by FERPA, as well as "treatment" records excluded from the definition of "education records."
- H. Family Educational Rights and Privacy Act (FERPA). Frederick Community College complies with the provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974, 20 U.S.C. 1232g.; 34 CFR § 99, and any regulation promulgated there under.
 - I. Annual Notification. Students will be informed of their rights under FERPA annually by publication in the student handbook, catalogue, schedule of classes, and www.frederick.edu.
 - J. Student Rights and Access to Education Records. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records.
 1. A student has the right to inspect and review his/her education records within 45 days of the day the college receives a written request for access. The student should submit a written request to the Registrar and identify the record(s) he/she wishes to inspect. Upon receipt of the written request, an appointment will be scheduled with the Registrar to review the student's records and receive an explanation and interpretation of the records requested. If the records are not maintained by the Registrar, the student will be advised of the correct official to whom the request should be addressed. The student has the right to review his/her records except for: 1) financial information submitted by the student's parents; 2) those records which are excluded from the FERPA definition of education records; and 3) education records containing information about more than one student, in which case the college will permit access only to that part of the record that pertains to the inquiring student.
 2. A student has the right to request the amendment of his/her education records if he/she believes the records are inaccurate or misleading. A student may ask the college to amend a record that he/she believes is inaccurate or misleading. The student should clearly identify the part of the record that he/she believes is inaccurate or misleading. A student who requests to amend directory or personally identifiable information shall submit the appropriate request form to the Welcome Center. If the college decides not to amend the record as requested by the student, the student will be referred to the Vice President for Learning Support who will advise the student of his/her rights under the college's grievance policy and procedures. (See sections K and L of this procedure.)
 3. A student has the right to consent to disclosures of personally identifiable information contained in his/her education records, except to the extent that FERPA authorizes disclosure without consent. (See section L of this procedure.)

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4. A student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by Frederick Community College to comply with the requirements of FERPA. Anyone who believes his or her rights have been abridged may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, S.W., Washington, DC 20202-4605.
5. Disclosure Without Prior Consent of the Student. The college may disclose personally identifiable information from a student's education records without prior written consent of the student if the disclosure meets one or more of the following conditions:
 - a. The disclosure is to other school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted as its agent to provide a service instead of using college employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. Upon request, the college may disclose educational records without consent to other colleges in the University System of Maryland for purposes of recruitment and research. School officials, including those designated contractors, however, may not re-disclose the information to any other party by any means. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the college.
 - b. The disclosure, subject to requirements of 34 CFR § 99.34, is to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll.
 - c. The disclosure is, subject to the requirements of 34 CFR § 99.35, is to authorized representatives of: the Comptroller General of the United States, the Secretary, or State and local educational authorities.
 - d. The disclosure is in connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to: determine eligibility for the aid; determine the amount of the aid; determine the conditions for the aid; enforce the terms and conditions of the aid.
 - e. The disclosure is to State and local officials or authorities to whom this information is specifically: allowed to be reported or disclosed pursuant to State statute adopted before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and the systems' ability to effectively serve the student whose records are released; allowed to be reported or disclosed pursuant to State statute adopted after November 19, 1974, subject to the requirements of 34 CFR § 99.38.
 - f. The disclosure is to organizations conducting studies for, on behalf of, educational agencies or institutions to: develop, validate or administer predictive tests; administer student aid programs; improve instruction. The college does not have to initiate the research request or agree with or endorse the conclusions or results of the study. The college must agree with the purposes of the study and retain control over the information from the education records it discloses. The disclosure is to accrediting organizations to carry out their accrediting functions.
 - g. The disclosure is to parents of a dependent student, as defined in section 152 of the Internal Revenue Code of 1954.
 - h. The disclosure is to comply with a judicial order or lawfully issued subpoena.
 - i. The disclosure is in connection with a health or safety emergency, under the conditions described in 34 CFR § 99.36 (See section Q of this procedure).
 - j. The disclosure is information the educational agency or institution has designated as "directory information", under the conditions described in 34 CFR § 99.37 (See section K of this procedure).
 - k. The disclosure is to parents of students under 21 who have violated the college's alcohol and drug policy (See section V of this procedure).

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- I. The disclosure is to an alleged victim of any crime of violence, as that term is defined in section 16 of title 18, United States Code, or to an alleged victim of a non-forcible sex offense (as defined in 34 CFR § 99.39), of the results of any disciplinary proceeding conducted by an institution of postsecondary education against the alleged perpetrator of the crime with respect to the crime.
- K. Directory Information. Some information about students is considered Directory Information and the college may release directory information without the student's consent. A student who wishes to have Directory Information withheld must contact the Welcome Center and complete a request for non-disclosure of directory information form. The college will assume a student's failure to request withholding of Directory Information as his/her consent to the release of the information. Frederick Community College has defined Directory Information as the information listed below:
- Directory Information
1. Student's name
 2. Date of birth
 3. E-mail address
 4. Major
 5. Dates of attendance
 6. Enrollment Status (Full-/Part-time status)
 7. Degrees/awards/honors earned or anticipated
 8. Graduation Date
 9. Participation in recognized activities/sports
 10. Photographs
 11. Weight/height of members of athletic teams
 12. Most recent educational institution attended by the student
- L. Personally Identifiable Information. Personally identifiable information is defined as the following:
1. Student ID number
 2. Social security number
 3. Address
 4. Phone number
 5. Place of birth
 6. Name/address of student's parents or family members
 7. Student account information
 8. Gender
 9. Religious preference
 10. Ethnic background
- M. Parental Inquiry. Parental requests regarding access to a student's education records are referred to the Welcome Center. The parent(s) must contact the Registrar to clarify his/her concerns and discuss FERPA requirements. It is the practice of the college to notify the student of a parental inquiry regarding their education record and to encourage the student to discuss their academic status with the parent(s). If the student agrees to release the information to the parent(s), he/she will sign a Release Form to do so. If the student is a dependent, however, and it becomes necessary to release the requested information without the written consent of the student, the parent(s) is/are required to provide a copy of the most recent federal income tax form showing that the student was claimed as a dependent. Once the information is provided, the college may disclose the requested information.
- N. Parental Notification. Frederick Community College complies with the provisions of the Family Educational Rights and Privacy Act of 1974, (FERPA) as amended and any regulation promulgated thereafter. FERPA permits, but does not require, institutions of higher education to notify parents or guardians when a student under the age of 21 is involved in a drug or alcohol violation, or when a student is experiencing a health or safety emergency. Whenever possible, students will be informed that parental notification is planned so that they have the opportunity to discuss the planned notification with the Vice President. In such cases, the student will first be given the opportunity to notify the parent him/herself. However, the college may provide parental notification without prior notice to the student in cases where action has been or will be taken to protect the safety of the student or other individuals.
- O. The college reserves the right to deny copies of records, including transcripts, not required to be made available by FERPA if: 1) the student has an unpaid financial obligation to the college; 2) there is an unresolved disciplinary action against the student.
- P. Health or Safety Emergencies. The college reserves the right to release information on any student regardless of age or status to a parent or other appropriate individual such as a spouse or guardian, in health or safety emergencies, hospitalizations, or when in our judgment, the health or well being of the student or others may be at risk. Examples of health or safety emergencies may include, but not be limited to:
1. A student's Involvement in a disturbance of others on campus.
 2. Disruption of the educational process by a student.

3. Demonstration of disregard for a student's personal safety or the safety of others.
 4. A student who was harmed or injured, or harmed or injured others.
 5. A violation which resulted in an arrest in which the student was taken into custody.
 6. An incident which involves a serious violation of college policy which could result in interim suspension from the classroom or suspension or expulsion from the college.
 7. An incident in which the student became physically ill and/or required medical intervention as a result of alcohol or drugs.
- Q. Alcohol or Drug Policy Violation. The Vice President for Learning Support or his/her designee may notify parent(s) or legal guardian(s) of any student under the age of 21 who has committed a violation of any Federal, State, and/or local law, or college policy governing the use or possession of alcohol or a controlled substance. Notification will be made in writing and mailed to the parents or guardian at the address shown on college records.
- R. Confidentiality of Student Records. Frederick Community College accords all rights under the Family Educational Rights and Privacy Act (FERPA).
- S. Legal Subpoenas/Court Orders. Information concerning a student shall be released in response to a judicial order or lawfully issued subpoena. In these cases, the Associate Vice President/Registrar will make a reasonable attempt to contact the student at the last known address. A copy of the subpoena, as well as the college's procedures, will be sent by registered mail to the student. The student will be given a specific date (10 working days) to file a motion to stop the subpoena. A copy of this letter will also be sent by registered mail to the person issuing the subpoena. If the Associate Vice President does not receive a lawfully issued order to stop the subpoena by the date stated in student letter, the Associate Vice President must comply with the subpoena and information requested will be mailed one day after the deadline date provided to the student. A copy of all records sent will be maintained in the student's file. Education records may be disclosed to the U.S. Attorney General or his or her designee in response to an ex parte order concerning an authorized investigation or prosecution of domestic or international terrorism, without prior consent to the student.
- T. Disciplinary Hearing Results
1. Disclosure to Victims. The college may disclose to an alleged victim of any crime of violence, or a non-forcible sex offense (as defined in 34 CFR § 99.39), the final results of any disciplinary proceeding conducted by the college against the alleged perpetrator of such crime or offense with respect to such crime or offense, regardless of whether the alleged perpetrator was found responsible for violating the college's Code of Student Conduct with respect to such crime or offense. The disclosure of final results is limited to the name of the student, the violation committed, and any sanction imposed by the institution against the student.
 2. Disclosure to Third Parties. The college may disclose the final results of any disciplinary proceeding against a student who is an alleged perpetrator of any crime of violence or non-forcible sex offense (as defined in 34 CFR § 99.39), if the student is found responsible on or after October 7, 1998, for violating the college's Code of Student Conduct with respect to such crime or offense. Such disclosure shall include only the name of the student, the violation committed, and any sanction imposed by the college on that student. Such disclosure may include the name of any other student, such as a victim or witness, only with the written consent of that other student.
- U. Alcohol and Drug Violations. The college may disclose to a parent or legal guardian of a student, information regarding any violation of any federal, State, or local law, or any policy or rule of the college, governing the use or possession of alcohol or a controlled substance, regardless of whether that information is contained in the student's education records, if the student is under the age of 21 at the time of disclosure to the parent, and the college determines that the student is responsible for a disciplinary violation with respect to such use or possession.
- V. Solomon Amendment. The Solomon Amendment is a federal law that mandates that institutions receiving federal funding must give military recruiters access to campus and to lists of students, including personally identifiable student information. The Solomon Amendment supersedes FERPA.

Add/Drop & Withdraw Dates/ Preregistration

Each session has its own “last day to add” a class date and a last day to drop and receive a 100% refund. Students can either fill out a Change of Schedule Form and submit it to the Welcome Center in person or use their PeopleSoft Student account to adjust their classes online. After the 100% refund date for each session, a student who removes the course from their schedule is a withdraw and receives a grade of W. See the session calendar in the Academic Schedule of Classes for specific add, drop and withdraw dates.

Students who stop going to class but do not submit a Change of Schedule Form to the Welcome Center by the “last day to withdraw” date are not officially withdrawn from the course and will receive an “F.” Students can withdraw from a semester-long class and not receive a failing grade through the tenth week of 15-week classes in the fall and spring semesters. Courses of shorter length have different withdraw dates. Summer and Jan Term withdraw dates come much sooner because of the shortness of the terms. Check the Academic Schedule of Classes for these dates. Please note, students are not permitted to sit in a class if they are not officially registered for that class. Requests to register and earn a grade after the fact will not be approved.

Grades

Grades are not mailed to students. Grades can be accessed through student’s PeopleSoft account. To view grades, log in to your PeopleSoft student account and click on Self Service\ Student Center.

Graduation

Students who anticipate completing the requirements for an associate’s degree, certificate or letter of recognition in January, May, August or December are required to apply to graduate in their student center in PeopleSoft. Deadlines for submitting graduation applications are published in the academic schedules. There is no charge for graduation. All graduation fees have been covered by the fees students pay each semester prior to graduation. Students must satisfy all financial obligations (tuition balances, parking tickets, library fines, etc.) prior to receiving a diploma.

Graduation Application Dates

Students may choose to graduate from FCC in August, December, January, or May. For all graduates, there is one commencement ceremony in late May of each year. Graduation is not automatic, however. Students must apply for graduation by applying online through their PeopleSoft account. Graduation application deadlines are included in the academic calendar and in the Academic Schedule of Classes. The Commencement Guide is available online at www.frederick.edu/commencement.

Graduation with Honors

Those who have accumulated a GPA of 3.5 to 3.749 receive an associate’s degree with honors. Students who have a GPA of 3.75 or higher are awarded degrees with high honors. Students obtaining a certificate who have maintained a GPA of 3.75 or higher are awarded certificates with distinction. Graduation with honors is noted on the official transcription and in the commencement program.

Transcripts

Official transcripts are those bearing the seal of the college and are issued by the Registration & Records Office only with a written request and signature of the student. Official transcripts can be mailed to another institution or employer. Students should allow a minimum of three working days for transcript preparation, except at the beginning and end of the semester when it may take longer. No transcript will be released to a student who has a financial or library obligation to the college. There is no charge for transcripts. Students wishing a copy for themselves can print it from their student account.

April 4 is the last day to apply for May 2014 graduation.

Student Support Services

Academic Advising

Counseling & Advising strives to empower all students to achieve their personal, academic, and career goals by providing tools and resources to encourage self-directed learning. The office offers innovative, student-centered programs and services to meet the diverse and ever-changing needs of the community. For more information, call 301.846.2471, 301.846.2625 TDD. (I would add contact information for the special populations here- may want to check with them on how to word)

The goal of FCC's academic advising system is to assist students in developing academic plans consistent with their degree and/or career objectives. Advisors are able to assist students in meeting requirements for degree programs both at FCC and transfer institutions, provide advice on good combinations of courses to take each semester to balance academic load, and make sure that students have the necessary prerequisites for courses to help ensure that students are successful.

Students enrolling in college for the first time are expected to participate in the college's New Student Advising Program where they will have the opportunity to meet with staff to learn more about the college's offerings and resources and receive information pertaining to college policies and services. During the advising session, students will meet individually with an advisor to discuss their academic plan and course selections for the upcoming semester.

Student and Advisor Responsibilities in the Advising Process

Students knowing what they can expect from their advisors, as well as knowing what advisors can expect from them, will help both parties involved in the process have a more successful experience.

Student Responsibilities

1. The student has the responsibility to meet with an advisor during the registration period of each semester.
2. The student is an active participant in the advisor/advisee relationship. As such, the student communicates concerns, needs, and problems in an effort to keep the advisor apprised.
3. The student accepts responsibility for making decisions and the consequences of those decisions.
4. The student is knowledgeable about college policies, procedures, and regulations, as well as program and graduation requirements. Sources of information include the Academic Catalog, the Student Handbook, and the catalogs of the transfer colleges, if appropriate.
5. The student attends an advising session with an advisor to discuss an academic plan in relation to course selection, major and career goals.
6. The student has prepared in advance for the advising session; has reviewed courses suggested on his/her My Degree Plan; has read course descriptions of these suggested courses and has reviewed the general education course requirements appropriate for his/her major; has reviewed the catalogs or guides for transfer requirements; and has thought about course selections.
7. The student understands the advisor is an information source. (When appropriate, the advisor may serve as a referral agent, helping the student to obtain assistance in areas of concern.)
8. The student has the responsibility to maintain a personal advising file which includes program requirements, advising notes, and other information disseminated by the advisor.
9. The student knows the office hours and location of the advisor.

10. The student is responsible for developing a realistic schedule that allows adequate time for studying, reading, writing research papers, etc., and takes into consideration the student's work schedule, commuting time, family responsibilities, and other non-college demands.

Advisor Responsibilities

1. The advisor meets students during the registration period to help them formulate appropriate educational plans.
2. The advisor creates a caring relationship conducive to open communication and trust.
3. The advisor assists students in identifying educational and career goals.
4. The advisor assists students in developing an academic plan which actualizes goals and objectives consistent with the students' abilities and interests.
5. The advisor is knowledgeable about college policies, procedures, prerequisites, and college regulations, as well as program and graduation requirements. The advisor is familiar with academic requirements of receiving institutions for transfer purposes.
6. The advisor encourages students to take an active role in planning their academic programs and guides in the selection of courses which fulfill the liberal arts core requirements, major course of study requirements, and appropriate electives.
7. The advisor serves as a primary communication source for students, providing current information about academic policies, procedures, regulations, and programs.
8. The advisor has knowledge of college referral sources and services (such as tutoring, developmental support courses, study groups, or counseling) which may assist students in their educational, career, and/or personal development. When appropriate, the advisor may act as a referral agent.
9. The advisor listens and facilitates students' growth in the areas of academic, career, and personal concerns.
10. The advisor confronts students openly and honestly on issues of integrity, academic honesty, behaviors, rights, and responsibilities.
11. The advisor ensures that a record of the advising notes is entered in a timely fashion.

Counseling Services

The Counseling & Advising (C&A) Office can help students with "transition-to-college" issues and personal issues affecting their ability to succeed in class. Students can arrange an appointment with a counselor by calling the C&A Office at 301.846.2471 or 301.846.2625 TDD. Counselors serve as a resource for students in crisis; however, students who have on-going, long-term, or therapeutic counseling needs are referred to agencies in the community.

Substance Abuse Education

The Counseling & Advising Office can provide students with educational materials related to substance abuse issues. In addition, counselors can provide students with information on treatment services available in the community. Call 301.846.2471 for more information or to make an appointment.

Career & Transfer Center

Mission Statement

The Career & Transfer Center at Frederick Community College provides comprehensive services to assist students in achieving their career and transfer goals through individual career and transfer counseling, online resources, campus programming, and credit courses. The Center provides opportunities for students to make connections with business and educational partners leading to a successful transition beyond FCC. In addition to students, we serve a multitude of constituents including alumni, faculty, staff, business and educational partners.

Department Overview

The Career & Transfer Center has a wide range of services and resources to assist students with their career and transfer planning. Whether you need assistance exploring options, making decisions, preparing and implementing an action plan, and/or moving on to your next destination in reaching your career and transfer goals, we are here to help. For more information, please call 301.846.2594 or visit our office in the Enrollment Services Building (J-201).

Career Planning Services

The college offers many types of career planning assistance to help students make appropriate choices. Students who are not sure where to begin their career and college major exploration can visit the Career & Transfer Center or make an appointment to meet with a counselor. The counselor may suggest a structured approach to career planning such as the course SD 100-Career Assessment and Planning or SD 115-Introduction to Career Planning. To make an appointment with a counselor, call 301.846.2594.

The Career & Transfer Center has a variety of on-campus and online resources to help students with career planning. For students who want to explore careers on their own, the on-campus or online career center is an excellent place to start.

Students are able to engage in self-assessment activities to determine career fields which best match their unique attributes, interests, abilities, and work values. As students progress through the career development process, a variety of resources are available to help them develop and reach career goals. The Career & Transfer Center library houses a collection of books and materials on specific career fields, job-seeking skills and job-keeping skills. Students are also encouraged to utilize the varied resources of the online career center. For more information, visit the Career & Transfer Center Web page at www.frederick.edu.

Career Assessment and Planning Course

The three-credit course, Career Assessment and Planning (SD 100), is beneficial to students who need a comprehensive, structured approach to career planning. In this elective course, students will first assess their skills, interests, personality and values. Not only will they uncover many hidden talents, they will also identify what they need to be satisfied in a job. After completing this self-assessment, they will explore the occupational world for careers that match their attributes. Besides developing decision-making skills, students will learn how to develop objectives and action plans to help achieve their goals.

Job Search Assistance

Job search assistance is available to students seeking part-time or full-time employment. Assistance in job search skills, interview skills, and resume writing is provided. Students can access job openings through College Central Network at www.frederick.edu. This site lists a wide variety of current job openings in Frederick and surrounding metropolitan areas. In addition, throughout the fall and spring semesters, opportunities are available for students to talk with employers about job and internship possibilities. Students can find employment recruiters in the lobby of the Classroom & Student Center (Building H).

Transfer Planning Services

From the time students select their first course, they are making decisions that greatly affect their transfer plans. For this reason, it is important that students work closely with an advisor for course scheduling and transfer planning.

The Career & Transfer Center has a variety of print and electronic resources available to help with transfer planning. The center has Internet access so that students can view college websites and access online transfer resources. ARTSYS, a computerized articulation system created especially to help community college students transfer to Maryland four-year institutions is available, as well as College Board, which is online resources that enables students to conduct a college search using criteria such as major, size of enrollment, geographic location, cost and available student activities. A library containing in-state and many close-by out-of-state college brochures is available for student use. Transfer guides outlining the majors offered and admission requirements of the colleges to which our students most frequently transfer, are maintained in the Career & Transfer Center. Resource books such as Peterson's Guide to Four-Year Colleges, The College Transfer Guide and The College Board Book of Majors are also available.

Transfer workshops covering topics such as how to select a transfer school, the application process, transfer scholarships and practical information on the transfer process, are offered throughout the year. A transfer counselors are also available to meet individually with students to help develop individualized transfer plans.

Throughout the year, opportunities are available for students to meet with representatives of four-year schools who visit the FCC campus. Both the Transfer Day Fair and the FCC-sponsored Frederick County College Night provide opportunities to explore potential transfer schools. Additionally, four-year college recruiters and advisors are available to meet with students in the lobby of the Classroom & Student Center (Building H) and in the Career & Transfer Center on a weekly basis. The Career & Transfer Center also sponsors several field trips to visit local colleges and universities each semester so students can tour campuses, meet with faculty, staff and students, and learn about transfer requirements.

The college makes every possible effort to provide access to the most current and accurate transfer information. However, students should always verify information with the intended transfer school. For more information, visit the Career & Transfer Center Web page at www.frederick.edu. For information on transfer planning, or to schedule an appointment for transfer counseling, contact the Career & Transfer Center at 301.846.2594. For academic advising, contact the Counseling & Advising Office at 301.846.2471.

Multicultural Student Services Program (MSS)

The MSS program provides interested students of color with caring mentors, academic support, academic advising, and a series of activities which focus on enhancing or developing strategies for success. The purpose of this program is to help ensure a smooth transition to the college and to increase the probability of success for each participant. For more information, contact the program manager of the MSS program at 301.846.2531.

Veterans Services

Located in Administration Hall (A-109), the Veterans' Services Office serves FCC students and family members who are eligible for educational benefits under the GI Bill. This includes, but is not limited to, the Post 9/11 GI Bill, the Montgomery GI Bill, Reserve Education Assistance (REAP) and Survivors and Dependents Assistance (DEA). We strive to provide a respectful and inclusive link for our returning veterans to become successful in civilian and college life and to ensure students are applying for all available Veterans' Benefits with associated

paperwork completion. Our focus is on wellness and helping guide veterans in adapting the skills they developed from military training and combat experience to the classroom.

Students can find contact information for the Department of Veterans Affairs (VA) at www.va.gov. Inquiries regarding individual eligibility and payments can be addressed at 888.442.2551. Information about FCC's procedures for using GI Bill benefits can be found on the college's web site <http://www.frederick.edu/veterans>. For assistance with any of these procedures, please call FCC's VA Certifying Official at 301.624.2836.

Military Tuition Assistance (TA) and Military Spouse Career Advancement Accounts (MyCAA) are handled through FCC's Student Accounts Office. Maryland National Guard tuition waivers are handled through FCC's Welcome Center.

Call the Veterans Services office at 301.624.2836 to schedule an appointment with our Coordinator of Veterans Services.

Office of Adult Services

The Office of Adult Services offers a variety of services for adults returning to college. Designed to ease the transition into the classroom for those who are returning to begin or complete a degree, acquire marketable skills or retrain for a new career, the office offers information and referrals to college and community resources, workshops on topics of interest for adult students, and special services for single parents, displaced homemakers, and residents of Frederick City public housing. For additional information or to schedule an appointment, call 301.846.2483 or visit us in A-103.

Project Forward Step

Project Forward Step is a counseling, information and referral program designed to meet the needs of returning adult students. Funded by Frederick Community College with special project support from the Division of Career Technology and Adult Learning, Maryland State Department of Education, the program provides special services to the following:

Single parents – (working or non-working) who are unmarried or legally separated with custody or joint custody of a minor child or children.

Displaced homemakers – adults who are unemployed or underemployed and experiencing difficulty in obtaining employment or suitable employment or have worked primarily without pay to care for home and family and need to upgrade or refresh marketable skills.

Program services are designed to help individuals increase and upgrade skills leading to employment or a career change. Services provided include intake interview and needs assessment; career counseling and academic advisement; support during transitions; workshops and guest speakers; referral to college and community services; financial assistance with tuition, books, child care and transportation; and job placement referrals. Call 301.846.2483 for more information.

Women's Center

The Office of Adult Services and the Frederick County Commission for Women entered into a partnership to develop a women's center program that provides Frederick County citizens with a centralized place to access information about and referrals to community resources and services, attend workshops and join support groups, and be exposed to social and professional networking opportunities.

The Anne-Lynn Gross Breast Cancer Resource Center provides sources of information about early detection, treatment and aftercare as well as community resources and referrals. The resource center sponsors a breast cancer support group and a scholarship for any FCC student diagnosed with and treated for cancer. Call 301.846.2483 for more information.

The Woman to Woman Mentoring Program, The Woman to Woman Mentoring Program (W2WM) matches young women, ages 18-35, in a collaborative partnership with a Mentor who shares knowledge, encouragement and perspective to foster the personal and professional growth of the Mentee. The W2WM program is a unique mentoring model that blends one-on-one mentoring, monthly life-enrichment workshops, networking, skill development opportunities through its social enterprise (W2WM Pop-Up Shop/ Boutique) and volunteer opportunities. To apply for a mentor, or to get more information, call 301.846.2556.

Allied Health Academy

Allied Health Academy provides training and educational support for individuals with financial need who want to become certified nursing assistants (CNA) or geriatric nursing assistants (GNA). Students complete a three-course program as a group and receive specific supportive services such as tutoring, goal setting, academic monitoring, and financial assistance based on financial need. For more information, or to schedule an appointment, call 301.846.2483.

Services for Students with Disabilities

The college provides support services to maximize independence and encourage the integration of students with disabilities into all areas of college life through the Office of Services for Students with Disabilities.

The particular needs of each student are considered on an individual basis. Reasonable accommodations are provided for qualified students with disabilities who self-identify and provide appropriate documentation.

Course standards are not altered but various support services are offered to ensure that students with disabilities can demonstrate their educational potential. Students with disabilities are encouraged to contact the office by calling 301.846.2408 as early as possible after applying for admission.

Reasonable accommodations, based on documentation, are then offered to qualified students for courses and for placement testing. Students in need of interpreting services should contact the office two weeks prior to the beginning of classes to ensure services are in place. Students may contact the Coordinator of Deaf & Hard of Hearing Services at 301.846.2476 or via email at Interpreting@frederick.edu. Assessment testing in reading, writing and mathematics is required for all students as part of the admissions and registration process. Students with disabilities should contact the Services for Students with Disabilities office at 301.846.2408 prior to testing so that accommodations can be provided if needed. All placement tests are untimed. Students with disabilities may apply for the same types of financial aid available to all eligible students. Any resident of Maryland who is out of the workforce because of a permanent disability as defined by the Social Security Act, the Railroad Retirement Act, or in the case of former federal employees, the Office of Personnel Management, and enrolls in a community college class that has at least 10 regularly enrolled students, may be eligible for a tuition waiver. The tuition waiver does not apply to fees. For specific guidelines related to this waiver, refer to Waivers and Tuition Reductions section of the FCC catalog. Additionally, the Division of Rehabilitation Services 301.600.3075 may be able to provide other support services as well as financial assistance to students who qualify.

Look for the spring/JanTerm 2014 schedule the last week of October 2013 on www.frederick.edu.

Student Rights & Responsibilities



Academic Integrity

Frederick Community College is committed to sustaining an environment that actively promotes honesty, dignity, trust, and respect in the institutional policies and our professional behavior and interactions.

A violation of the Code of Academic Integrity includes, but is not limited to, cheating, plagiarism, or facilitating dishonest activities. Examples of each type of violation are provided below. The principles of the code are applicable to all credit and non-credit courses at the college. Individuals violating this policy will be subject to the provisions of Procedure 4.15, Violation of Academic Integrity Procedure.

Cheating – the intentional or attempted use of unauthorized materials, information, or study aids in an academic exercise.

Plagiarism – the presentation of an idea or product as new when taken from an original existing source without properly citing the source of the material.

Facilitating Academic Dishonesty – intentionally, or knowingly, assisting or attempting to assist another student in violation of the Academic Integrity policy.

Other Forms of Academic Dishonesty – examples include but are not limited to fabricating, falsifying, or inventing information, data, or citations in an academic activity.

Investigation of Alleged Violations

When a faculty member has reason to believe that a violation of the Code of Academic Integrity has occurred, the faculty member will notify the Vice President of Learning, who will notify the Registrar to place an academic hold on the student record. The faculty member will schedule a meeting with the student(s) to present evidence of the violation. If the student fails to attend the meeting, the faculty member may make a decision based on the available evidence.

The student will be afforded the opportunity to respond to the allegation during the meeting with the faculty member.

Imposition of a Sanction

Following the investigation, students found to be in violation of the Code of Academic Integrity may receive sanctions imposed by the faculty member in whose class the violation occurred. Sanctions will increase in severity in accordance with the number of prior documented violations.

First Violation: Sanctions may range from a warning to grade of zero (0) for the assignment, examination, presentation, or activity in question, to receiving a failing grade in that class.

Second Violation: Students found in violation of the Code of Academic Integrity for the second time, either in the same course or a different course, will be assigned a failing grade in the course where the second violation occurred.

Third Violation: Students found in violation of the Code of Academic Integrity for the third time, either in the same or a different course, will be assigned a failing grade in the course where the third violation occurred. The student forfeits the opportunity to repeat the course in question. Additionally, the student will be referred for appropriate action through the Code of Student Conduct with the recommendation that the student be expelled from the college.

Appeals

Students who have been found in violation of the Academic Integrity policy for the first violation will have 7 working days from the student's notification in which to request an appeal. Failure to request an appeal within the allotted time frame will result in the student's waiver of the right to appeal.

All appeals of the second and third violations will proceed according to the Student Grievance Procedure for Grades and where appropriate, the Student Code of Conduct. See Procedure 5.18a, Grievance Procedure for Students: Grade Disputes and Procedure 5.11a, Code of Student Conduct.

Administrative Withdrawal and Evaluation

A. Administrative Withdrawal

1. This Procedure is intended to address those circumstances in which a student is unable or unwilling to request a voluntary withdrawal from the College and a withdrawal is determined to be necessary to protect the health, safety, or property of others or the integrity of the learning environment. This could include, but not be limited to, situations such as, threats of bodily harm to, or damage to the property of, another person, and disruption to the normal operations and activities of the College, its students, faculty, or staff.
2. This Procedure is not intended to take the place of disciplinary actions that are in response to violations of the Code of Student Conduct, nor does it preclude the suspension or dismissal of students from the College as a result of such violations.
3. Before an administrative withdrawal is considered, the student will be encouraged to take a voluntary withdrawal from the College. In the event that a student does not take such a voluntary withdrawal within 24

hours of notification that the College recommends that he/she does so, the steps described in this Procedure will be implemented.

4. Administrative Withdrawal (Application to students with disabilities)

- a. An Administrative Withdrawal will be implemented with respect to a student with a disability only to the extent that the College has determined that the individual poses a direct threat to the health or safety of others, following an individual assessment, based on reasonable judgment that relies on current medical knowledge or on the best available objective evidence, to ascertain: the nature, duration and severity of the risk; the probability that potential injury will actually occur; and whether reasonable modifications of the College's policies, practices, or procedures will mitigate the risk.
- b. A direct threat is defined as a high probability of substantial harm to the health and safety of others.
- c. In making the assessment, the College will confer with individuals who have in-depth knowledge of, and experience in, the area of the student's disability.
- d. The College will not require a student to provide a comprehensive mental health evaluation and/or similar documentation, except: (i) in the course of conducting an individualized assessment of whether that student poses a direct threat to the health and safety of others, when it has a reasonable basis to believe that the student may pose such a threat; or (ii) as otherwise reasonably necessary for the College to comply with obligation under Section 504 of the Rehabilitation Act of 1973 and its amendments.
- e. Pending the outcome of a formal assessment, the College may set interim conditions on the student, provided the student is afforded minimal due process (i.e., notice of the imposed action, the opportunity to present information on his or her behalf, and a right to appeal).
- f. If the College makes a final determination a student poses a direct threat to the safety of others, it will give the student the opportunity and/or forum to address these charges and present evidence supporting a contrary finding.

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g. Following a determination that a student poses a direct threat to the safety of others, the College must communicate to the student the exact circumstances, including timetables if applicable, that would cause the student to no longer be considered a direct threat, reaffirm such student's qualified status as an individual with a disability and allow the student to return to the College's program.

h. Once the College determines that a student no longer poses a direct threat to the safety of others, the College will no longer exclude the student, or place special conditions on the student's participation in its program, and as such, provide the proper written notice to the student of this determination, effectively readmitting the student and restoring all his/her attendant privileges, benefits and services, as a student in the College's academic program in the status of, and at the academic level attained by the student prior to the determination that he/she was a direct threat.

i. If the College determines that, as a result of its final determination the student does pose a direct threat to the safety of others following the student's opportunity and/or forum to address the charges and present evidence supporting a contrary finding, the College may condition the student's future receipt of a benefit or service upon the student's provision of documentation showing the student is no longer a threat. Such evidence may include, but not be limited to a treatment plan or periodic reports from a physician. The College will not; however, condition the provision of a benefit or service upon showing by a student that he/she has eliminated behaviors that are a manifestation of a disability, unless such behavior significantly contributed to the direct threat.

5. Where the College has a reasonable basis for believing that a student poses such a direct threat, it will make an individualized assessment of the direct threat posed by the student, based on a reasonable judgment that relies on current medical knowledge or on the best available objective evidence, to ascertain: the nature, duration and severity of the risk; the probability that the potential injury will actually occur; and whether reasonable modifications of the College's policies, practices, or procedures will mitigate the risk. In making the assessment, the College will confer with individuals who have in-depth knowledge of, and experience in, the area of the student's disability, if applicable. Pending the outcome of the formal assessment, the College may

set interim conditions for the student, provided the student is afforded notice of the proposed action, the opportunity to present information on his or her behalf, and a right to appeal.

B. Determinations with Respect to Administrative Withdrawals; Related Procedures

1. Administrative Withdrawal

The Associate Vice President of Student Development/Dean of Students or his/her designee may recommend to the Vice President for Learning Support or his/her designee an administrative withdrawal from the College of any student whose behavior poses a risk of harm to the health, safety, or property of others or causes, or threatens to cause, a disruption to the normal operations and activities of the College, its students, faculty, or staff. When making a recommendation about an administrative withdrawal, the Associate Vice President of Student Development/Dean of Students or his/her designee will take into consideration the nature and severity of the harm or potential harm, the imminence of the potential harm, the likelihood that the potential harm will occur, the duration of the risk, the ability to mitigate the risk, and the impact of the behavior in question on others in the campus community. The Associate Vice President/Dean of Students may consult with other College administrators as appropriate, including the Executive Director of Counseling and Advising, the Director of Services for Students with Disabilities, the Executive Director of Risk Management and Public Safety and any other staff determined to have a "need to know". Dependent upon the situation, the Associate Vice President of Student Development/Dean of Students may consult with the College's Behavior Evaluation Response Team (BERT), as is necessary.

a. The Associate Vice President of Student Development/Dean of Students or his/her designee will notify the student in writing and by telephone and/or e-mail that an administrative withdrawal is under consideration.

b. The Associate Vice President of Student Development/Dean of Students or his/her designee will discuss the administrative withdrawal procedures with the student and provide the student with a copy of this Procedure. Whenever possible and appropriate, the Associate Vice President will encourage the student to take a voluntary withdrawal from the College.

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- c. The College may require a student to provide a comprehensive mental health evaluation (i) when, in the course of conducting an individualized assessment of whether that student poses a direct threat to the health and safety of others, it has a reasonable basis to believe that the student may pose such a threat; or (ii) as otherwise reasonably necessary for the College to comply with its obligations under Section 504 and Title II. If the student fails to initiate such evaluation or refuses to undergo such an evaluation within 48 hours of notification by the Associate Vice President of Student Development/Dean of Students or his/her designee that an evaluation is required, The College may automatically withdraw the student from the College.
- d. Following consultation with appropriate campus administrators, the Associate Vice President of Student Development/Dean of Students will make a recommendation to the Vice President for Learning Support or his/her designee regarding an administrative withdrawal.
- e. Following a determination that a student poses a direct threat to the safety of others, the College must communicate to the student the exact circumstances, including time tables if applicable, that would cause the student to no longer be considered a direct threat, reaffirm such student's qualified status as an individual with a disability, if applicable, and allow the student to return to the College's program. If the decision is to institute an administrative withdrawal, it will be instituted immediately, and the Associate Vice President of Student Development/Dean of Students or his/her designee will inform the student in writing of the decision, as well as the specific requirements for reenrollment.
- (1) The specific length of time that the student is to be withdrawn from the College will be determined on a case-by-case basis.
 - (2) The Vice President for Learning Support or his/her designee reserves the right to notify the affected student's parent, guardian, or other appropriate person of the administrative withdrawal, if notification is deemed appropriate.
 - (3) The student's transcript will reflect a grade of "W" for each course in which the student was enrolled that semester, regardless of whether the withdrawal occurred within the College's specified withdrawal period.
- (4) The Registrar will be notified by the Vice President of Learning Support or his/her designee that the student's record should have a service indicator preventing reenrollment without authorization from the Vice President for Learning Support.
 - (5) Instituting an administrative withdrawal will not relieve the student of any and all financial responsibilities associated with his/her attendance at the College that semester.
 - (6) Following institution of the administrative withdrawal, the student will not be permitted on the College's campus or to attend any off-campus College activity, unless and until the student subsequently is permitted to reenroll at the College.
- f. If the decision is not to institute an administrative withdrawal, the Associate Vice President of Student Development/Dean of Students in consultation with the Vice President for Learning Support or his/her designee may impose other conditions and/or requirements under which the student is allowed to remain enrolled at the College. The student will be notified in writing of the decision and any conditions and/or requirements to remain enrolled.
- ### 2. Interim Removal of a Student from Classes and/or Campus
- As initially referred to in Section A.5. above, during the period of time that the Associate Vice President of Student Development/Dean of Students or his/her designee is seeking to make a determination about an administrative withdrawal, the student in question may be suspended from classes and/or campus as an interim measure pending the Associate Vice President's or designee's determination. Specifically, if, in the opinion of the Vice President for Learning Support or his/her designee, and with the concurrence of the President or his/her designee, the presence on campus of the student in question (a) is considered to be an immediate danger to the health, safety, or property of any member of the College community or the public and/or (b) may result in serious disruption to normal College operations, then, the student may be suspended from classes and/or campus as an interim measure pending the results of the determination by the Vice President for Learning Support or his/her designee about an administrative withdrawal.

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3. Right to Appeal Administrative Withdrawal

- a. A student for whom an administrative withdrawal has been instituted may appeal the decision. The student must submit a written request to the Vice President for Learning Support within seven calendar days from the date of receipt of the written notification of the administrative withdrawal. Failure to file a request within the specified time presumes the student's acceptance of the administrative withdrawal and constitutes a waiver of his/her right to further appeal. The appeal will not stay the administrative withdrawal.
- b. Upon receipt of the student's request for an appeal of the administrative withdrawal, the Vice President of Learning Support will notify the student, in writing, of the date, time, and location of the appeal hearing. The hearing will be scheduled no more than fifteen calendar days after receipt of the written request for an appeal.
- c. Prior to the hearing, the student will be:
 - (1) Provided with a written statement of the reasons for the administrative withdrawal.
 - (2) Allowed to examine, in advance, any written evidence or exhibits which the College plans to submit; reciprocally, the student will allow the College to examine, in advance, any written evidence or exhibits the student plans to submit.
 - (3) Advised of the right to argue in his/her behalf and present evidence.
 - (4) Advised of the right to appear alone or with an advisor who may advise the student but not otherwise participate in the hearing; legal counsel is not permitted during the appeal process.
- d. Decision of the Vice President for Learning Support in consultation with the College President is final.
- e. Standard of Evidence. The standard of proof in a case arising under this Procedure shall be the "preponderance of the evidence." A "preponderance of the evidence" shall mean evidence which is of greater weight or more convincing than evidence to the contrary; evidence which shows that something more likely than not is true.

4. Request for Reenrollment

- Students who have been administratively withdrawn must submit a formal request for reenrollment to the Vice President for Learning Support. Students must present evidence that they have satisfied all conditions of reenrollment that were established at the time the administrative withdrawal was instituted. The Vice President for Learning Support or his/her designee must approve the reenrollment.
- a. Once the College determines that a student no longer poses a direct threat to the safety of others, the College will no longer exclude the student, or place special conditions on the student's participation in its program, except as otherwise permitted. As such, the College will provide the proper written notice to the student of this determination, effectively readmitting the student and restoring all his/her attendant privileges, benefits and services, as a student in the College's academic program in the status of, and at the academic level attained by the student prior to the determination that he/she was a direct threat. In approving a request for reenrollment, the Vice President or his/her designee may impose conditions and/or requirements under which the student will be allowed to reenroll. A student will be notified in writing of the decision regarding his/her request for reenrollment, including any conditions and/or requirements under which the student will be allowed to reenroll.
 - b. If the College determines that a student continues to pose a direct threat to others, the College may condition the student's future receipt of a benefit or service upon the student's provision of documentation showing that the student is no longer a threat. Such evidence may include, but not be limited to a treatment plan or periodic reports from a physician. The College will not, however, condition the provision of a benefit or service upon a showing by a student that he has eliminated behaviors that are a manifestation of a disability, unless such behavior significantly contributed to the direct threat.

5. Right to Appeal Reenrollment Decision

- a. A student whose application for reenrollment has been rejected may appeal the decision. The appeal must be submitted in writing to the President's Office within seven calendar days following receipt of the Vice President's decision. Failure to file a written appeal within the time period presumes the student's

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acceptance of the Vice President's decision and waives his/her right to further appeal.

- b. If a student files a written appeal with the President, a furnished copy of any hearing files and records of the student will be provided to the President.
- c. Within seven calendar days of receipt of the student's appeal, the President will notify the student of the date, time, and place of a meeting for the appeal.
- d. Within seven calendar days following the meeting between the student and the President, the student will be notified in writing of the President's decision regarding the appeal. The decision of the President is final.

C. Medical and/or Mental Health Procedure

1. In connection with his/her making a determination about an administrative withdrawal, the Associate Vice President of Student Development/Dean of Students or his/her designee may require a student to participate in a medical and/or comprehensive mental health evaluation to assess:
 - a. Whether the student's behavior poses a risk of harm to the health, safety, or property of others or causes, or threatens to cause, a disruption to the normal operations and activities of the College, its students, faculty, or staff and if so, the nature, duration and severity of the risk.
 - b. Whether the risk of harm to the health, safety, or property of others or disruption, or threatened disruption to the normal operations and activities of the College, its students, faculty, or staff would likely continue, if the student were to remain enrolled at the College.
 - c. Whether reasonable modifications of policies or procedures would mitigate the risk.
 - d. Whether the student requires assistance or referral to appropriate support or treatment services.
2. The Associate Vice President of Student Development/Dean of Students or his/her designee shall inform the student of this mandated referral for evaluation in writing and provide a copy of this Procedure.
3. At the discretion of the Vice President for Learning Support or his/her designee, any pending disciplinary or administrative action may be stayed until the evaluation is completed.
4. The evaluation must be completed within 10 calendar days from the date that the student is notified of the requirement to participate in an evaluation, unless an extension is granted by the Associate Vice President of Student Development/Dean of Students or his/her designee. The student shall sign a release authorizing the results of the evaluation to be provided to the College representatives who are involved in the decision making process, as identified by the Associate Vice President of Student Development/Dean of Students or his/her designee.
5. Should the evaluation result in a determination that there is no risk of harm to the health, safety, or property of others or of disruption, or threatened disruption to the normal operations and activities of the College, its students, faculty, or staff, the Associate Vice President of Student Development/Dean of Students and/or his designee may take that into consideration in making a determination with respect to the student about an administrative withdrawal.
6. Should the evaluation result in a determination that there is risk of harm to the health, safety, or property of others or of disruption, or threatened disruption to the normal operations and activities of the College, its students, faculty, or staff, that the behavior is likely to continue, and that reasonable modifications of policies or procedures are not likely to mitigate the risk, it shall be conclusive to the Associate Vice President of Student Development/Dean of Students or his/her designee that an administrative withdrawal may be instituted.
7. If the student refuses or fails to participate in the mandatory evaluation process, the College may automatically withdraw the student from the College.
8. If a student withdraws from the College, or leaves the College prior to participating in a mandatory medical and/or comprehensive mental health evaluation, which shall be sufficient grounds for the College automatically to withdraw the student from the College, he/she will be prohibited from reenrolling or returning until the Vice President for Learning Support or his/her designee has received and evaluated documents from a qualified professional which expressly states that the student no longer poses a risk of harm to the health, safety, or property of others, or of disruption, or threatened disruption to the normal operations and activities of the College, its students, faculty, or staff.

Behavior Evaluation and Response Team

The Behavior Evaluation and Response Team (BERT) is a team of campus officials who receive and evaluate faculty, staff, and student concerns regarding student behavior that may be disruptive, self-injurious, or potentially pose a risk of harm to the health, safety, or property of any person or of the college, or otherwise be dangerous. The goal of BERT is to provide members of the campus community with a response to problematic behavior that maximizes the opportunity to effectively resolve the issue and minimizes the likelihood that problematic behavior will escalate.

Upon receipt of a report, the Associate Vice President for Student Development or his/her designee will undertake an investigation of the facts that led to the reported concern.

As appropriate, the team members may take such informal actions as: (1) making suggestions or recommendations as to means by which to deal with the behavior of the student who is the subject of the report, (2) recommend referral to existing campus services (e.g., Services for Students with Disabilities) or college sponsored resources (e.g., Student Counseling Program), (3) recommend to the Vice President of Learning Support the implementation of specific college procedures relating to disruptive behavior (i.e., Administrative Withdraw/Referral for Medical and/or Psychological Evaluation).

In instances in which team members decide that action should be taken with respect to the student, who is the subject of a report, the Team will provide notice to the student that a report with respect to him or her has been filed under this Procedure and further, will describe the action that is being recommended.

Any person who makes a report under this Policy in bad faith, or in order to intimidate or harass another person will be subject to discipline, up to and including dismissal from the college.

Classroom Behavior

Instructors have the right and responsibility to maintain an environment conducive to learning where discussion and expression of all views relevant to the subject matter of the class are recognized as necessary to the educational process. Disruptive students in the academic setting hinder the educational process. Accordingly, instructors should establish, communicate and enforce reasonable rules of class behavior and decorum via the syllabus and class discussion. Recognizing that learning takes place in areas other than traditional classrooms, the Classroom Behavior Policy and Procedures apply to learning environments, including but not limited to, clinical sites, field trips, library visits, off-site facilities, online learning environments and Continuing Education courses.

Disruptive behavior means conduct that substantially interferes with or obstructs the teaching or learning process in the context of a classroom or educational setting. Examples include but are not limited to:

- Inappropriate use of electronic devices including cell phones, video players, tape players, laptops, etc.
- Inappropriate comments or personal insults, conveyed orally or in writing, including communications within emails, and online course venues.
- Persistent speaking without being recognized or interrupting other speakers.
- Behavior that distracts the class, such as sleeping, holding private conversations, frequent leaving/entering the classroom, etc.
- Conduct that distracts or intimidates others in a manner that interferes with instructional activities.
- Refusal to comply with instructor's directions.

Threatening behavior is defined as any statement or communication - including those in written form, conduct or gesture - directed toward any member of the college community that causes reasonable apprehension of physical harm to a person or property. Threatening behavior can be explicit or implicit. An implicit threat may also include behaviors that make one feel uncomfortable, like invading another's personal space or using techniques of behavioral intimidation, such as yelling or using aggressive gestures. The threatening behavior does not have to be directly observed or received by the person who is the object of the threat, so long as a reasonable person would interpret the statement, communication, conduct, or gesture as an expression of intent to harm.

Recognizing that disruptive behavior often involves a continuum of behavior, the college has developed both informal and formal responses to address disruptive class behavior.

Informal Resolution

Informal resolution is intended to provide recourse for an instructor to address disruptive behavior with the goal of providing the student the opportunity to modify the behavior to conform to the behavioral standards established by the instructor as necessary to remain in the class.

If a student's behavior, in the judgment of the instructor, willfully disrupts the teaching and learning process, the instructor should issue a warning, explaining that such behavior is unacceptable, instructing the student on the behavior that is required in the future and describing the consequences if the behavior does not cease.

If necessary, the student may be asked to leave the class for the remainder of the class time, or in the case of an online student, suspended from the class until a meeting between the instructor and student is held. If the student does not do so willingly, the instructor will request the assistance of the Frederick Community College Security Office. The instructor should inform his/her Department Chair.

In instances where a student has been asked to leave the class or suspended from an online course, the instructor and student must meet prior to the next scheduled class, or as soon as possible in the case of an online student, to resolve the issue and review class expectations in order to be reinstated in the class. At this meeting, the instructor will inform the student of the unacceptable behavior, instruct the student on the behavior that is required in the future, and describe the consequences if the behavior does not cease. Consequences can include referral for formal resolution.

Should the student refuse to meet with the instructor, the case will be referred for resolution under the Formal Resolution procedures.

Formal Resolution

Formal resolution provides recourse for those situations involving: 1) behavior which represents a potential threat to the safety and/or security of the faculty and/or students, 2) disruptive behavior that continues after an attempt to resolve the situation through informal resolution has failed, or 3) a student's refusal to comply with an instructor's attempt to resolve the situation informally.

Upon receipt of a Disruptive Classroom Behavior Report, the Vice President of Learning Support or his/her designee will schedule a meeting with the student, the instructor, the Department Chair, and in the case of an online class, the Director of Distance Learning.

At that meeting, the Vice President of Learning Support may 1) require the student to provide some oral or written assurance that there will be no further incidents of disruptive behavior as a condition for reinstatement to the class, 2) apply an interim suspension and suspend the student from the class as an interim measure until any stipulated conditions are met, 3) recommend an Administrative Withdrawal (Procedure 5.11c), or 4) apply a disciplinary sanction in accordance with the Code of Student Conduct (Procedure 5.11a).

If, in the finding of the Vice President for Learning Support, a resolution is unable to be reached that allows for the immediate reinstatement of the student to the class, the Vice President of Learning Support will apply an interim suspension from the class pending an administrative hearing with the student, the instructor, the Vice President of Learning Support and the Vice President of Learning. The Vice President of Learning will make a determination regarding the student's suspension from the class for the duration of the semester.

A student who has been suspended from a class for the duration of the semester is entitled to a formal hearing before the college's Student Disciplinary Committee. The request for a hearing must be made within five calendar days of receiving the written notice of suspension from the class by the Vice President of Learning Support. Failure to file a request for a formal hearing within the specified time presumes the student's acceptance of the suspension and constitutes a waiver of his/her right to further appeal.

Interim Suspension from the Class

If the Vice President of Learning Support or his/her designee, after conferring with the instructor and Department Chair, determines that a student's behavior in the class seriously compromises the safety and security of the learning environment, a student may be suspended from the class as an interim measure.

A student who is subject to interim suspension from the class will be notified in writing by the Vice President of Learning Support within twenty-four hours of the student's interim suspension from the class. The student has the right to have his/her case heard expeditiously to present his/her side of the story.

Code of Student Conduct

A. Philosophy and Purpose

Frederick Community College has a responsibility to establish and maintain standards of behavior that are considered essential to its function as a learning institution. Students are required to obey the law, show respect for properly constituted authority, comply with and perform contractual obligations, maintain integrity and high standards in academic work, and demonstrate responsible personal and social conduct appropriate for an educational institution. As members of the College community, students are expected to recognize the worth of each member and treat every individual with dignity and respect regardless of their race, religion, gender, color, national origin, ancestry, age, sexual orientation, marital status, physical or mental disability of otherwise qualified individuals and any other category protected by federal, State or local law.

B. Application and Scope of Jurisdiction

1. Disciplinary action will be taken when any student, group of students, or student organization fails to observe the general standards of conduct or any specific College policy, procedure, rule, or regulation, or acts in a manner that is not in the best interest of the College community. In all proceedings, the principle of due process is guaranteed to the student.
2. A student who violates criminal or civil laws while on campus, off-campus at College-leased or owned facilities, attending College-sponsored activities or any activities which are initiated, authorized, or supervised by Frederick Community College, or when representing the College will be subject to prosecution and/or civil liability. (Senate suggested that we clarify with attorney regarding violations occurring during study abroad, however, it is felt that current wording covers any off campus jurisdiction.) Disciplinary action by the College will be independent of civil or criminal prosecution and will proceed during the adjudication of civil or criminal proceedings.
3. The College reserves the right to take immediate action to suspend a student from the campus as an interim measure should the presence of the student on campus be considered an immediate danger to the health, safety, or property of themselves or other members of the College community or public, or whose behavior

causes, or threatens to cause, a disruption to the normal operations and activities of the College, its students, faculty or staff. This action requires the recommendation of the Vice President for Learning Support or in his/her absence an appointed representative) and concurrence of the President (or in his/her absence the Acting President). Financial and academic consequences of this suspension are the responsibility of the student.

4. Certain criminal or civil offenses or other behavior may by their very nature, pose a serious and substantial danger to the college community. In such cases, the college reserves the right to take appropriate disciplinary action.
5. Persons not officially enrolled in the college, who by their actions on-campus violate their status as invited guests, are subject to the relevant sanctions of the penal code of Maryland and/or College Policy/Procedure 6.32.
6. All proceedings of the College's disciplinary adjudication process are confidential to the extent required by law. In accordance with the Family Educational Rights and Privacy Act (FERPA), as amended, a student's judicial and disciplinary records are educational documents and thus protected under FERPA. However, the College must, upon written request, disclose to the alleged victim of any crime of violence, or a nonforcible sex offense, the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon request, to the next of kin of the alleged victim. (See FERPA 34 CFR, 99.39 for definitions of crimes of violence, nonforcible sex offenses and limits on the information to be disclosed.)

C. Student Rights and Responsibilities

Frederick Community College recognizes that its students have certain rights as members of the college community and also bear certain responsibilities as well.

1. Students have the right to freedom of expression, assembly, advocacy and inquiry. Students are responsible for complying with all College policies, procedures rules, and regulations.
2. Students have the right to offer opposing opinions and to reserve judgment about matters of personal opinion. Students are responsible for exercising their right of personal expression in a manner that is not disruptive or defamatory.

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3. Students have the right to offer opposing opinions and to reserve judgment about their views, beliefs, academic evaluations, political affiliations, and educational records. Students are responsible for respecting this right of others.

4. Students have the right to participate in, or receive the benefits of any educational program or activity provided by the College without regard to their race, religion, gender, color, national origin, ancestry, age, sexual orientation, marital status, physical or mental disability of otherwise qualified individuals and any other category protected by federal, State, or local law.

5. Students have the right to participate in any student group without discrimination and to form such groups according to the Student Government Association's (SGA) policies. Student groups are responsible for not discriminating against others.

6. Students have the right to form a student government which shall be governed by a constitution approved by the President of the College and the President's Cabinet. Students are responsible for abiding by that constitution. The actions of the student government may be reviewed only through prescribed procedures.

7. Students have the right to participate in the formulation of institutional, academic and student policies. Opportunities for such participation will be provided through representatives to the College Senate and appropriate committees. As participants in the institutional process, students are responsible for complying with all published and prescribed procedures, attending meetings, and participating in the decision-making process with the welfare of the entire student body in mind.

8. Students have the right to recommend allocation of funds collected from student fees. Organizations receiving such funds are responsible for opening all programs and events to the entire student population without exception and will abide by the prescribed procedures outlined in the SGA Funding Guidelines.

9. Students have the right to participate in the evaluation process of academic courses, programs, and services. Students are responsible for rendering fair and accurate evaluations.

10. Students have the right to fair evaluation by instructors, based upon clearly defined criteria presented at the beginning of the course. Students are responsible for meeting all established requirements of each course in which they enroll.

11. Students have the right to expect that the College's published procedures will be followed in any disciplinary action. Students are responsible for following all policies, procedures, rules, and regulations that apply to student conduct.

12. Students have the right to file academic or general grievances against any faculty or staff member who has, in a student's opinion, displayed inappropriate behavior or violated College policies, procedures, rules, or regulations. Students are responsible for following the College's policies and procedures.

D. Definitions

When used in this Code:

1. The term "college" means Frederick Community College and, collectively, those responsible for its control and operation and applies to all sites at which the college conducts classes and/or activities.

2. The term "college premises" means buildings or grounds owned, leased, operated, controlled, or supervised by the college.

3. The term "student" includes any person who has registered either for a credit or non-credit courses on a full-time or part-time basis.

4. The term "instructor" means any person hired or retained by the college to conduct educational activities.

5. The term "faculty member" means any person hired or retained by the college to conduct classroom instruction.

6. The term "group" means a number of persons who have not yet completed the formal requirements of College recognition as defined in the Constitution of the Student Government Association.

7. The term "college official" pertains to all college employees.

8. The term "college community" includes students and all employees of the college as well as any independent contractors retained by the college to conduct educational activities or provide classroom instruction.

9. The term "student organization" means any entity officially recognized by the Student Government Association of Frederick Community College.

10. The term "President" means the President of Frederick Community College, or his/her designee.

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11. The term “organization” means a number of persons who have complied with formal requirements of college recognition as defined in the Constitution of the Student Government Association.
 12. The term “college-sponsored activity” means any activity (including, but not limited to, research, studying, administration, participation in field experiences, online activities, internships, athletic, and cultural events), whether on campus or off campus, that is initiated, authorized, or supervised by the college, or that involves representation of the college.
 13. The term “classroom” refers to any environment in which teaching occurs including courses offered online.
 14. The term “disruptive classroom behavior” means behavior which the instructor would view as interfering with the conduct of the class. Specific examples of disruptive behavior are outlined in Policy/Procedure 5.17.
 15. The term “distribution” means any form of sale, exchange, or transfer.
 16. The term “weapon” means any object or substance designed to inflict a wound, cause injury, or death, or incapacitate, including, but not limited to, all firearms, explosives, pellet guns, sling shots, martial arts devices, brass knuckles, star knives, razors, sand clubs, nunchucks, Bowie knives, daggers or similar knives, switchblades, and chemicals such as tear gas.
 17. The term “sexual harassment” means unwelcome sexual advances, requests for sexual favors and other inappropriate behavior of a sexual or gender-based nature when made by a member of the college staff to a student, by a student to a college staff member, or by a student to another student (see College Policy 3.18/ Procedure 5.19 for additional information).
 18. The term “sexual assault” is defined by Maryland Annotated Code as rape, forcible sodomy, or forcible sexual penetration, however slight, of another person’s anal or genital opening with any object by a stranger or acquaintance. These acts must be committed either by force, threat, intimidation or through the use of the victim’s mental or physical helplessness of which the accused was aware or should have been aware (Level 1); the touch of an unwilling person’s intimate parts (defined as genitalia, groin, breast or buttocks, or clothing covering them) or forcing an unwilling person to touch another’s intimate parts, in any case by a stranger or acquaintance. These acts must be committed by force, threat, intimidation or through the use of the victim’s mental or physical helplessness of which the accused was aware or should have been aware (Level 2) (see College Policy/Procedure 6.24 for additional information).
 19. The term “calendar days” means Sunday through Saturday of each week excluding days on which the college is officially closed.
 20. The term “complainant” means an individual who makes a complaint that a violation of the Code has occurred.
 21. The term “shall” is used in the imperative sense.
- ### E. Procedural Safeguards
- Students accused of violations of the Code of Student Conduct are entitled to the following procedural protections:
1. To be informed of the specific charges against him/her.
 2. To be allowed an opportunity for a hearing in which to present evidence and otherwise to have his/her side of the story heard.
 3. To be allowed reasonable time to prepare a defense.
 4. To be allowed an opportunity to defend him or herself with knowledge of the adverse evidence.
 5. To call and question relevant witnesses presented by the college in accordance with the procedures outlined in Section N.1.
 6. To be assured of confidentiality in accordance with the terms of the Family Educational Rights and Privacy Act of 1974.
 7. To be considered innocent of the charges until proven to be in violation of the Code of Student Conduct by the preponderance of the evidence.
 8. The right to appear alone or with one advisor who may advise the accused but not question witnesses, present information or argument or otherwise participate directly in the hearing; legal counsel is permitted to serve as the student’s advisor, at the student’s expense, only when the student faces concurrent criminal charges, the institution proceeds through counsel, or the student faces potential suspension or expulsion from the institution.

F. Proscribed Conduct

The Code of Student Conduct provides guidelines for violations that are most readily identifiable. Violations not specifically mentioned may still subject a student to disciplinary action. The following acts, when committed by any students of Frederick Community College, shall constitute misconduct under this Code, and apply to all acts on campus, off-campus at college-leased or owned facilities, when attending college-sponsored activities or any activities (including participation in field experiences, online activities, internships, athletic, and cultural events) which are initiated, authorized, or supervised by Frederick Community College, or when representing the college, and may subject offenders to disciplinary action.

1. Academic Dishonesty

Includes, but is not limited to, cheating on an examination, assessment tests, or laboratory work, plagiarism, fabrication, collusion, and facilitating academic dishonesty. (Code of Academic Integrity - College Policy/Procedure 4.12 defines examples of academic dishonesty and outlines the process for reporting and adjudicating such violations.)

2. Disruptive Classroom Behavior Is behavior that disrupts or interferes with or obstructs the teaching or learning process in the context of a classroom or educational setting. This may include, but is not limited to, inappropriate use of electronic devices including cell phones, video players, tape players, laptops; inappropriate comments or personal insults, conveyed orally or in writing, including communication within e-mails and online course venues; persistently speaking without being recognized or interrupting other speakers; sleeping, holding private conversations, or frequently entering/leaving the classroom; intimidation of others in a manner that interferes with instructional activities; refusing to comply with an instructor's directions. (College Policy/Procedure 5.17 outlines the process for reporting and adjudicating such violations.)

3. Sexual Harassment

Sexual harassment involves unwelcome sexual advances, requests for sexual favors and other inappropriate behavior of a sexual or gender-based nature when made by a member of the college staff to a student, when made by a student to another student, or when made by a student to a college staff member. College Policy 3.18/ Procedure 5.19 outlines the process for filing a sexual harassment complaint. If a complaint cannot be resolved

informally, the complainant may file a formal complaint in accordance with procedures outlined in this Code. When the accused party is an employee of the college, the complaint is handled under the college's sexual harassment procedures for employees.

4. Discrimination

Acts of discrimination on the basis of race, religion, gender, color, national origin, ancestry, age, sexual orientation, marital status, physical or mental disability of otherwise qualified individuals and any other category protected by federal, State or local law. (College Policy/ Procedure 3.17 outlines the process for reporting and adjudicating such violations.)

5. Other Forms of Misconduct

The following acts, when committed by a student of Frederick Community College, will be adjudicated in accordance with the procedures outlined in this document:

- a. Actions or written or verbal statements that threaten the personal safety of any faculty, staff, student, or others lawfully assembled on campus.
- b. Disruption, obstruction of, or interference with college or college-sponsored activities, including, but not limited to research, studying, administration, participation in field experiences, online activities, internships, athletic events, cultural events, fire, police, or emergency services, or other college functions on college property, at college-leased or owned facilities, or at any sites where college-sponsored activities are held. Disruption to teaching is addressed under College Policy/Procedure 5.17.
- c. Failure to comply with the reasonable directions (including refusing to furnish identification upon request) of authorized college officials, including campus security personnel, acting in the performance of their duties.
- d. Unlawful manufacture, sale, distribution, dispensing, possession or use of any illegal or controlled substances, and the use or abuse (e.g., being intoxicated) of alcohol by anyone on college property (including any facilities leased or used by the college) or in college vehicles. The use by anyone under the legal age for consuming alcohol or the abuse of alcohol by anyone at college-leased or owned facilities or any college-sponsored or supervised activity off campus is also prohibited (see College Policy/Procedure 6.23).

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- e. Participation in, or organization of, any unauthorized activity to interrupt the functions of the college or intentional and substantial interference with the freedom of expression of others.
- f. Unauthorized entry to or use of college property, including the failure to leave any of the college buildings or grounds after being requested to do so by an authorized college official.
- g. Molestation, assault and battery, verbal/physical and/or psychological abuse, threat, stalking, or harassment of any member of the college community or visitor to the college, or conduct which threatens or endangers the health or safety of any such person. Sexual harassment violations are reported and adjudicated in accordance with College Policy/Procedure 3.18.
- h. Sexual assault.
- i. Theft or attempted theft of college or personal property of a member of the college community or campus visitor, or knowingly possessing stolen property.
- j. Illegal gambling.
- k. Obscene or indecent conduct on college property.
- l. Forgery, unauthorized alteration, falsification of, or unauthorized use of any college documents (including those submitted to the college as part of its admissions process), records, keys, or instruments of identification.
- m. Furnishing false information to the college or to members of the college community who are acting in the exercise of their official duties, including providing false information on any college application, transcription, or written document.
- n. Illegal or unauthorized use, possession, or storage of any weapon, fireworks, explosive, or dangerous chemical. Students who are employees of law enforcement organizations and are required to carry a weapon on campus must notify the security office in writing of their intent to carry a licensed weapon at the beginning of each semester.
- o. Unauthorized use or misuse of the college name for soliciting funds or for sponsorship of activities, or on printed matter.
- p. Use of all tobacco products on all college property, either owned or leased, with the exception of designated parking lots (see College Policy/Procedure 6.21).
- q. Acts of harassment, written, verbal or physical, that stigmatizes or victimizes an individual on the basis of, but not limited to, the following: race, religion, gender, color, national origin, ancestry, age, sexual orientation, marital status, physical or mental disability of otherwise qualified individuals and any other category protected by federal, State or local law. (Sexual harassment violations are reported and adjudicated in accordance with College Policy 3.18/Procedure 5.19; acts of harassment based on race, religion, gender, color, national origin, ancestry, age, sexual orientation, marital status, physical or mental disability of otherwise qualified individuals and any other category protected by federal, State, or local law are adjudicated in accordance with College Policy/Procedure 3.17.)
- r. Violation of rules and regulations pertaining to the operation of automobiles, bicycles, mopeds, or other vehicles on college property or at college-sponsored activities.
- s. Deliberate destruction of, damage to, malicious use of, or abuse of college property or property under its jurisdiction or the property of a member of the college community or campus visitor.
- t. Intentional initiation or causing to be initiated any false report, warning, or threat of fire, explosion, or other emergency.
- u. Violating fire or safety regulations, including the unauthorized use or misuse of fire safety equipment or damage of said equipment.
- v. Unauthorized or fraudulent use of the college's facilities and/or equipment, or use of any of the above for any illegal act.
- w. Irresponsible, unethical, unauthorized, or illegal use of, or entry to the college's information technology resources, including its network, e-mail system, and data bases (see College Policy/Procedure 6.26).
- x. Threatening or intimidating any person who: 1) has or may file an allegation of a violation of this Code against you, and/or 2) may be a witness in any proceedings or investigation of an alleged violation of the Code.
- y. Repeated violations of the Code of Academic Integrity (see College Policy/Procedure 4.12).
- z. Deliberate filing of false accusations of sexual harassment.

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- aa. Any other act(s) on college property or at college-sponsored activities that are in violation of Maryland or federal law.
- bb. Knowingly violating the terms of any disciplinary sanction imposed in accordance with the Code of Student Conduct.

G. Sanctions

The goal of student discipline is generally to rehabilitate or deter rather than to punish or remove the offending student from the college community. Student disciplinary action may be imposed for a violation of the Code of Student Conduct or other college policy, procedure, rule, or regulation or violation of civil or criminal law. The severity of the penalty will be in relation to the severity of the violation. Penalties will be applied consistently so that students violating the same standard, policy, rule, regulation or procedure receive similar penalties, provided however, that the occurrence of prior instances of disciplinary offenses may result in the imposition of more severe discipline than for a single violation. Although a student's disciplinary history will have no bearing on the determination if a student is in violation of the Code, his/her full disciplinary history may be considered in determining the sanction.

The following range of disciplinary sanctions may be imposed through formal adjudication based on the determination of the Vice President of Learning Support or his/her designee:

1. Disciplinary warning - In cases of a minor violation, a written or verbal warning may be issued. Its purpose is to notify the student that the behavior resulting in the warning is unacceptable and is a violation of the Code of Student Conduct. Continuation or repetition of this conduct could result in further disciplinary action.
2. Disciplinary reprimand - In cases of a serious violation, a written reprimand may be issued. The reprimand is intended to notify the student that the behavior resulting in the reprimand is a violation of the Code of Student Conduct and will not be tolerated. Continuation or repetition of this conduct could result in more severe disciplinary action.
3. Disciplinary probation - Indicates that an extremely serious violation of the Code has occurred or an additional violation has occurred after the prior issuance of a reprimand. The probation shall last for a stated period of time and until any conditions imposed have been met. Any misconduct during or after the probationary period will result in further disciplinary action and may result in suspension.
4. Suspension from enrollment in a particular class on an interim basis or for the duration of the semester. Issued in cases where the behavior, determined to be a violation of the Classroom Behavior Procedure, has compromised the learning environment of a particular class. Suspension from the class for the duration of the semester requires the approval of the Vice President for Learning in accordance with the Classroom Behavior Procedure 5.17.
5. Suspension from enrollment in a particular program of study. Issued in cases where the behavior, determined to be a violation of the Code of Student Conduct, has compromised the learning environment of a particular program of study. After suspension from a program of study, the student may not re-register for the program without the approval of the Vice President for Learning. This sanction requires the approval of the Vice President for Learning.
6. Disciplinary suspension - Indicates that a critical violation of the Code of Student Conduct has occurred or the conditions of disciplinary probation have been violated. Disciplinary suspension results in a student's involuntary separation from the college for a stated period of time and until any imposed condition is met. The student is not permitted to enter campus without the express permission of the Vice President for Learning Support and concurrence of the President. A notation is entered on the student's transcript and will remain there for the duration of the suspension. This penalty may be applied only with the recommendation of the President and approved by the Board of Trustees.
7. Expulsion - Is the most serious of all sanctions and indicates that a most serious violation of the Code of Student Conduct has occurred. Expulsion results in permanent separation from the college and will be noted on the student's transcript. The student is not permitted to enter campus without the express permission of the Vice President for Learning Support and concurrence of the President. A notation is entered

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on the student's transcript and will remain there permanently. This penalty may be applied only with the recommendation of the President and approved by the Board of Trustees.

H. Emergency Disciplinary Procedures

1. Interim Suspension from Campus

a. If, in the opinion of the Vice President for Learning Support (or in his/her absence, an appointed representative), and with the concurrence of the President (or in his/her absence, the Acting President), the presence of a student on campus is considered to be an immediate danger to the health, safety, or property of any members of the college community or the public and/or may result in serious disruption to normal college operations, a student may be suspended from campus and all classes as an interim measure. Financial and academic consequences of this suspension are the responsibility of the student.

b. A student suspended from campus will be afforded an administrative hearing in accordance with procedures outlined in Section M. If the suspension is upheld after the Administrative Hearing, the student may request a formal hearing by the Student Discipline Committee in accordance with Section M, 4.b.3. The suspension, however, will stand pending the outcome of the hearing.

2. Interim Suspension from the Classroom

a. If a student's behavior in the classroom seriously compromises the safety and security of the learning environment and cannot be resolved under the college's Classroom Behavior Policy/Procedure, a student may be removed from the classroom as an interim measure in accordance with the Classroom Behavior Procedure 5.17.

I. Additional Conditions

The following conditions may be imposed in lieu of a disciplinary sanction or in combination with any disciplinary sanction listed above:

1. Educational project or community service assignment. A project or assignment on campus or in the community which will provide the student with an opportunity to observe and learn specific valued human behaviors related to his/her own conduct (e.g., participation in

a leadership seminar, alcohol/drug seminar, personal development class). Evidence of satisfactory completion will be required.

2. Referral for specialized help (e.g., psychological assistance, consultation with a counselor and/or social service agency). Student would be required to meet periodically with the Associate Vice President for Student Development to review his/her progress. In addition, consents by the student will be required to allow the college to communicate with the provider of specialized help in order to determine the student's progress and to allow the provider to respond.

3. Probation or deactivation of a Student Government Association recognized group. This may involve loss of all privileges, including college recognition.

4. Suspension/expulsion from participation in college-related activities (e.g., participation in intercollegiate athletics, student government association, student clubs and organizations, etc.).

5. Withholding of transcript or degree. This may be imposed on a student who fails to pay a debt owed the college or who has a disciplinary case pending final disposition.

6. Restitution requires the student to repair damages or reimburse the affected individual or entity for damage to (or misappropriation of) property. This may take the form of monetary payment or payment of time and services. The college reserves the right to pursue any and all legal remedies and such rights and remedies are specifically reserved. Denial of readmission may be imposed upon a student who has violated the Code of Student Conduct and has withdrawn from the college prior to or during disciplinary proceedings. The college's official version of the Code of Student Conduct is on its Web site (www.frederick.edu) which may be revised from time to time.

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J. Reporting an Alleged Violation of the Code of Student Conduct

1. Alleged violations of the Code of Academic Honesty, Classroom Behavior, Sexual Harassment, and Discrimination should be reported in accordance with the related procedure as noted in section F, 1-4 above. Alleged violations of the Code of Student Conduct or violation of college policies, procedures, rules, or regulations and/or a violation of criminal or civil law, however, should be reported immediately to the Frederick Community College Security Office by completing the "Reporting Violations of the Code of Student Conduct" form.
2. A written report which provides information that a violation has been alleged and describes the alleged violation will be completed by the FCC Security Office. The Vice President of Learning Support or his/her designee will be notified promptly by the Security Office of the alleged violation.

K. Conference with Alleged Violator

1. The Vice President of Learning Support or his/her designee will request a conference with the alleged violator of the Code of Student Conduct by e-mail and/or telephone, as well as by written notification, within five calendar days of the receipt of the notice of the alleged violation. The written notice will include the alleged violation of the Code, and the specific charge(s) against him/her. In addition, the student will be informed that he/she will have an opportunity to present his/her side of the story and present any evidence at the conference with the Vice President.
2. All written notices will be sent by registered and priority mail. Time lines for responding to written notices are determined by the date the registered letter is mailed. Failure to accept a registered letter, however, constitutes an acknowledgement that a violation of the Code of Student Conduct has occurred and the student's rights to any further appeal are waived.
3. If the student fails to respond to the Vice President's or his/her designee's request for a conference within five calendar days after receiving the notice of the request, the Vice President of Learning Support or his/her designee may impose a disciplinary sanction as outlined in sections G and I based on the allegations reported.
4. After conferring with the student, the Vice President of Learning Support or his/her designee may:

- a. Dismiss the allegation due to insufficient and/or unsubstantiated evidence.
- b. Accept the student's acknowledgement that a violation has occurred and impose an administrative disciplinary sanction. The Vice President or his/her designee will inform the student in writing of the sanction to be imposed and the conditions for reenrollment if appropriate. The written notice will be sent within five calendar days of the conference with the student and will include an explanation of the alleged violation of the Code and the specific charge(s) against him/her.

- (1) Failure to respond to the written notice within five calendar days of receiving the written notice shall constitute acceptance of the administrative sanction imposed.
- (2) If the student acknowledges that a violation has occurred and agrees to accept the administrative disciplinary sanction, he/she shall sign a statement that he/she understand the charge(s), the sanction imposed, and agrees to waive his/her right for a formal hearing to hear the appeal of his/her case before the college's Student Discipline Committee. The signed statement must be returned within five calendar days of receiving the written notice.

- c. Request that the FCC Security Office conduct an investigation of the alleged violation in cases where the student denies that a violation has occurred.

L. Investigation of an Alleged Violation of the Code of Student Conduct

At the request of the Vice President of Learning Support or his/her designee, the Frederick Community

College Security Office will conduct an investigation of the alleged violation by collecting evidence and interviewing witnesses and will consult with the Vice President of Learning Support and if appropriate, the Associate Vice President for Student Development in the course of the investigation. A violation of civil or criminal law will be reported to the appropriate law enforcement agency and the Security Office will conduct the investigation in coordination with law enforcement authorities.

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At all times, the Security Office will follow appropriate procedures to assure the protection of persons and property on campus. The alleged violator will be informed in writing by the Vice President of Learning Support or his/her designee that an investigation is being conducted and investigations will be conducted promptly usually no longer than 10 calendar days. If, however, an investigation requires a longer period of time in which to complete the investigation, the alleged violator will be notified in writing of the extension by the Vice President of Learning Support or his/her designee.

M. Administrative Hearing

1. Following an investigation by the FCC Security Office, requested by the Vice President of Learning Support or his/her designee in cases where the alleged violator denies that a violation has occurred, the Vice President of Learning Support or his/her designee will request a conference with the alleged violator of the Code of Student Conduct by e-mail and/or telephone, as well as by written notification, within five calendar days of the completion of the investigation. The written notice will include the alleged violation of the Code, the specific charge(s) against him/her, and an explanation of the evidence the Vice President has. In addition, the student will be informed that he/she will have an opportunity to present his/her side of the story and present any evidence at the hearing with the Vice President.
2. All written notices will be sent by registered and priority mail. Time lines for responding to written notices are determined by the date the registered letter is mailed. Failure to accept a registered letter, however, constitutes an acknowledgment that a violation of the Code of Student Conduct has occurred and the student's rights to any further appeal are waived.
3. If the student fails to respond to the Vice President's or his/her designee's request for a conference within five calendar days after receiving the notice of the request, the Vice President of Learning Support or his/her designee may impose a disciplinary sanction as outlined in sections G and I based on the evidence obtained through the investigation of the alleged violation.
4. After conferring with the student, the Vice President of Learning Support or his/her designee may:
 - a. Dismiss the allegation due to insufficient and/or unsubstantiated evidence.

b. Impose an administrative disciplinary sanction. In cases where there is sufficient evidence to support the imposition of a disciplinary sanction, the Vice President or his/her designee will inform the student in writing of the sanction to be imposed and the conditions for reenrollment if appropriate. The written notice will be sent within five calendar days of the Administrative Hearing and will include an explanation of the alleged violation of the Code, the specific charge(s) against him/her, an explanation of the evidence upon which the Vice President or his/her designee has based his/her decision, and the rights of appeal if he/she refuses to accept the administrative sanction to be imposed.

- (1) Failure to respond to the written notice within five calendar days of receiving the written notice shall constitute acceptance of the administrative sanction imposed.
- (2) If the student acknowledges that a violation has occurred and agrees to accept the administrative disciplinary sanction, he/she shall sign a statement that he/she understand the charge(s), the sanction imposed, and agrees to waive his/her right for a formal hearing to hear the appeal of his/her case before the college's Student Discipline Committee. The signed statement must be returned within five calendar days of receiving the written notice.
- (3) If the student refuses to accept the administrative disciplinary sanction imposed, the student is entitled to a formal hearing before the college's Student Discipline Committee. The request for a formal hearing must be made in writing to the Vice President for Learning Support or his/her designee within five calendar days of receiving the written notice. Failure to file request for a formal hearing to hear the appeal within the specified time shall constitute the student's acceptance of the administrative disciplinary sanction and shall also constitute a waiver of his/her right to further appeal.

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N. Initiation of a Hearing by the Student Discipline Committee

1. The Student Discipline Committee shall be a standing committee of the college Senate. The duties of the Committee are to hear student disciplinary cases, decide on the merits of the charges based on the evidence presented, and either: 1) uphold the finding that the student violated the Code and uphold the sanction imposed by the Vice President for Learning Support; 2) uphold the finding that the student violated the Code, but impose a different sanction; or 3) find that the student did not violate the Code and dismiss all charges against the student.

Membership of the Committee shall be constituted in accordance with the college Senate Constitution: a chairperson elected by the college Senate, and two (2) representatives from Learning, two (2) representatives from Learning Support, and three (3) representatives appointed by the Student Government Association. When appropriate, alternates will be appointed by the Senate chairperson. (Note: Senate recommended not delineating the membership but rather indicate that membership was per Senate Constitution. However, as students do not have ready access to the Senate Constitution, it was felt that membership should be specified for student awareness.)

The chairperson will vote only in the case of a tie. A quorum shall consist of the chair and four members of the Committee, of which at least one member shall be from Learning, one member shall be from Learning Support, and one member shall be from the Student Government Association.

2. Upon receipt of the student's request for a hearing of the appeal, the Vice President of Learning Support or his/her designee will notify the student, in writing, of the date, time, and location of the hearing. The hearing will be scheduled no more than fifteen calendar days after receipt of the written request for a hearing.
3. Prior to the hearing, the student will be:
 - a. Provided with a written statement of the violation charge(s) against him/her.
 - b. Provided with a list of potential witnesses against him/her and the nature of their proposed testimony, unless it is determined that providing the names of witnesses might be a threat to the witnesses' welfare; reciprocally, the student will provide the college, in advance, a list of potential witnesses and the nature of their proposed testimony.

- c. The right to appear alone or with one advisor who may advise the accused but not question witnesses, present information or argument or otherwise participate directly in the hearing; legal counsel is permitted to serve as the student's advisor, at the student's expense, only when the student faces concurrent criminal charges, the institution proceeds through counsel, or the student faces potential suspension or expulsion from the institution.
- d. Allowed to examine, in advance, any written evidence or exhibits which the college plans to submit; reciprocally, the student will allow the college to examine, in advance, any written evidence or exhibits the student plans to submit.
- e. Advised of the right to argue in his/her behalf, present evidence and witnesses, and question witnesses present in accordance with guidelines regarding witness participation outlined in Subsection N, 1.
- f. Advised of the right to appeal the decision of the Student Discipline Committee in cases where the disciplinary sanction is suspension or expulsion from the college.

O. Hearing Procedure

1. The hearing shall be closed to the public. The chairperson of the Student Discipline Committee shall have the duty of maintaining order at the hearing and, therefore, shall have the right to exclude any disruptive party or witnesses from the hearing. The student shall have the right to ask questions of the witnesses provided that the Chairperson shall have the discretion to establish appropriate questioning parameters.

Failure of the student to appear for the hearing without prior notification or evidence of extenuating circumstances, provided adequate advance notice of the hearing time, date, and location has been given, waives his/her right for further appeal and the disciplinary action taken by the Vice President for Learning Support will stand. All meetings of the Student Discipline Committee will be taped or transcribed. In addition, the following will be observed:

Order of Presentation

- a. Opening statements of accuser (Vice President for Learning Support or his/her designee) and accused, if desired by each.
- b. Presentation of evidence by accuser, then accused.

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- c. Closing statements by the accused followed by the accuser.
 - d. Private deliberation by the Student Discipline Committee.
2. Proceedings
- a. Only that tangible evidence which the parties have had an opportunity to review in advance will be permitted to be introduced at the hearing.
 - b. The Vice President for Learning Support or his/her designee and the accused student will be given the opportunity to present, question, and cross-examine witnesses in accordance with guidelines regarding witness participation outlined in Section N.1 and offer evidence in support of their position(s). The accused student also will be given the opportunity to speak on his/her behalf.
 - c. Witnesses will be excluded from the hearing room and brought in individually before the Committee.
 - d. Committee members may ask questions of the witnesses after examination and cross-examination have taken place.
 - e. At the close of all testimony and after admission of all evidence, each side shall be allowed a closing statement.
 - f. The burden of proof shall rest with the college. Its burden of proof will be met by a preponderance of the evidence. Evidence shall include, but is not limited to, facts based on oral and/or written testimony and tangible evidence.
 - g. A simple majority vote of the Committee shall determine whether the accused student has violated the Code or any other college policy, procedure, rule, or regulation and if so, the disciplinary penalty, if any.
 - h. The student will be notified of the Committee's decision and reasons for the determination in writing within five calendar days. The Committee may: 1) uphold the finding that the student violated the Code and uphold the sanction imposed by the Vice President for Learning Support; 2) uphold the finding that the student violated the Code, but impose a different but lesser sanction; or 3) find that the student did not violate the Code and dismiss all charges against the student.
- i. If a different but lesser sanction is imposed, the Committee shall notify the Vice President of Learning Support in accordance with section R.
 - j. The decision of the Student Discipline Committee shall be final, subject only to the student's right of appeal to the President and ultimately the Board of Trustees in cases where the sanction is suspension or expulsion from the college.
3. Hearings between semesters or during the Summer Semester
- a. For violations that occur at the end of the fall, spring, or summer semesters or during the summer semester(s), a special Student Discipline Committee will be established. Timelines will be modified as necessary to accommodate both the college and the alleged violator and to ensure that the matter is adjudicated prior to the beginning of the subsequent semester.
 - b. A Special Student Discipline Committee shall consist of at least two full-time faculty members from Learning, two representatives from Learning Support, and two representatives from the Student Government Association.
 - c. The Special Student Discipline Committee shall conduct the hearing according to procedures established herein.
 - d. The chairperson will vote only in the case of a tie. A quorum shall consist of the chair and four members of the Committee, at least one from Learning, one from Learning Support, and one from the Student Government Association.
- P. Appeal of the Decision by Student Discipline Committee
- 1. The student may appeal to the President the decision of the Student Discipline Committee only when the disciplinary sanction imposed is suspension or expulsion from the college. This appeal must be submitted in writing to the President's Office within seven calendar days following receipt of the Committee's decision.
 - 2. Failure to file a written appeal within the time period presumes the student's acceptance of the Committee's decision and waives his/her rights to further appeal.
 - 3. If a student files a written appeal with the President, a copy of the hearing file will be provided to the President.

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4. Within seven calendar days of receipt of the student's appeal, the student will be notified in writing of the President's decision regarding the appeal.

5. If all administrative processes have been exhausted, a student is entitled to appeal in writing to the college's Board of Trustees through the President. The appeal must be filed within seven calendar days following receipt of the President's decision. The Board may or may not decide to hear the appeal.

Q. Reenrollment Following a Disciplinary Suspension

A student who has been subject to disciplinary suspension from the college must submit a formal request for reenrollment to the Vice President for Learning Support. The student must present evidence that he/she has satisfied any and all conditions of reenrollment that were established at the time the suspension was imposed. Where appropriate, the student may be required to provide documentation from a qualified professional indicating that the student no longer poses a significant risk of substantial harm to the health or safety of such student, or others, or of interference with the normal operations of the college, its students, faculty, and staff.

The Vice President for Learning Support or his/her designee must approve the request for reenrollment. In approving a request for reenrollment, the Vice President or his/her designee may impose conditions and/or requirements under which the student will be allowed to reenroll. The student will be notified in writing of the decision regarding his/her request for reenrollment including any conditions and/or requirements under which the student will be allowed to reenroll.

R. Records

1. Disciplinary action resulting from the imposition of any disciplinary sanction other than a disciplinary warning by the Vice President for Learning Support will result in the establishment of a disciplinary file in the name of the accused student. If the student is found innocent of charges by the Student Discipline Committee, the file will be voided and will not leave the student with a disciplinary record. In accordance with the Family Educational Rights and Privacy Act (FERPA), as amended, the student's judicial and disciplinary records are educational documents and thus protected under FERPA. However, the college is required to provide the results of a final on campus disciplinary action against an alleged perpetrator of a crime to an alleged victim, or the parents of the victim if the victim died, if the parent or victim requests such information.

Disciplinary files may be voided for good cause by the Vice President for Learning Support.

Factors to be considered include, but are not limited to:

- a. Present demeanor;
 - b. Conduct of student subsequent to the violation;
 - c. Nature of violation (e.g., severity of any damage, injury, or harm resulting from it).
2. Files of students who have received a written disciplinary sanction will be retained for seven years from the date sanctions were imposed. The files will then be destroyed except in cases where the student has been indefinitely suspended or expelled from the college. Files for these students will be retained permanently. Information contained in the files is confidential and may be released only in accordance with applicable federal and State laws.
 3. If a student is suspended or expelled, complete records of the hearing proceedings and all pertinent documents shall be maintained permanently by the Vice President of Learning Support. A notation of the sanction is entered on the student's transcript when the sanction is either suspension or expulsion from the college. For suspended students it remains on the transcript for the duration of the suspension; for expelled students it remains on the transcript permanently.
 4. Records of all disciplinary actions will be filed in the office of the Vice President of Learning Support.

Communicable Diseases

The college shall follow guidelines promulgated by the Maryland State and Frederick County Health Departments to prevent the spread of a communicable disease in the school setting.

Decisions regarding students or employees will be made on a case-by-case basis, taking into consideration all available information on the specific case at hand.

First consideration shall be given to returning the student to the classroom and the employee to his/ her regular assignment upon receiving assurance from the physicians and public health officials that the individual should not pose a health risk to staff or students in a school or work setting.

The determination of whether an AIDS infected child shall be permitted to attend a college child care center shall be made on a case-by-case basis by college personnel, after consultation with a team composed of the child's parent or guardian, appropriate health personnel, and the child's physician, with the final decision to be made by college personnel and with particular attention being paid to minimizing the exposure of other children to blood or body fluids or to behavior which may warrant a more restrictive environment.

The President shall be responsible for determining what information will be disseminated to staff, parents, and the community when a communicable disease is identified or suspected at the college. Guidelines will be established by the President to insure strict confidentiality regarding infected individuals.

Drug and Alcohol Abuse

A fundamental purpose of Frederick Community College is to support and encourage the pursuit and dissemination of knowledge. All members of the college community - students, faculty, and staff - share the responsibility for protecting an environment that supports that goal and all are expected to exemplify high standards of professional and personal conduct.

Frederick Community College is committed to a workplace and campus environment free of substance abuse and is committed to full compliance with the Drug-Free Workplace Act of 1988, the Drug-Free Schools and Communities Act of 1986, as amended in 1989, the Maryland Drug and Alcohol Abuse Plan, and all other applicable local, state, and federal laws. The Board of Trustees authorizes the college administration to establish, repeal and/or modify regulations and procedures related to ensuring compliance with these laws.

Frederick Community College is committed to a workplace and campus environment free of substance abuse and is committed to full compliance with the Drug-Free Workplace Act of 1988, the Drug-Free Schools and Communities Act of 1986, as amended in 1989, the Maryland Drug and Alcohol Abuse Plan, and all other applicable local, State, and federal laws. Frederick Community College, in accordance with the Crime Awareness and Campus Security Act of 1990, is required to disclose certain crime statistics, including liquor and drug law violations. See Frederick Community College's Crime Awareness and Campus Security Act Procedures.

Standards of Conduct

- a. The unlawful manufacture, sale, distribution, dispensing, possession or use of controlled substances, and the use or abuse (e.g., being intoxicated) of alcohol by anyone on College property (including any facilities leased or used by the college) or in College vehicles is prohibited. The President, however, may approve upon special request the serving of alcoholic beverages at specific events to individuals 21 years or older. The use of alcohol by anyone under 21 years of age or the abuse of alcohol by anyone at any College sponsored or supervised activity off campus is also prohibited.
- b. The college reserves the right to refuse any advertising or promotional activities which focus on the consumption of alcoholic beverages that might encourage under-age drinking or alcohol abuse.

Employee Regulations

- a. As required by the Drug-Free Workplace Act of 1988, and as a condition of employment, employees must abide by the terms of this procedure and notify the Human Resources Office in writing, of any criminal drug statute conviction for a violation occurring on Frederick Community College property, no later than five calendar days after such conviction. Lack of compliance with these requirements may subject the employee to immediate dismissal.
- b. Upon receipt of notification of a conviction, the college will take the following actions as required by law:
 - Notify the appropriate federal agencies of such convictions, and
 - Take appropriate personnel action against the employee, up to and including termination;
 - and/or
 - Require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency.

Student Drug Free Pledge

The college will include on its admissions application, a statement of the drug and alcohol related policy and procedures. Each student will be required to sign this statement acknowledging agreement to comply with the college's drug and alcohol abuse policy and procedures. The college's drug and alcohol policy and procedures will be posted on the college's Web site and all students will be notified by FCC student e-mail of its availability on the Web site and directions on how to access the information. Copies of the college's drug and alcohol brochure will be available in information racks on campus as well as in various college offices.

Reporting an Alleged Violation of the Employee and Student Drug and Alcohol Policy

- a. Violation by an Employee: An alleged violation of the Employee and Student Drug and Alcohol Policy should be reported to the employee's supervisor(s) and the appropriate Vice President. An alleged violation by an employee will be investigated and adjudicated in accordance with Section F below.
- b. Violations by a Student: An alleged violation of the Employee and Student Drug and Alcohol Policy should be reported immediately to the Frederick Community College Security Office by completing the "Reporting Violations of the Code of Student Conduct" form. Alleged violations will be investigated and adjudicated in accordance with procedures outlined in Section F below and the Code of Student Conduct (Policy/Procedure 5.11).

College Sanctions

- a. Any member of the college community who violates the Employee and Student Drug and Alcohol Policy will be subject to disciplinary proceedings by the college, and may be referred for prosecution by civil authorities. Depending upon the severity of the offense, the college will impose one or more of the following disciplinary sanctions as may be appropriate: for students – may include reprimand, warning, or dismissal from the institution (a complete list of disciplinary sanctions for students is included in the Code of Student Conduct; for employees – reprimand, warning, suspension with or without pay, or discharge from employment. The college may also require the completion of an appropriate rehabilitation program.

- b. Frederick Community College's interest in identifying violators of the drug and alcohol policy and procedures is not intended to be punitive, but rather to establish clear limits of conduct for members of the campus community. The policy and procedures is designed to encourage those persons habituated to drugs and/or alcohol to seek rehabilitation.
- c. Conscientious efforts to seek such help will not jeopardize a student's academic standing or employee's job, and all information related to such efforts will be confidential. However, efforts to obtain assistance will not preclude other disciplinary action for any of the usual reasons including policy violation or unacceptable job performance. Students or employees seeking or receiving assistance are subject to all College policies and procedures.

Local, State and Federal Law Descriptions Relating to Alcohol and Other Drug Use

- a. Students and employees at Frederick Community College are subject to federal, state and local laws for the possession and distribution of illegal drugs.
- b. Federal law states that it is unlawful to possess controlled substances including marijuana, cocaine, LSD, PCP, heroin, designer drugs, etc. (1) If the substance is cocaine, or contains a cocaine base, the penalty for simple possession is a fine and/or imprisonment from 5 to 20 years.
- c. In February 2000, a law was enacted to categorize gamma hydroxybutyrate (GHB), also known as a "date rape" drug, as an illegal drug. This means that anyone possessing, manufacturing, or distributing GHB may face up to a 20-year penalty.
- d. For other illegal drugs, the penalty for simple possession is a fine of at least \$1,000 and/or imprisonment up to 3 years. The penalties increase if the possession includes intent to manufacture, distribute, or dispense a controlled substance, especially if done near a public or private elementary, vocational, or secondary school or a public or private college or university. Additionally, any person who violates this law shall be liable for an amount up to \$10,000 in civil penalties.

- e. In addition to Federal laws, the State of Maryland has its own laws dealing with distribution, manufacturing, and possession of controlled substances. For instance, any person who unlawfully manufactures or distributes a narcotic drug may be fined up to \$25,000 and may be imprisoned for up to 20 years for a first offense. (2)
- f. Students and employees at Frederick Community College are subject to state and local laws for drinking and obtaining alcohol. It is illegal in the State of Maryland for any person under 21 to drink alcohol. (3) It is also illegal for a person under 21 to falsify or misrepresent his or her age to obtain alcohol, or possess alcoholic beverages with the intent to consume them. (4) It is also illegal in most situations to furnish alcohol to a person under 21. (5) The penalty is a fine of up to \$500 for a first offense, and up to \$1,000 for repeat offenses.
- g. In addition, state law dictates that it is illegal to possess alcohol in an open container in any parking lot of any shopping center or retail store, unless given permission by the owner. The penalty is a fine of up to \$100. (6)
- h. It is also illegal to consume alcohol on any public property or highway unless authorized by the governmental entity that has jurisdiction over the property, with penalties including a fine of up to \$100. (7)
- i. Students and employees are also subject to state and local laws governing drinking and driving. A person may not drive or attempt to drive while impaired or under the influence of alcohol. (8) Individuals under 21 with a B.A.L. of only .02 (approximately 1 drink) will be charged with a violation of restricted license and result in suspended license until the age of 21. (9)
- j. Any individual with a B.A.L. of 0.08 will be presumed to be driving under the influence of alcohol. An individual with a B.A.L. of .08 or more shall be determined to be under the influence of alcohol per se. (10) Any of these violations will result in fines, imprisonment, or both.
- k. It is also unlawful to drive while impaired by any Controlled Dangerous Substance whether or not it is illicit (prescribed or unlawfully obtained). (11) A person can still be charged with these violations even though they possess a driver's license from another state.

Health Risks Associated with Alcohol and Drug Use

Alcohol – Ethyl alcohol, the form of alcohol found in beer, wine, and liquor, is a psychoactive drug. It is classified as a central nervous system depressant, although its effects are often misinterpreted as stimulating. Low doses of alcohol significantly impair the judgment and coordination required to safely operate a motor vehicle. Moderate to high doses cause marked impairments in higher mental functions and alter a person's ability to learn and remember information. Very high doses can cause respiratory depression and death. About one in ten people will find it difficult to control consumption, will have continuing problems associated with alcohol use, and will develop the disease of alcoholism. Even those who do not eventually develop alcoholism can experience and/or cause considerable harm to themselves, others, and the community. Individuals with a family history of chemical dependency face a higher chance of developing alcoholism or other forms of drug addiction. Women who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, alcohol use has been found to be significantly related to the transmission of HIV and other sexually transmitted infections, unplanned pregnancy, fighting, assaults, vandalism, and the incidence of acquaintance rape and other crimes.

Narcotics – Drugs included in this classification include opium, morphine, codeine, heroin, oxycontin, methadone, percodan, percocet, and other opium derivatives and synthetics. Narcotics are the most physically addictive illicit drugs. The first or second administration of narcotics results in a tremendous euphoric feeling that cannot be repeated due to the rapid development of tolerance to the drug. This leaves the user with high cravings and low benefits from continued drug use. The user must continue ingesting the drug in order not to develop withdrawal symptoms. A major physical risk associated with the use of narcotics is sudden death resulting from respiratory arrest. Other risks include infection due to IV drug use. Psychologically, cravings for narcotics can be severe.

Stimulants – Drugs included in this classification include cocaine (e.g., coke, crack), methamphetamine, ritalin/adderall, amphetamines (speed), high doses of caffeine and other stimulants. Cocaine has been known to cause sudden death by causing the heart to beat in an abnormal rhythm resulting in a heart attack. The heart attack can be sudden and unexpected and can occur at any time when a person is using cocaine. Stimulants can cause a person to become emaciated, resulting from an increased metabolism and an extremely decreased appetite. Psychologically, cocaine and most amphetamines are extremely addictive and affect the pleasure center of the human brain. Stimulant intoxication can lead to visual, auditory and tactile hallucinations and delusional type thinking. After a person develops dependence upon cocaine or an amphetamine, sudden or gradual cessation in use can cause markedly diminished interest or pleasure in most daily activities. Fatigue, insomnia, and feelings of worthlessness are also common and can possibly result in suicide attempts.

Phencyclidine/Ketamine – These drugs form a distinct category of their own because the effects produced are unlike any other drugs. Ketamine (Special K) and Phencyclidine (PCP) act similarly to a hallucinogen, in some respect. In other respects they act similarly to that of a central nervous system (CNS) stimulant as well as a CNS depressant. Among their side effects are delirium, visual disturbances, hallucinations and severe violence. Some evidence of long-term memory disorders and psychological disturbances resembling schizophrenia also has been linked to the use of these drugs.

Hallucinogens – Drugs in this classification include LSD (acid), mescaline (peyote), mushrooms (psilocybin), amphetamine variants (ecstasy), and other hallucinogens. The greatest short-term risk associated with ecstasy is dehydration and overheating. Additionally, consequences that ecstasy may have on the brain include depression, anxiety and effects on the brain's ability to think and store memories. The greatest risk associated with LSD use is a "bad trip." A bad trip can occur at any time, even occurring in individuals who have used the drug many times. A bad trip is a psychological reaction to the ingestion of LSD and is primarily based upon the user's mind set and environment at the time of administration. A bad trip can result in extreme paranoia, panic attacks and a loss of self-control. The most extreme outcome of a bad trip can be permanent psychosis or even death.

Nicotine – Nicotine is the powerfully addictive substance in tobacco that can "hook" a user in as few as three cigarettes. Short-term health effects related to smoking can include wheezing, coughing, frequent colds, and decreased senses of smell and taste. Smoking can also trigger asthma symptoms. Long-term health effects can include chronic bronchitis, lung cancer, or cancer of the mouth, throat, bladder, pancreas, or kidney.

Inhalants – Inhalants include a wide variety of breathable chemicals that produce mind-altering results. The three major subcategories of inhalants include volatile solvents, aerosols and anesthetics. The most commonly abused inhalants are gas, glue, paint and nitrous oxide (including whippets). A major physical consequence in inhalant use is sudden death occurring from heart beat irregularities. Inhalants produce an inebriation effect with associated bizarre thoughts, dizziness, numbness and a lack of coordination. The intoxicated person will have problems performing even the most mundane tasks, and serious accidents can result. Long-term effects can include brain damage, poor concentration and memory loss.

Cannibis – Drugs in this classification include: marijuana, tetrahydrocannabinol (THC), hashish, and hashish oil. Physical risks of marijuana use include damage to the lungs, chromosomes, and reproductive system. The most severe consequences of cannibis use affect brain functioning. Chronic marijuana use can result in changes in perception, motor activity, sensation, emotional response, motivation, memory and states of awareness.

Depressants – Drugs in this classification include Rohypnol and other barbiturates, benzodiazepines, xanax, valium, GILB and other depressants including alcohol. Depressants produce rapid tolerance. Severe withdrawal, including seizures and death, can occur if depressant use is immediately stopped. Depressants also can cause sudden death by respiratory arrest or by stroke resulting from a marked increase in blood pressure. Mixing alcohol with other depressants can be lethal.

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Substance Abuse Prevention Program and Notification to Employees

Frederick Community College has established an on-going substance abuse prevention program utilizing a variety of educational and prevention strategies. One of the goals of this program is to heighten the awareness of faculty and staff about the dangers of substance abuse in the workplace, the college's policy of maintaining a drug-free campus, the availability of substance abuse counseling, rehabilitation or employee assistance programs, and the penalties that may be imposed upon employees for substance abuse violations.

In addition, the college will issue annual written notice to employees of the college's drug and alcohol policy and all specific notifications required by the law.

Getting Help

The college provides resources and referral services for students, faculty and staff confronted with a problem of drug and/or alcohol abuse. Information related to these services is available at www.frederick.edu

Grievance Procedure for Students: Non-grade Complaints

A. Introduction

The purpose of the Grievance Procedure for Non-grade Complaints is to establish a process for students to express and resolve misunderstandings, concerns, or grievances that they have with any College employee in a prompt, fair, and equitable manner. Actions that may be grieved under this procedure include (but are not limited to unless otherwise excluded as defined below) unfair, inequitable treatment, improper application of College policy or procedure, improper disclosure of grades (i.e., FERPA violation), and unprofessional treatment. Although the procedure encourages the resolution of the concern informally, a formal grievance is available should the concern not be resolved informally. Actions that may not be grieved under this procedure include: 1) actions by another student as these are subject to the College's Code of Student Conduct (College Policy/Procedure 5.11); 2) sexual harassment by a College employee or student (College Policy

3.18/Procedure 5.19); 3) discrimination (College Policy 3.17/Procedure 3.17); 4) American with Disabilities Act (ADA) compliance complaints (College Policy 5.18/Procedure 5.18c); and 5) grade disputes (College Policy 5.18/Procedure 5.18a). Federal, State, and local laws, rules and regulations may not be grieved. The burden of proof shall rest with the student.

B. Procedures

1. Informal Level

The parties involved in the grievance should try to resolve the misunderstanding, concern, or grievance through discussion. Preceding this discussion, it may be helpful for the student to consult with a member of the counseling staff to clarify the issues involved. If, after meeting with the employee involved in the grievance, the student remains unsatisfied, the next step in the informal process is to meet with the employee and his/her supervisor(s). This meeting must take place within fourteen (14) calendar days from the time the student knew or reasonably should have known about the unfair or unjust treatment. If a satisfactory outcome is not reached, a formal grievance can be initiated. A formal grievance must be initiated within ten (10) calendar days of meeting with the employee and his/her supervisor(s).

2. Initiation of Formal Grievance

a. A formal grievance is initiated with the Initiation of Grievance form which must be signed by the student, employee involved in the dispute, and the employee's supervisor(s). Should the employee refuse to sign the form, that refusal shall be noted by the supervisor(s) and should not inhibit the process from continuing. Documentation supporting the complaint should be attached to the form. The Initiation of Grievance form may be obtained from the offices of the Vice Presidents for Learning, Learning Support, and the Counseling and Advising Offices.

- b. The form and relevant documentation is sent from the supervisor(s) to the appropriate department administrator who will act on the complaint. The student will be notified of the administrator's decision in writing within ten (10) calendar days after the formal grievance is filed. If the student is unsatisfied with the decision of the department administrator, he/she may appeal to the Vice President to whom the department reports. The appeal must be in writing and submitted to the appropriate Vice President within five (5) calendar days of receiving the department administrator's notification of his/her decision. The Vice President will meet with the student within five (5) calendar days of receiving the student's appeal. The decision of the Vice President is final and will be communicated to the student in writing within five (5) calendar days of meeting with the student.
- c. A written report of the Vice President's decision will be maintained in the respective Vice President's office or in the case the case where a grievance is filed against a Vice President the file will be maintained in the Office of the President.
- C. Procedural Requirements for the Grievance Process
1. Legal counsel is not permitted during the grievance process.
 2. No retaliation of any kind shall be taken against a student for participating or refusing to participate in a grievance. Retaliation may be subject to action under the Code of Student Conduct or applicable employee policies and procedures.
 3. The failure of the student to appeal a decision within the designated time period shall constitute a withdrawal of the grievance and bar further action by the student on this grievance. The retraction of a grievance by the student at any point in the process bars the student from re-initiating the grievance.
 4. The failure by the student to appear for any scheduled meeting without prior notification or evidence of extenuating circumstances shall constitute withdrawal of the grievance or appeal.
 5. The student may withdraw the formal grievance at any time by written notice to the appropriate Vice President.
 6. Grievance records will be held in the appropriate Vice President's office or, in the case where a grievance is filed against a Vice President, in the Office of the President. Records will be held for a period of three years after which the records will be destroyed.
 7. Standard of Evidence. The standard of proof in a case arising under this Procedure shall be the "preponderance of the evidence." A "preponderance of the evidence" shall mean evidence which is of greater weight or more convincing than evidence to the contrary; evidence which shows that something more likely than not is true.

Grievance Procedure for Students: ADA Grievances

The purpose of this Grievance Procedure is to establish a process for students (and potential students) to express and resolve, in a prompt, fair, and equitable manner, any misunderstandings, concerns, or grievances that they have with respect to the college's fulfillment of its obligations under the ADA and Section 504. Although the procedure encourages the resolution of the concern informally, a formal grievance is available should the concern not be resolved informally. Grade disputes resulting from alleged ADA or Section 504 compliance complaints should first be addressed under this Grievance Procedure. Once these compliance complaints are addressed and/or resolved, such grade disputes will then follow College Policy/Procedure 5.18a if applicable

Informal Level

Students initiating proceedings under this Grievance Procedure must do so by submitting a signed Student Complaint form to the Services for Students with Disabilities office within thirty (30) calendar days of the alleged compliance violation. The Student Complaint form is available from the Services for Students with Disabilities office. The parties involved in the grievance should try to resolve the misunderstanding, concern or grievance through discussion. Preceding this discussion, it may be helpful for the student to consult with the individual whose action, including a determination with respect to a requested accommodation, has resulted in the grievance, in order to clarify the issues involved.

If, after meeting with that individual, the student remains unsatisfied, the next step in the informal process is to meet with the individual and his/her immediate supervisor(s). This meeting must take place within fourteen (14) calendar days from the date of the initial meeting between the student and individual. Upon request, a Services for Students with Disabilities staff member (other than the Director) can assist the student with mediation at these meetings.

Prior to the meeting, the student must submit a written account of the nature of his/her complaint and a requested remedy/outcome to the individual's supervisor using the Student Complaint Form. If a satisfactory outcome is not reached, a formal grievance can be initiated. A formal grievance must be initiated within ten (10) calendar days from the date the student meets with the individual and his/her supervisor(s).

Initiation of Formal Grievance

A formal grievance is initiated with the submission of an Initiation of Grievance form, which must be signed by the student. Documentation supporting the complaint should be attached to the form. The Initiation of Grievance form may be obtained from the offices of the Vice Presidents for Learning, Learning Support, and the Counseling and Advising Offices.

The Initiation of Grievance form, the Student Complaint form, and any other relevant documentation should be submitted to the ADA Coordinator who will investigate the complaint. The Coordinator will complete the investigation, make a determination with respect to the grievance, and inform the student of his/her determination within fourteen (14) calendar days. If the student is not satisfied with the ADA Coordinator's determination, the student may seek a hearing.

A hearing will take place within fourteen (14) calendar days from the time the ADA Coordinator completes the investigation and informs the student of his/her determination. Prior to the hearing, the findings from the ADA Coordinator's investigation of the complaint will be forwarded to the Associate Vice President for Student Development. This hearing will include the student, the individual whose action, including a determination with respect to a requested accommodation, has resulted in the grievance, his/her supervisor(s), and the Associate Vice President for Student Development who will conduct the hearing and render a decision regarding the alleged ADA compliance violation. The student will be provided with a full opportunity at the hearing to describe the facts which support his/her grievance and to direct reasonable and relevant questions to the Associate Vice President for Student Development, which will be re-communicated to the individual whose action has resulted

in the grievance and his/her supervisor(s) for response. The student will be notified of the Associate Vice President for Student Development's decision in writing within ten (10) calendar days from the date of the hearing.

If the complaint is against the Services for Students with Disabilities program or the ADA Coordinator, an investigation by the ADA Coordinator will be dispensed with, and the complaint will proceed directly to a hearing conducted by the Associate Vice President for Student Development.

If the student is unsatisfied with the decision of the Associate Vice President for Student Development, he/she may appeal to the Vice President for Learning Support. The appeal must be in writing and submitted to the Vice President within ten (10) calendar days of receiving the Associate Vice President for Student Development's notification of his/her decision.

The findings of the Associate Vice President for Student Development will be forwarded to the Vice President. The Vice President will meet with the student within ten (10) calendar days of receiving the student's appeal. The decision of the Vice President is final and will be communicated to the student in writing within ten (10) calendar days of meeting with the student.

Throughout the Grievance Procedure, legal counsel is not permitted to attend (i) at the informal level, either the discussion between the student and the individual whose action, including a determination with respect to a requested accommodation, has resulted in the grievance or any subsequent meeting among the student, the individual in question, and his/her supervisor, or (ii) at the formal level, any meeting or hearing.

- a. No retaliation of any kind shall be taken against a student for filing a grievance or for participating or refusing to participate in a grievance. Retaliation may be subject to action under the Code of Student Conduct or applicable employee policies and procedures.
- b. The failure by the student to appear for any scheduled meeting or hearing without prior notification or evidence of extenuating circumstances shall constitute withdrawal of the grievance or appeal.
- c. The failure of the student to appeal a decision within the designated time period shall constitute a withdrawal of the grievance and bar further action by the student on this grievance. The retraction of a grievance by the student at any point in the process bars the student from re-initiating the grievance.
- d. The student may withdraw the formal grievance at any time by written notice to the ADA Coordinator.

Non-discrimination Procedures

A. The following procedures are adopted to process complaints alleging violations of the College's policies on Non-discrimination, Equal Employment Opportunity, Equal Educational Opportunity, or Sexual Harassment, and will be in addition to any complaint or charges an employee, applicant or student files with State or federal agencies. These procedures apply to all complaints of sexual harassment made against an employee. Complaints of sexual harassment made against a student will be processed under the student sexual harassment procedure.

B. Initiation of a Complaint. Any employee, applicant, or student who alleges a violation of College policy on Non-discrimination, Equal Employment Opportunity, Equal Educational Opportunity, or Sexual Harassment should file a complaint with the Associate VP for Human Resources* setting for the grounds for the complaint. If the complaint is against the Associate VP for Human Resources, the employee should file the complaint with the VP for Administration. If the complaint is regarding sexual harassment, the administrator will inform the Title IX Coordinator. The following person has been designated as the Title IX Coordinator:

Associate Vice President for Human Resources
7932 Opossumtown Pike, Building G, Suite G230
Frederick, MD 21702
301.846.2436

C. Fact Finding. The AVP for Human Resources* (or the VP for Administration) will initiate the impartial fact-finding process in response to the complaint and attempt to resolve the issue with the employee, applicant or student. The College will take interim preventative measures to protect the victim(s) and the school community during the investigation, and will maintain ongoing contact with the victim(s) throughout the investigation. The Department of Human Resources maintains all documentation of the complaint investigation, and any corrective action. Within a maximum of ten (10) work days of the receipt of the written/verbal complaint, the college administrator will complete the investigation and prepare a packet containing the statements and findings of the investigation. If the complaint is complicated or otherwise cannot reasonably be investigated within 10 work days, the administrator may extend the time for a decision by not more than ten (10) additional work days and will inform the complainant of the extension in writing.

D. Conference with the President. If the Associate VP for Human Resources* cannot resolve the complaint, the matter will be forwarded to the President of the College by the Associate VP for Human Resources* (or the VP for Administrator) with a recommendation. The President will hold separate information conferences with each party and make a decision of the charges.

E. Appeal. The decision of the president may be appealed to the board of trustees.

F. Standard of Evidence. The standard of proof in a case arising under this Procedure shall be the "preponderance of the evidence." A "preponderance of the evidence" shall mean evidence which is of greater weight or more convincing than evidence to the contrary: evidence which shows that something more likely than not is true.

G. Confidentiality. All parties and staff will keep the complaint, fact-finding process and conference or hearings confidential, except to the extent that it is necessary to investigate and process the complaint.

H. Reprisals and False Complaints. Persons filing complaints of discrimination, harassment, or retaliation will be protected against reprisals by actions that are appropriate to the circumstances. Those persons filing deliberate false complaints will be subject to disciplinary action including dismissal.

I. Disciplinary Action. Substantiated complaints of violation of the above referred to policies may subject the offending party to disciplinary action.

J. Title IX prohibits retaliation against any individual who, in good faith files a complaint under the Title IX or participates in a complaint investigation. For additional information, see Non-discrimination policy 3/17.

Note*Indicates that the Associate VP for Human Resources may designate another college administrator to act in his or her absence.

Sexual Assault

A. Definition and Scope

1. Frederick Community College will not tolerate sexual assault in any form, including date or acquaintance rape. The term "sexual assault" is defined by the Maryland Annotated Code as rape, forcible sodomy, or forcible sexual penetration, however slight, of another person's anal or genital opening with any object by a stranger or acquaintance. These acts must be committed either by force, threat, intimidation or through the use of

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the victim's mental or physical helplessness of which the accused was aware or should have been aware (Level 1); the touch of an unwilling person's intimate parts (defined as genitalia, groin, breasts or buttocks, or clothing covering them) or forcing an unwilling person to touch another's intimate parts by a stranger or acquaintance. These acts must be committed by force, threat, and intimidation or through the use of the victim's mental or physical helplessness of which the accused was aware or should have been aware (Level 2).

2. Making reports and taking action in response to a sexual assault against a student or employee will be limited to incidents occurring on campus, off campus at College leased or owned facilities, when attending College sponsored activities or any activities (including participation in field experiences, internships, athletic, and cultural events) which are initiated, authorized, or supervised by Frederick Community College, even off-campus, or when representing the College.

B. Prevention and Education Programs

1. The College will do everything reasonably feasible to reduce the risk of sexual assault in the College environment. An annual review will be conducted by the Executive Director of Risk Management and Public Services or his/her designee to identify areas that might pose such a risk, and recommendations for corrective action(s) will be made to the Vice President for Administration.
2. The College provides education programs to promote awareness of domestic violence, dating violence, rape, acquaintance rape, stalking and other sex offenses for students and employees on a regular basis. In addition, during new student orientation programs, Alcohol Awareness Month, Wellness Month, and throughout the academic year, the Division of Student Development and student organizations sponsor a variety of educational programs focusing on sexual assault, sexual harassment, prevention, and awareness. Similarly, new employees will receive training and education on sexual assault, sexual harassment, prevention, and awareness. Continuing education of employees will be provided by the Associate Vice President for Human Resources.
3. Confidential Resources to talk with about a Sexual Assault
 - a. Frederick Community College's Counseling and Advising Center – located on the 2nd floor of J Building, 301.846.2471

- b. Frederick Memorial Hospital, 240.566.3300
- c. Frederick County Rape Crisis Center, 301.662.8800

Other Resources

- d. Maryland Coalition Against Sexual Assault (MCASA) www.mcasa.org (The website provides a detailed list of rape crisis centers located in Maryland).
- e. National Sexual Assault Hotline 24/7 at 1-800-656-HOPE. (This is a free and confidential hotline for incidents occurring outside of Maryland). Please feel free to contact any of the resources listed above for assistance and support.

C. Victim Action

1. Anyone who believes that he/she has been sexually assaulted has the following options:
 - a. Choose to report the incident and press charges through a local law enforcement agency and/or file a report with the Department of Risk Management and Public Safety.
 - b. File a Peace Order with the Frederick County District Court to prevent contact with the person alleged to have committed the sexual assault. The Department of Risk Management and Public Safety staff is available to assist in this process.
 - c. Utilize Campus Security to be escorted on campus if feeling unsafe.
 - d. Utilize FCC's counseling services in the Counseling and Advising office.
2. If you are raped or sexually assaulted go to a safe place and get medical treatment as soon as possible to make sure that you are physically okay. Try to preserve all physical evidence. Call someone you trust. Remember that being assaulted is not your fault.
3. Seek medical attention immediately to provide options for the prevention of sexually transmitted infections, internal injuries, and the possibility of pregnancy. This medical examination, performed by a specially trained nurse, is available at Frederick Memorial Hospital or the Frederick County Rape Crisis Center (24 Hour Hotline: 301.662.8800).
4. Transportation can be arranged for on campus incidence by the Department of Risk Management and Public Safety, 301.846.2674, or by calling the ambulance at 911.

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5. Collect Evidence as soon as possible. Evidence collection is necessary for the investigation of the crime. Even if you do not think you would like to pursue a criminal case now, you can have evidence collected so you can decide later whether filing a report with police is right for you.
6. Do NOT shower, bathe, brush your teeth, and if at all possible, avoid using the restroom prior to having a medical exam. This can allow important evidence to be collected. Place all clothing worn at the time of the assault in a paper, not plastic, bag to preserve any evidence present on the items. Do not apply medication to any injuries unless absolutely necessary.
7. Helping the Victim Remain calm and go to a safe place. Seek medical treatment as soon as possible Help the victim to preserve all physical evidence. Contact someone you trust to get help and support.

D. Response Procedures

The College encourages full reporting of incidents of sexual assault as well as the full use of all available campus and off-campus resources. The College also recognizes that someone who believes that he/she has been sexually assaulted has the right in most circumstances to decide whether to report the incident to College authorities and/or law enforcement and to decide what campus or community resources to use. The College cooperates with all investigative agencies. The College will do its best to comply with the wishes of someone who believes that he/she has been sexually assaulted. Due to the extremely private nature of sexual assault incidents, the College will not normally pursue charges of sexual assault unless the person who believes that he/she has been sexually assaulted is involved in the process. However, the College reserves the right, at its sole discretion, to pursue an incident of sexual assault to its conclusion in cases where not pursuing the incident would constitute a danger to the College community.

1. All allegations of a sexual assault are to be reported, responded to, and investigated according to the procedures outlined below. When the accused is a student, findings from the investigation will be reported to the Vice President for Learning Support or his/her designee, at 7932 Opossumtown Pike, J324, Frederick, Maryland 21702 and 301.846.2565, for adjudication in accordance with the Code of Student Conduct. When the accused is an employee, the findings will be reported to the Associate Vice President for Human Resources or his/her designee, at 7932 Opossumtown Pike, G231,

Frederick, Maryland 21702 and 301.846.2436, for adjudication under the College's personnel procedures.

2. A person who believes that she/he has been sexually assaulted should contact the Department of Risk Management and Public Safety or the College's Title IX Coordinator. If a person makes a report to a faculty or staff member, federal law requires that the information be reported to the Vice President of Learning Support or the Title IX Coordinator. Reports include the name of the individual who reported that he/she has been assaulted, date, time, and the location of the incident.
3. If an individual believes a sex offense has occurred (as a possible witness to alleged assault), he or she must report it to Campus Security. Sex offenses should be reported as promptly as possible in order to preserve evidence of the events and to better facilitate investigative procedures. When an alleged crime is reported, Campus Security is required to notify the Frederick City Police. An individual charged with sexual assault may be prosecuted under the Maryland State Criminal Codes. The victim has the right to file charges with the Frederick City Police, Maryland State Police, or the Frederick County Sheriff's Department.
4. Campus Security will notify the Executive Director of Risk Management and Public Services or his/her designee, the Counseling Office, and the Vice President for Learning Support if the victim or the accused is a student. In the event that the victim or the accused is an employee, the Associate Vice President for Human Resources will be notified. If the victim so chooses, the Counseling Office representative will provide assistance in working with appropriate law enforcement authorities. At the request of the victim, Campus Security personnel will assist in obtaining appropriate medical attention, including transportation to the nearest designated hospital, by calling emergency medical assistance.
5. Any individual reporting a sexual assault will be treated with respect and sensitivity. Every effort will be made to minimize the number of times the victim is interviewed and required to repeat a preliminary description of the incident. Contacts and conversations relating to the incident will be held in confidence.
6. Throughout the process, the President will be apprised of the circumstances by the Vice President for Learning Support, when the accused is a student, or by the Associate Vice President for Human Resources, when the accused is an employee.

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7. A student who is a victim of sexual assault may request a change in classes, and the Vice President for Learning Support will assist with making appropriate changes where options are reasonably available.
 8. The FCC Counseling Office will inform victims of sexual assault about existing on and off-campus counseling, mental health, or other services for victims of a sexual crime.
 9. Hospitals equipped with Maryland State Police Sexual Assault Evidence kits:
 - Frederick Memorial Hospital
 - Washington County Hospital Center
 - Carroll County Hospital
 - Gettysburg Hospital
 - Montgomery General Hospital
 - Howard County Hospital
- E. Investigating an Alleged Sexual Assault
1. Regardless of whether criminal proceedings are initiated, the College may conduct an adequate, reliable, and impartial investigation and initiate disciplinary proceedings if the evidence warrants. An investigation will be conducted by the Executive Director of Risk Management and Public Services or his/her designee, who will report the findings to the Vice President for Learning Support, if the accused is a student, or to the Associate Vice President for Human Resources, if the accused is an employee within a maximum of ten (10) work days from the initiation of the complaint. If the complaint is complicated or otherwise cannot reasonably be investigated within 10 work days, the administrator may extend the time for a decision by not more than ten (10) additional work days and will inform the complainant of the extension in writing.
 2. Pending the outcome of an investigation of the alleged incident, the Vice President for Learning Support, or if the accused is an employee, the Associate Vice President for Human Resources may take temporary actions to promote safety, security, and a harmonious working and learning environment. Such actions may include, but are not limited to, suspension, transfer, alterations to academic or working schedules or locations, or other steps deemed appropriate.
 3. During the investigation, the Executive Director of Risk Management and Public Services shall meet with the accuser. During such meetings, the accuser may request the presence of other appropriate persons who may participate in the review, but not as legal counsel.
 4. The Executive Director of Risk Management and Public Services shall also meet with the accused and present allegations made by the accuser. The allegations need not be presented in writing. The accused shall be provided an opportunity to respond to the allegations. During any such meeting, the accused may request the presence of other appropriate persons who may participate in the review, but not as legal counsel.
 5. During the investigation, the Executive Director of Risk Management and Public Services shall interview other witnesses who are believed to have information potentially relevant to the allegations.
 6. The College will implement appropriate interim steps during any law enforcement agency's investigation period and/or College investigation period to provide for the safety of the victim(s) and the school community and the avoidance of retaliation.
 7. The College will keep the complaint and investigation confidential to the extend possible.
 8. The Executive Director of Risk Management and Public Services will maintain all documentation of the complaint investigation.
 9. Standard of Evidence. The standard of proof in a case arising under this procedure shall be the "preponderance of the evidence". A "preponderance of the evidence" shall mean evidence which is of greater weight or more convincing than evidence to the contrary: evidence which shows that something more likely than not is true.
- F. Adjudicating Alleged Violations
1. The Executive Director of Risk Management and Public Services will report the evidence adducted during the investigation to the Vice President for Learning Support for adjudication in accordance with the Code of Student Conduct when the accused is a student. Sanctions for students can include disciplinary warning, reprimand, probation, suspension, or expulsion. When the accused is an employee, the findings will be reported to the Associate Vice President for Human Resources for

adjudication under the College's personnel procedures. The College may take any action necessary to discipline the offending employee. Disciplinary action may include a wide variety of actions up to and including the termination of the employment of the employee. Any disciplinary action taken will be in accordance with prescribed policies and procedures governing student or employee conduct. The Associate Vice President for Learning Support will maintain all documentation regarding disciplinary action for complaints in which the accused is a student. The Associate Vice President for Human Resources will maintain all documentation regarding disciplinary action for complaints in which the accused is an employee.

2. In addition to reviewing the evidence presented by the Executive Director of Risk Management and Public Services, the College may also consider determinations made by law enforcement agencies. A decision by criminal justice authorities not to prosecute does not preclude the College from pursuing disciplinary action.
3. The Student Right to Know and Campus Security Act as amended by the Higher Education Amendments of 1992 and the Higher Education Technical Corrections Act of 2009 requires the College to inform both the accuser and the accused simultaneously and in writing of the outcome of any disciplinary proceeding, appeal procedures, any change to the result before it becomes final, and when the results become final. The extent of information released regarding any disciplinary action that is taken against an offending employee will be in accordance with applicable State and Federal laws.

G. Prohibition Against Retaliation

Retaliation against a complainant or a person who provides information in support of a complainant is prohibited. Any person who retaliates against a complainant or a person who provides information in support of a complainant shall be subject to disciplinary action.

H. False Accusations

The College condemns the deliberate filing of false accusations of sexual assault. If it is determined that the complainant deliberately filed a false accusation, he/she will be subject to disciplinary measures in accordance with prescribed policies and procedures governing student or employee behavior.

Student Procedures for Filing a Sexual Harassment Complaint

A. Definition and Scope

1. Frederick Community College will not tolerate sexual harassment. Students are prohibited from engaging in sexual harassment of faculty, staff, or other students.
 - a. Sexual harassment can be committed by a student, employee, or third party. Sexual harassment of an individual is the unwelcome conduct of a sexual nature that interferes with a student's ability to learn, study, work, achieve, or participate in school activities or with an employee's/third party's term, condition, or privilege of employment/relationship with the school system. Examples of sexual harassment include, but are not limited to:
 1. Offensive language (epithets, dirty jokes, derogatory comments, or slurs of a sexual nature) communicated verbally or in writing, including electronic formats.
 2. Visual harassment such as derogatory posters, photography, cartoons, drawings, clothing or gestures.
 3. Offensive touching, including inappropriate patting or pinching, or impeding or blocking a person's physical movement.
 4. Making unwelcome sexual contact.
 5. Engaging in unwelcome sexual contact.
 6. Spreading rumors about or evaluating someone for their sexual behavior.
 7. Taunting or ridiculing someone because of perceived or actual sexual orientation.
 8. Pressuring someone for sexual activity
9. Sexual harassment also encompasses sex discrimination, sexual assault and sexual violence.
 - a. Such conduct has the purpose or effect of substantially interfering with an individual's educational performance or of creating an intimidating, hostile or offensive educational environment.

2. Sexual harassment may occur between people of the same or different genders, as well as between people of the same or different sexual orientation. Sexual harassment may take many forms. Sexual assault and requests for sexual favors that affect educational decisions constitute sexual harassment. However, sexual harassment may also arise from behavior that has the effect of creating an intimidating, hostile, or offensive educational environment. Sexual harassment may include physical action, spoken words, or written communication. Examples of conduct that may be harassment include: unwelcome physical contact; pressure for sexual activity; sexual remarks about a person's clothing, body, or sexual relations; conversation, jokes, or stories of a sexual nature; and the display of sexually explicit materials including posters, cartoons, and e-mail.

B. Investigating Alleged Violations of the Sexual Harassment Policy

The following procedures are to be followed when the accused party is a student. If the accused party is an employee, the complaint is to be referred to the Associate Vice President, Human Resources.

1. Informal Procedures

Students who reasonably believe that they have been sexually harassed under the definitions set forth above should contact the Associate Vice President/Dean of Students, Student Development or his/her designee within 120 days following an alleged incident of sexual harassment. The Associate Vice President/Dean of Students may waive the 120 day period with good cause. At the initial meeting with the Associate Vice President/Dean of Students, the complainant will be asked to document in writing the nature of the complaint. These discussions will be handled in a professional and confidential manner. The Associate Vice President/Dean of Students will advise the student on informal and formal procedures to follow, and will assist the student as needed in pursuing his/her options. This may include preparation for a formal hearing, referral to a Vice President or other appropriate College official, or assistance in negotiating with the alleged offender.

a. When a complaint is received the Associate Vice President/Dean of Students will discuss the complaint with the accused party who will have an opportunity to respond. The Associate Vice President/Dean of Students will record the complaint in a confidential log but will not disclose the complainant's identity to the accused party without the written consent of the complainant. Furthermore, no disciplinary action against an accused person will be initiated without disclosure of the complainant's identity unless there are repeated charges from different individuals. In addition, the Associate Vice President/Dean of Students may determine that no action is warranted; arrange for a written agreement acceptable to both parties without an indication of findings; or investigate and then present findings to the Vice President for Learning Support, in accordance with the Code of Student Conduct, if an informal resolution cannot be reached.

b. The results of the investigation will be confidentially reported to the complainant, the alleged offender, and the Vice President for Learning Support.

c. Care will be exercised to affect an informal resolution of the complaint that is acceptable to the parties. However, if a resolution cannot be found through informal procedures, then the Associate Vice President/Dean of Students will refer the case to the Vice President for Learning Support or his/her designee for adjudication under the Code of Student Conduct.

d. Such informal procedures are optional.

2. Formal Procedures

a. Initiation of a Complaint. Any employee, applicant, or student who alleges a violation of College policy on Sexual Harassment should file a complaint with the Title IX Coordinator or the Associate Vice President/Dean of Students setting for the grounds for the complaint. The following person has been designated to handle the intake of complaints:

Title IX Coordinator

Associate Vice President for Human Resources

7932 Opossumtown Pike

Frederick, MD 21702

301.846.2436

Associate Vice President/Dean of Students

7932 Opossumtown Pike

Frederick, MD 21702

301.846.2565

b. When referring the case, the Associate Vice President will direct the complainant to complete a "Reporting Violations of the Code of Student Conduct" form. The completed "Reporting Violations of the Code of Student Conduct" form, the student's initial written documentation of the complaint, and the report from the Associate Vice President summarizing the evidence adduced during the investigation will be forwarded to the Vice President for Learning Support. The Vice President will request a conference with the alleged violator and will provide written notification of the alleged violation, the specific charges against him/her, and an explanation of the evidence the Vice President has. In addition, the student will be informed that he/she will have an opportunity to present his/her side of the story and present any evidence at the conference with the Vice President. After conferring with the student, the Vice President may dismiss the allegation due to insufficient or unsubstantiated evidence or impose an administrative disciplinary sanction in cases where there is sufficient evidence to support such action. Any disciplinary action taken will be in accordance with prescribed policies and procedures governing student conduct. A substantiated charge against a student will subject that student to disciplinary action which may include suspension or expulsion.

c. Fact Finding. The Title IX Coordinator or the Associate Vice President/Dean of Students will initiate the impartial fact-finding process in response to the complaint and attempt to resolve the issue with the employee, applicant or student. The College will take interim preventative measures to protect the victim(s) and the school community during the investigation, and will maintain ongoing contact with the victim(s) throughout the investigation. The Title IX Coordinator maintains all documentation of the complaint, investigation, and any corrective action. Within a maximum of ten (10) work days of the receipt of the written/verbal complaint, the principal or school administrator will complete the investigation and prepare a packet containing the statements and findings of the investigation. If the complaint is complicated or otherwise cannot reasonably be investigated within 10 work days, the administrator may extend the time for a decision by not more than ten (10) additional work days and will inform the complainant of the extension in writing.

d. Appeal. A decision of the Associate Vice President/Dean of Students may be appealed to the President. Any such appeal will be conducted in an impartial manner.

e. Standard of Evidence. The standard of proof in a case arising under this procedure shall be the "preponderance of the evidence." A "preponderance of the evidence" shall mean evidence which is of greater weight or more convincing than evidence to the contrary; evidence which shows that something more likely than not is true.

C. Confidentiality

All complaints of sexual harassment are to be kept confidential. The complaint will be discussed only with those who have a legitimate administrative or legal reason to know about the complaints. Failure to exercise care in the disclosure of information is a violation of the Sexual Harassment policy and may result in disciplinary action.

D. Prohibition Against Retaliation

Retaliation against a complainant or a person who provides information in support of a complainant is prohibited. Any person who retaliates against a complainant or a person who provides information in support of a complainant shall be subject to disciplinary action.

E. False Accusations

The College condemns the deliberate filing of false accusations of sexual harassment. If it is determined that the complainant deliberately filed a false accusation, he/she will be subject to disciplinary measures in accordance with prescribed policies and procedures governing student or employee conduct.

Smoking/Use of Tobacco Products

Policy

A. The use of all tobacco products is prohibited on all College property, either owned or leased, with the exception of the parking lots.

B. Tobacco is defined as all tobacco-derived or containing products, including, but not limited to, cigarettes (clove, bidis, kreteks), electronic cigarettes and vaporizers, cigars and cigarillos, hookah smoked products, and oral tobacco (spit and spitless, smokeless, chew, snuff).

C. All faculty, staff, students, and visitors will be required to comply with this policy. The Security Department is responsible for monitoring and maintaining compliance with smoking regulations. Problems of non-compliance should first be presented to appropriate supervisors (for students, the chief student affairs officer) for resolution.

Procedure

Notification about the Policy/Procedures

No Smoking signs are posted in common areas such as building entrances and lobbies, athletic fields, food service areas, walkways, and parking lots.

Faculty, staff, and students are encouraged to inform violators of the smoking policy. In doing so, individuals should not become confrontational with violators. In those instances where a violator refuses to comply with the policy, Security should be contacted.

Enforcement

When a violation of the smoking policy is observed by a faculty, staff, student, or visitor, the individual should inform the violator of the College's smoking policy and request that they stop smoking or move to a designated smoking area. If the violator(s) refuses to comply or becomes confrontational, Security should be contacted.

When a violation of the smoking policy is observed by a Security Officer, a Smoking Policy Violation form will be prepared in duplicate. One copy shall be issued to the violator(s) and one shall be filed in the Security Office.

If the violator(s) refuses to comply, or otherwise becomes confrontational, reasonable, non-physical efforts (including the use of Security cell phone camera) will be made to identify the violator(s). Incidents of refusal to comply or confrontational response will be documented on a Security Incident Report and forwarded to the appropriate campus authority. Incidents involving employees will be reported to the AVP for Human Resources. Incidents involving students will be reported to the Vice President Learning Support or his/her designee.

Reporting and Tracking Violations

Repeat violations by students will be reported to the Vice President, Learning Support or his/her designee. Security will complete and submit a Code of Student Conduct Violation Report form identifying all prior document violations.

For additional information, see Smoking/Use of Tobacco Products Procedure 6.21.

Weapons

A. Weapons and ammunition are potential safety hazards and as such, unless explicitly permitted, are not allowed to be possessed, stored, used, transported or displayed by any employee, faculty, staff, student or visitor:

1. at any college owned, leased, or rented property.
2. in any building owned, leased or used by the college.
3. in any vehicle on college property.
4. at any college sponsored activity at any location, whether on campus or off campus that is initiated, authorized, or supervised by the college, or that involves representation of the college.

At FCC, student engagement incorporates so much more than classroom instruction. As a supplement to the academic experience, the student engagement program offers students the opportunity to acquire or further develop leadership skills through participation in a broad array of co-curricular and extracurricular programs. Information about existing campus clubs and organizations, packets on how to start a new club or organization, and information on campus events can be obtained by visiting the Center for Student Engagement in the Classroom/Student Center, H Building (H-101).

Student Engagement



The Student Government Association

SGA is the primary affinity group that represents the voice of the student body. Recognizing the final authority of the Board of Trustees in matters of governance of the college, SGA provides a forum for the expression of student views on issues that affect them and to promote the development of leadership skills for all students. It is the organization which selects student representatives to: 1) participate in college governance and the decision-making process; 2) develop social, cultural, and educational programming; and 3) allocate funds generated by the collection of student activities fees.

SGA supports student learning by encouraging and recognizing the formation of campus clubs and organizations that engage students in a wide array of social, cultural, and educational offerings. Clubs and organizations on campus are as diverse as our student population, offering students the opportunity to program events, meet students with similar interests, or simply enjoy quality entertainment both on and off campus. Clubs are open to all students on campus. To join a club, simply attend the meetings. Copies of the Student Government Association Constitution and/or information on club meetings can be found by contacting the advisor listed or by stopping by the Center for Student Engagement (H-101).

Campus Clubs & Organizations

Adult Student Union – The Adult Student Union provides support, resources and fun to help busy adult students balance the demands of daily life. The club schedules both daytime and evening meetings. Any student attending FCC is invited to join. For more information, contact Stacey Yost at syost@frederick.edu.

Anime Club – Are you interested in making new friends, as well as learning about and watching anime? Then this is the club to join! For more information, contact Aaron Clayton at aclayton@frederick.edu.

Athletic Programs – FCC students, faculty, and staff are welcome to use the Field House, D Building, anytime there are no scheduled classes, athletic practices or events, or prearranged use by outside groups. For more information, contact Rodney Bennett at rbennett@frederick.edu.

Big 6 – The Big 6 is a program designed to provide males of color the necessary support, academic development, and life training to succeed in college and in life. For more information, contact Chad Adero at cadero@frederick.edu.

student engagement

Business Club – Interested in the Business Field and all that it entails? The Business Club meets to discuss ways to improve business and techniques to promote business. For more information, contact Dave Hickman at dhickman@frederick.edu.

Ceramics Club -- If you enjoy pottery, this club is for you. Join us as we promote understanding, appreciation and learning of the Ceramic Arts. We will hold monthly meetings on the 3rd Tuesday of each month at in F Building (F-121). For more information, contact Shane Sellers at ssellers@frederick.edu.

CRU Club – This student led movement seeks to introduce students to Jesus Christ, help them grow in faith, encourage them to passionately live life in a manner consistent with belief in God. For more information, contact Mike Pritchard at mpritchard@frederick.edu.

Elite 8 – The Elite 9 program provides females of color the support essential to their academic success. The program is based on 8 principles: academic excellence, sisterhood, healthy relationships, leadership, community service, perseverance, confidence and positive self-image. For more information, contact Persis Bates at pbates@frederick.edu.

FCC Book Club – Interested in reading and discussing the latest novel, nonfiction or poetry book? This could be the club for you. For more information, contact Rich Fulton at rfulton@frederick.edu.

FCC Music Club -- This club is for all those music lovers who enjoy playing music. Bring your instruments and join us as we play music on the lawn. For more information, contact Ted Taft at ttaft@frederick.edu.

FCC Political Club -- A non-partisan, issues-oriented group for students who wish to discuss or become more aware of the political process and local, state, and national issues in order to be a well-informed citizen. We also seek to help educate the community to help them make wise choices in the election process that determines who will represent them. For more information, contact Dave Hickman at dhickmann@frederick.edu

FCC Theater – The campus drama group produces a lively season of plays in FCC's Jack B. Kussmaul Theater. Open to students, staff, and alumni, the plays provide opportunities for acting, stagecraft, and all aspects of theater production. For more information, contact Tad Janes at tjanes@frederick.edu.

Feminist Majority Club – This club works in pursuit of feminist ideals – social, political and economic equality for women, men, girls and boys. For more information, contact Jill Schultz at jschultz@frederick.edu.

Fencing Club – The Fencing Club is open to any student who is interested in learning more about fencing. It is an opportunity for fencers to hone their skills and have a time in which to compete. For more information, contact fencing@frederick.edu or Joe Marshall at jmarshall@frederick.edu.

Future Educators Club – The club will promote the acts of community service in the educational field, provide opportunities to explore various teaching strategies, and further educate individuals interested in education and teaching. If you are interested in becoming an active member, contact Delaine Welch at dwelch@frederick.edu.

Honor Students Association – The Honors Student Association (HSA) is made up of students who enjoy ideas and discussion. For more information about the Honors College and the opportunities available to you, contact Bruce Thompson, Honors Coordinator, at bthompson@frederick.edu.

L.I.F.E. – Love Is For Everyone – The L.I.F.E. Club offers social and support services for gay/lesbian/bisexual/transgendered students, faculty, staff and heterosexual allies. For more information contact advisor, Michael Linneman at mlynneman@frederick.edu.

Maryland Student Legislature – This club encourages awareness, interest and participation in the Legislative Process of Maryland State Government and General Assembly. For more information, contact Mike Powell at mpowell@frederick.edu.

Math and Engineering Club -- The Math Club provides social and intellectual activities designed to introduce students to mathematics, and to offer a place and time for club members to broaden their knowledge of mathematics through the discussion of articles, books and challenging problems. For more information, contact Dina Yagodich at dyagodich@frederick.edu or Greg Coldren at gcoldren@frederick.edu.

Outdoor Adventure Club – For those who love the outdoors, FCC's Outdoor Adventure Club offers exciting adventures in caving, climbing, camping, white water rafting, backpacking, and more. Trips are determined by student input. For more information, contact Charlie Cottingham at ccottingham@frederick.edu.

Paralegal Students Association – The purpose of the Paralegal Student Association is: To encourage the attainment of the Paralegal Associate in Science Degree or Paralegal Certificate by students; To provide a network for interaction between the students in the Paralegal Program, paralegals, and others in the legal field; To elevate the standards for paralegals; To explore opportunities available to provide for paralegal positions in the legal field; and to promote the interests and professionalism of paralegals. The PSA maintains a website that is useful for upcoming and current events and information. For more information contact Tracy Parker at tparker@frederick.edu.

Phi Theta Kappa – Alpha Delta Sigma is the campus chapter of the Phi Theta Kappa International Honors Society. While membership to Phi Theta Kappa is by invitation only based on cumulative grade point average and earned credit hours, the campus club is open to all students interested in leadership, scholarship, fellowship and service. For more information, contact Ken Kerr at kkerr@frederick.edu or Jeanni Winston-Muir at jwinston-muir@frederick.edu.

Read My Hands – The purpose of the Read My Hands Club is to enhance the learning experience of all students involved in or interested in American Sign Language (ASL) and the American Sign Language Studies program; to provide ASL users with a way to represent Deaf Issues and Foster Deaf Awareness through support of campus activities; to provide practice opportunities and interaction with members of the Deaf Community, thus encouraging proficient use of the language as well as cultivating appreciation and deep respect for Deaf culture. For voice callers, contact David Martin by video relay at 1.866.327.8877 and enter the phone number 301.624.2807. For VP or TTY call 301.624.2807 or send an email to him at dmartin@frederick.edu.

Spanish Club – Hola! We welcome all students interested in the Hispanic culture and language. We meet once a month. Come to our meetings to hear about our social and cultural events. For more information, contact Laura Cordova at lcordova@frederick.edu.

Student Newspaper – The Commuter reports on campus and community issues and events. All students, regardless of level of experience, are welcome to join an energetic staff. For more information contact Bryan Hiatt at bhiatt@frederick.edu.

Student Program Board – The Student Program Board is the campus programming organization. If you enjoy planning trips and events, or would like to learn how to, then this club is for you! For more information contact Kristi Mills at kmills@frederick.edu.

Veterans Club – The Veterans Club is a place where Veterans can come together for support, planned activities, local trips and guest speakers. For more information, contact Larry Huff at lhuff@frederick.edu.

Recognition & Awards Ceremony

Every May, the Center for Student Engagement hosts a ceremony to induct eligible students into Who's Who Among Students in American Colleges and Universities, as well as honor those students for academic achievement and outstanding contributions to campus clubs, organizations, and programs. The ceremony is held in the Jack B. Kussmaul Theater and everyone is welcome to join us as we celebrate student achievement.

Phi Theta Kappa National Honor Society

The Phi Theta Kappa National Honor Society, with over 500 chapters in 48 states, the Canal Zone, and Puerto Rico, is the national honor scholastic fraternity for community colleges. Founded in 1918, Phi Theta Kappa was recognized officially by the American Association of Junior Colleges in 1929.

Membership into the college's Alpha Delta Sigma chapter is by invitation only. To be considered, students must have accumulated a minimum of 17 credit hours, achieved a GPA of 3.7 or better, and must be of good moral character, evidencing qualities of citizenship. Membership is official recognition of intellectual achievement throughout the student's academic career and invites scholarship inquiry from some of our most popular transfer institutions. For more information, contact advisors Jeanni Winston-Muir at 301.846.2489/jwinston-muir@frederick.edu or Ken Kerr at 301.846.2646/kkerr@frederick.edu.

Who's Who Among Students In American Colleges and Universities

Inclusion in this national publication is awarded to students nominated by faculty and staff on the basis of academic records, extracurricular involvement, and leadership potential. Nominees must be second-year students and have completed 26 credits.

Alternative Break Service Trips

Students interested in participating in the Alternative Break Service Trips should contact Melissa Main in the Center for Student Engagement (H-101) or call 301.624.2745.

Service & Civic Engagement

Students interested in volunteering in the community or if your class has a service requirement, visit the Center for Student Engagement (H-101) for volunteer opportunities in the Frederick community. We can help match your interests with community needs. Call 301.846.2540 for more information.

Student Publications

Student Newspaper

The Commuter reports on campus issues and events. It offers excellent training in reporting, editing, photography, graphics, public relations, and advertising. Both students with a journalism background and students with no previous experience are welcome to join an energetic staff. For more information, contact the advisor Bryan Hiatt at 301.846.2511 or The Commuter office at 301.624.2832.

Student Literary Magazine

The Tuscarora Review is the magazine of creative arts, including literary works (short story, poetry, essay), graphic literature, 2D art (photography, fine art, computer graphics), and 3D art (ceramics, sculpture, mixed media). Posters and flyers are distributed each fall to encourage contributions. The magazine is distributed every spring and is free. Winners in several categories are recognized and awarded cash prizes at a spring art reception.

The Tuscarora Review welcomes contributions and new staff members. For more information, contact Faculty Advisor, Ramon Jones at 240.629.7837.

Athletics

FCC fields intercollegiate varsity teams that compete in men's and women's soccer, baseball, men's and women's basketball, and women's softball and volleyball. The Athletics Department is justly proud of the college's sports record and several FCC athletes have been named All-Americans. Our teams have competed at the national level in women's basketball, golf, and baseball. Students interested in trying out for a team should stop by the Athletic Department's office, D114, for information or call 301.846.2500.

FCC students, faculty, and staff are welcome to use the Field House, D Building, anytime there are no scheduled classes, athletic practices or events, or prearranged use by outside groups. For more information, contact the athletic department at 301.846.2500.

Phi Theta Kappa Induction Ceremony • May 9
Recognition & Awards Ceremony • May 18
Commencement • May 22

Student Financial Information



Financial Aid

The financial aid programs at FCC are designed to assist students with college expenses. Financial aid includes grants, scholarships, loans, and student employment opportunities.

To apply for assistance, a student must complete the Free Application for Federal Student Aid (FAFSA) and the FCC Financial Aid Application at www.fafsa.gov. Additional documentation may be requested from applicants.

Applications for FCC Foundation Scholarships can be found in the Financial Aid section of FCC's Web site, www.frederick.edu. All students are encouraged to apply. The recommended deadline for spring 2015 is November 1, 2014. Students must reapply for financial aid every year.

To be eligible for Maryland State Scholarships, complete the FAFSA each year by March 1.

All financial aid awards are made in accordance with students' ability to pay for their education using a federal formula. Applications for financial aid are reviewed and awarded in the order they are received and verified. Financial aid does not cover continuing education courses, but it can pay for developmental course work for students enrolled in approved degree programs. For more information, call 301.846.2620.

Scholarships

Applications for FCC Foundation Scholarships can be found in the Financial Aid section of FCC's Web site, www.frederick.edu. All students are encouraged to apply. For Spring 2015, applications must be completed between April 15, 2015 and May 31, 2015 at 12 noon.

To be eligible for Maryland State Scholarships, complete the FAFSA each year by March 1 and go to <http://www.mhec.state.md.us/> for further details regarding Maryland state scholarship opportunities.

Satisfactory Academic Progress

Federal regulations require that students make satisfactory progress toward completion of a degree or certificate to receive financial aid. Students must attend their classes, complete all classes in which they enroll, and obtain passing grades (usually a "C" or better). Students must successfully complete a minimum percentage of credit hours each semester.

Withdrawing from a class after the semester has begun can affect current financial aid and future eligibility. Students must meet the following completion rate and minimum grade point averages:

Total Attempted Credits Minimum GPA Completion Rate

- 0-24 1.50 50%
- 25-45 1.75 60%
- 46 & above 2.000 70%

Financial aid recipients are required to attend classes on a regular basis. Failure to attend classes can result in a reduction or cancellation of financial aid awards. Financial aid is cancelled for classes a student is enrolled in but never attends. A student cannot receive financial aid for courses that are audited or for courses that were previously completed more than one time.

Higher One Card

FCC has partnered with Higher One®, a financial services company focused solely on higher education, to deliver refunds to students electronically, providing students with a faster and easier ways to gain access to their refund money. Options include signing up for the myFCC eFunds debit card, which will issue funds the same day FCC releases it, or designate an existing bank account, and refunds will be transferred electronically to this account. All students will receive a myFCC eFunds debit card in the mail and should follow the instructions on how to activate it. Cards will be mailed to the student's current address on file with FCC. Therefore, it is critical that students verify their mailing address as soon as possible. Address changes must be made at the Welcome Center located on the first floor of the Enrollment Services Building. For more information about the benefits of the new myFCC eFunds card, visit www.frederick.edu/myfcefunds or www.myFCCeFunds.com.

Tuition Refund

The Tuition Refund Committee considers written appeals from students who are requesting an exception to the college Refund Policy based on illness, job schedule change or job change. Documentation must be provided. Forms are available online at www.frederick.edu or in the Registration & Records Office. The committee meets every other month.

Student Accounts

To pay a bill in person, visit the Student Accounts Office (J-119) located on the first floor of the Enrollment Services Building or call 301.846.2658. General hours are Monday - Thursday 8:30 am - 7:00 pm, Friday 8:30 am - 4:30 pm. Please note hours vary during the summer and winter months.

Payment Plan

At FCC, we hope to give students flexible options when paying for college tuition by offering an automatic payment plan each semester. This plan has an enrollment fee of \$25 and divides tuition and fees into a more manageable monthly payment based on the date of the student's registration. Students should sign up early to take advantage of up to 5 payments. Sign up by logging into your PeopleSoft account/ Student Center and follow the link for the payment plan under the finance information. The Student Accounts office receives immediate notification when the plan is activated so you won't get dropped from classes. Please take note of all the payment deadline dates, as we don't want anything to happen to your enrollment. Students can find this important information in the opening pages of each class schedule. For additional information, call the Student Accounts Office at 301.846.2658 or visit the office on the first floor of the Enrollment Services Building, J-119.

Pending Payment Plan Option

If you have applied for financial aid (completed your FAFSA) and you are enrolled for 6 or more credits, you have the option to apply for the Pending Payment Plan. This plan is an option for students who are waiting to have financial aid eligibility determined. If you sign up for this payment plan and you are awarded financial aid that does not cover all of your charges, the first payment will be taken out of your account, along with the \$25 fee after the start of the semester. If you are awarded enough financial aid to cover your charges, you will not be charged the \$25 fee and the payment plan will not be activated.

Student Technology & Communication

Blackboard

Blackboard is the platform for FCC's online and hybrid courses. Students can access Blackboard at <https://frederick.blackboard.com> Students who need assistance with Blackboard can contact the Student Technology Help Desk.

PeopleSoft

PeopleSoft Campus Solutions is the Student/Employee Information System that the college uses to manage all aspects of student and employee data. The modules in use allow for online registration and payment of bills, online grading, managing the course catalog and class schedules, financial aid, advising, transfer credit, test scores, support for institutional research and payroll. Students receive an account automatically as soon as they are admitted to the college and will use this ID to gain access to all of the areas within the self-service Student Services Center. PeopleSoft Campus Solutions can be accessed by navigating to www.frederick.edu and selecting the Current Students link at the bottom of the landing page and then selecting the PeopleSoft logo.

Assistance with PeopleSoft Campus Solutions comes in many forms. To learn more about this application, students can access the FAQ for PeopleSoft page located at <http://www.frederick.edu/current-students/downloads/psquickguide.aspx> Students may also request assistance via email by completing the PeopleSoft Assistance form located at <https://apps.frederick.edu/cfm/psassist/psassist.cfm>

Passwords for PeopleSoft Campus Solutions can be reset using the Reset My Password page by clicking on the Reset My Password hyperlink located just under the PeopleSoft Login box.

Email Accounts for Students

Email accounts for all registered credit FCC students are available at <https://myfcc.frederick.edu>. Instructions are available on the website. Student accounts also include free drive space to save assignments, papers, etc.

Student Technology Help Desk

The student technology services office assists students with navigating FCC technologies. We provide student orientations designed to guide students through basic logins, including myFCC E-mail, Data Storage, Blackboard, PeopleSoft, FCC Alert, wireless printing, and general wireless access. Other services include password resets, familiarization with Microsoft Office, and other supported applications.

Student Technology Services can be reached by phone at 301.846.2509, online by visiting www.frederick.edu/support, or by visiting the Classroom/Student Center, room H-214.

Computer Labs

The Open computer lab is located in H-217. The lab is open for academic use to students currently enrolled in classes with computer requirements. Hours of operation are posted at the lab's door. In addition to Microsoft Office, third party software is installed to support the Computing and Business Technology classes.

The Macintosh Computer Lab, located in the F Building (F-107), is open to students enrolled in Computer Graphics and Digital Photography classes. The lab offers color printing and scanning. Large format color printing is available. For printing sizes and prices, contact the Bookstore. Software includes Adobe Photoshop®, Adobe Illustrator®, Adobe InDesign®, and Adobe Dreamweaver®. Hours of operation are posted on the lab's doors.

Wireless Computer Access

Wireless access to internet service is available in most areas across campus. Access to printing from your wireless computer is available in the H-217 lab, the Library, the Writing Center, and the Career & Transfer Center.

Acceptable Use of Information Technology Resources

Frederick Community College provides students, faculty, and staff an array of information technology resources to support the learning mission of the college. Access to these resources is a privilege, not a right or guarantee, and as such, imposes certain responsibilities and obligations on the user. All users are expected to act responsibly, ethically, and legally, and limit their use of these resources to the educational purpose and legitimate business of the college and agree to abide by Procedure 6.26, Acceptable Use of Information Technology Resources Procedures. The college reserves the right to extend, limit, restrict or deny privileges and access to its information technology resources.

Users who inappropriately or illegally use information technology resources are subject to all applicable college and legal penalties for such misuse (see Procedure 6.26z - "Violations of Acceptable Use of Information Technology Resources").

Violations of Acceptable Use of Information Technology Resources

Violations of the Acceptable Use of Information Technology Resources policy or procedures may result in short-term or permanent loss of access to the college information technology resources; and/or may result in civil or criminal prosecution and/or may result in academic discipline or dismissal for students.

Student violators of the procedures are subject to the college's disciplinary policies and procedures that accord the student appeal rights. Based on the nature of the offense and/or number of violations, students are subject to disciplinary action in accordance with procedures established under the Code of Student Conduct (5.11), up to and including expulsion. Each student's application for admission is signed and dated acknowledging his/her agreement to comply with college policies and procedures. Students should review the college's "Acceptable Use of Information Technology Resources" procedures available at www.frederick.edu

Copyright/Compliance Policy

The Copyright Compliance Policy (Policy 6.29) informs students that unauthorized infringement may subject students to civil and criminal liabilities, provides a summary of the penalties for violations of copyright laws, and includes the college's policies with respect to unauthorized peer to peer file sharing, including potential disciplinary actions against students who engage in illegal downloading or unauthorized distribution of copyrighted materials. Alternatives to illegal downloading are available at www.frederick.edu/srkt.

October 31, 12 p.m. in the Cougar Grille • Halloween Costume Contest and free lunch (up to \$6.50) for everyone in full costume. See Center for Student Engagement for information.

Campus Life



Alumni Association

The FCC Alumni Association offers graduates and former students an opportunity to have a positive effect on the community, honor distinguished and outstanding alumni and help the college provide scholarship support through various fundraising activities.

The Alumni Association sponsors cultural and sporting events, bus trips and other activities that are open to students and members of the community. These activities raise funds for scholarships and give the association an opportunity to represent FCC in the community. Our office is located in A Building (A-202).

Apartment Locator

For those students who are looking to relocate to the Frederick area, the Center for Student Engagement, Classroom/Student Center (H-101) has a listing of area apartments and rental agencies. The list is provided for information only and Frederick Community College does not recommend or endorse any of these properties or management companies.

ATM

FCC has a BB&T ATM machine in the lobby of the Classroom/Student Center (H Building). The ATM accepts Cirrus, PLUS, STAR, AFFN, Quest, Visa, MasterCard, American Express, and Discover Novus Cash Network cards.

Bookstore

In addition to textbooks for credit and noncredit classes, students will find school and art supplies, backpacks, calculators, greeting cards, snacks, uniforms and equipment for allied health and culinary students and FCC imprinted clothing and gifts. Bus passes and stamps can also be purchased in the Bookstore. The bookstore is conveniently located on the first floor of the Classroom/Student Center.

Bulletin Boards

Students with a message to share, an event to promote, a service to offer or an item to sell may use the bulletin boards throughout campus. Fliers must be approved by the Center for Student Engagement, H-101, before posting. Limit fliers to one sheet of letter-size paper (8.5"x11"). Fliers must be in good taste as well as dated. Please do not use staples to post fliers on boards. Job announcements should be posted with the Career Center, located in the lower B/C Knuckle. Housing notices and books for sale should be posted on the bulletin board near the Center for Student Engagement, Classroom/Student Center (H-101).

Children's Center

The Carl and Norma Miller Children's Center at Frederick Community College provides year-round care and education for children of FCC students, staff, faculty, and the community. Professional early childhood teachers maintain a child-centered atmosphere using positive guidance techniques to help children develop responsible control of behaviors while creating a positive, respectful environment. Both full-time and part-time enrollment options are available. FCC students, enrolled in 6 or more credit hours per semester, are eligible to apply for a child care grant through the Office of Adult Services. Programs include infant/toddler, preschool, and pre-k and summer camps for ages 6 to 10. The preschool and pre-k programs are certified by the Maryland State Department of Education. The strong commitment to high quality care is reflected by the Center's voluntary accreditation through the National Association for the Education of Young Children. The Children's Center hours are 7:00 am to 6:00 pm. Rates vary according to age and part time or full time attendance. For more information, call 301.846.2612 or e-mail childrenscenter@frederick.edu.

College ID Card

All students should have an FCC student ID card. Photo IDs are issued to credit students after they register for classes the first time. Students should bring their class schedule and a picture ID card to the Welcome Center, located in the Enrollment Services Building. The hours of operation are Monday-Friday 8:30-4:30 pm.

A student ID card is needed for requesting transcripts, in-person registration, borrowing Library materials, securing free tickets to student activities, and access to labs and the Tutoring Center.

All enrolled credit students will be issued a parking sticker upon request at the Welcome Center. Stickers are not required but are used by security for emergency reasons (i.e., lights left on). See Parking Procedures for information about parking and fines. Lost parking stickers and student ID cards will be replaced upon request, at no cost.

Copies

Copy machines are located in the Library. Copies are 10¢ each.

Dining Services/Catering

Welcome to the Frederick Community College Dining Services Department. Please check out the dining services/catering page on www.frederick.edu for information such as menus, operational schedule, special events and more. There is also a suggestion form located there.

Our mission is to provide premier dining services to the college community and campus guests through outstanding quality and choice of food with superb customer service.

Dining Services operates four different venues on campus. The Cougar Grille, a food court style eatery with made-to-order sandwiches at the grill and deli areas, full salad bar, pizza, display cooking, hot features, grab & go, snacks, and drinks. Smooth Joe's, the campus coffee shop features Caribou Coffee, Big Train Smoothies, all your favorite hot drinks such as mochas and lattes, a wide assortment of pastries, grab & go sandwiches, wraps and more. A Taste for All Seasons Catering is the special events segment of dining services catering student, faculty and staff special events. Dining Services manages the vending operations for the campus. The management office is located in the Classroom/Student Center (H Building). For further information on any of our services or to book catering services call Donna Sowers at 301.846.2466 or Sandy Toms at 301.624.2738 or drop by our office. Suggestions or comments on all venues are always welcome.

FCC Foundation, Inc.

Established in 1981, the FCC Foundation Inc. is a 501(c)(3) not-for-profit foundation which exists to promote, augment, and further the educational purposes and programs of Frederick Community College and to provide scholarship aid for eligible students. We help students achieve their dreams, whether they're starting college and plan to transfer, pursuing a career program to become employed as quickly as possible, or attending continuing education classes for career or personal enrichment. Our office is located in A Building (A-202).

Higher One Machine

All financial aid refunds are disbursed to the Higher One card. There is a Higher One ATM machine located in Classroom/Student Center (H Building) beside the Cougar Grille that can be used to withdraw funds. There are no fees for students to withdraw funds using this machine. A student can also set up their Higher One account and link it to their personal bank account. Additional information can be found online at: <https://myfcceffunds.higheroneaccount.com/>.

Library

The Library is the student research partner. Whether students need to write a term paper, prepare a speech, or simply check a fact, the Library has the information and the people to help. With 60,000 books and videos, 7,000 online journals, and 18 electronic databases, there is information on almost any subject.

Online catalogs and reference databases make work fast and efficient. Library computers also have Microsoft Office applications like Word, PowerPoint, and Excel. Students can even do their research from home with the Library Web site (www.frederick.edu/library). Materials assigned in courses are also available. Librarians are always on hand to help students find their way around, locate materials, and use the information systems. Library presentations are often provided in courses. Even if students do not have any term papers, the Library is a comfortable and convenient place to study. When it's time for a break, there are current magazines, newspapers, and books in the Reading Room. The Library is located on the second floor, north side, of the Library Building.

Lost & Found

The Lost and Found is located in the Security Office located in the Classroom/Student Center, H Building (H-116). The Security Office may be contacted at 301.846.2453 or by dialing "0" on any campus phone.

Meal Cards

Purchase meal cards online! Students can purchase meal cards for any denomination of five dollars and up. Purchase a meal card for \$50.00 and receive a \$5.00 coupon good for \$5.00 off any purchase at the Cougar Grille or Smooth Joe's. Purchase a \$100 meal card and receive two \$5.00 coupons. Meal cards are valid at both the Cougar Grille and Smooth Joe's. See the cashier for further details and to purchase a meal card or order it online.

Microwave Ovens

Several microwave ovens are available for student use in the Classroom/Student Center (H Building). Microwaves are located in the Cougar Grille dining area, and in the SGA Offices (H-106C). Please be sure to clean up in and around the microwaves.

Stamps

Stamps are available at the Bookstore, Classroom/Student Center. Along with stamps, students may purchase bus passes in the Bookstore.

Student Lounges

There are several informal spaces on campus where students gather but we also offer a variety of designated student lounges.

The largest lounge is on the first floor of the Classroom/Student Center (H Building). It houses two billiard tables, five flat screen televisions, as well as computer stations for student use. Students who wish to use the game room equipment must present an FCC photo ID to the lounge assistant on duty.

On the second floor of the Classroom/Student Center building (H) there is a large study lounge and two smaller seating areas for student use. Additional student lounge space can be found on the top floor of the B/C Knuckle and on the first floor of the Library (L-Building). Both the C and L lounges are adjacent to vending machines.

Students interested in reserving space in the Student Center for club and organizations meetings, class study sessions or meetings are invited to call the Center for Student Engagement at 301.846.2793.

Suggestion Boxes

The Student Government Association (SGA) is always interested in ways to better serve students' needs. Suggestions can be dropped off at the SGA office in H-106B, or placed in the SGA mailbox in the Center for Student Engagement (H-101). The SGA urges students to share their concerns, comments and suggestions

Textbook Buyback

A textbook buyback service is offered at the end of each semester and summer session during the exam periods. A number of factors help determine which books we can buy back so we cannot guarantee that every textbook can be bought back.

Tickets and Events

For some FCC and community-sponsored events, free tickets for FCC students may be available from the Center for Student Engagement. Contact 301.624.2793 or stop by H-101 regarding availability of tickets. For most events in the JBK Theater, tickets may be purchased from the Theater Box Office.

Events and activities on campus are listed on the college's Web page. Simply go to www.frederick.edu and click on "Our Campus." The link to the calendar is listed under "Events on Campus."

Use of College Facilities

A. Members of the college faculty and staff and student body are entitled to use the college facilities when they are not in use during the normal college schedule. Requests for the use of facilities by college staff members are to be submitted to the President's Office in advance.

- B. The Board of Trustees recognizes that college facilities belong to the people and encourages their use by the public when they are not being used for their principle purpose. The President of the college is authorized to establish administrative procedures and regulations which will provide for use of college facilities by non-college groups without profit to the Board of Trustees. However, the actual costs of operation must be defrayed by the users.
- C. Fees as established by the Board of Trustees shall be charged for use of college facilities by non-college groups.

Vending Machines

Vending is monitored by the dining services department, but is maintained by Pepsi and Royale Vending Services. Vending machines are conveniently located in the E Building, H Building, D Building, L Building, B/C Knuckle, and the Monroe Center. If you encounter problems with a machine please notify the Dining Services management office at 301.846.2466 or 301.624.2738 so that a repair call may be placed. Refunds are available at the Cougar Grille during normal operating hours.

Visitors & Children on Campus

Visitors are expected to obey the law, show respect for properly constituted authority, and observe a standard of conduct appropriate for the college. Proper conduct is expected while on campus, off-campus at college-leased or owned facilities, attending college-sponsored activities or any activities which are initiated, authorized, or supervised by Frederick Community College.

Action may be taken when any visitor: (1) fails to observe the general standards of conduct or any specific policy, rule, regulation, or college procedure adopted by the college; or (2) interferes with the educational or operational environment of the college. Steps taken by the college could include disciplinary or criminal action, or letters of no trespass.

Spring Fling - May 8, 11:30 a.m.–1:30 p.m. • H patio
free lunch, live music, and lots of fun - sponsored by the Center for Student Engagement

FCC is a family-friendly institution that welcomes children to participate in a number of programs and activities. In addition, the college recognizes that visitors must bring children (defined as persons under the age of 16 who are not students at the college) to campus for other reasons. However, in order for the college to conduct its operations as an institution of higher education, arrangements must be made for children to be under the direct supervision of a parent or guardian at all times. Children must observe all Standards of Visitor Conduct.

Students may need to bring children to campus and to class in unusual circumstances, with the understanding that this is a temporary occurrence. Students should first obtain permission from faculty, to assure that the child's presence in the classroom will not interfere with the learning atmosphere.

There are many instances where both supervised and unsupervised children are discouraged from being on campus, due to possible disruption of normal college operations.

Examples include visiting classrooms, the library, the fitness center, laboratories, the gymnasium, or any other area where their presence may constitute a danger to themselves or others. Additionally, for their own safety and out of consideration for other testers, under no circumstances are children permitted in the Testing Center or to be left unattended during testing.

Standards of Visitor Conduct

Individuals violating acceptable standards of conduct are subject to disciplinary or legal action where appropriate. The following shall constitute unacceptable behavior on campus, off-campus at college-leased or owned facilities, and when attending college-sponsored activities or any activities which are initiated, authorized, or supervised by Frederick Community College:

- a. Disruption, obstruction of, or interference with college or college-sponsored activities, including, but not limited to teaching, research, studying, administration, sporting events, cultural events, fire, police, or emergency services, or other college functions.
- b. Unlawful use, possession, manufacture, sale, or distribution of any illegal or controlled substance, the abuse of alcohol, and the use of alcohol by anyone under 21 years of age.
- c. Drinking or possession of alcoholic beverages except as expressly permitted by the President.
- d. Unauthorized entry to or use of college property, including the failure to leave any of the college buildings or grounds after being requested to do so by an authorized employee of the college.
- e. Molestation, assault and battery, physical and/or psychological abuse, threat, or harassment of any member of the college community or visitor to the college, or conduct which threatens or endangers the health or safety of any such person.
- f. Theft or attempted theft of college or personal property of a member of the college community or campus visitor, or knowingly possessing such stolen property.
- g. Illegal gambling; disorderly, lewd, indecent, or obscene conduct or expression.
- h. Forging, unauthorized altering, falsifying or unauthorized use of any college documents, records, keys, or instruments of identification.
- i. Failure to comply with the reasonable directions of authorized college officials, including campus security personnel, acting in the performance of their duties, including refusing to furnish identification upon request.
- j. Using, possessing, or storing illegal or unauthorized arms classified as weapons, fireworks, explosives, or dangerous chemicals.
- k. Smoking in unauthorized areas.
- l. Acts of harassment, written, verbal or physical, that stigmatize or victimize an individual on the basis of, but not limited to, the following: race, ethnicity, religion, sex, sexual orientation, creed, national origin, ancestry, age, mental status, or disabilities.
- m. Engaging in any form of forcible or non-forcible sexual offense.
- n. Damaging, defacing, destroying, or misusing college property or property under its jurisdiction or the property of a member of the college community or campus visitor.
- o. Furnishing false information to the college or to members of the college community who are acting in the exercise of their official duties.
- p. Unauthorized or fraudulent use of the college's facilities and/or equipment, including, but not limited to, the telephone system, mail system, computer system, transportation system, and/or equipment, or use of any of the above for any illegal act.

- q. Using sound amplification equipment, systems or devices, except as permitted by the college.
- r. Abuse of computer usage and network access (see Use of Computer and Electronic Information Resources).
- s. Violating fire or safety regulations, including the misuse or damage of fire safety equipment.

The college may take any appropriate measures it feels necessary for violations that can include arrest by proper authorities and/or removal and banishment from campus.

Voter Registration

The Center for Student Engagement has been designated a voter registration site by the State Board of Elections. Students, staff, faculty, and community members can register for the first time, list a change of name or address, or change party affiliation. Simply complete the form, return it to us; and you will hear from the State within two to three weeks!

Safety and Security

Health & Safety Information

Alcohol and Drug Policy – Possession, use, or sale of illegal drugs or alcohol are prohibited on campus. The policy and procedure information is sent to each student and staff member annually.

Smoking Policy – Use of tobacco products is permitted in parking lots only.

Sexual Assault Policy – When an incident of sexual assault is reported on campus or at a college-sponsored event, staff will take prompt action to support the victim and assist law enforcement authorities in an investigation. Appropriate actions will be promptly undertaken to address the situation on campus and in the classroom. The victim will receive support and will be kept informed of the status of the case while criminal justice and campus disciplinary processes are pursued. A full copy of the FCC Sexual Assault Policy and Procedures is available to students and staff in the security office or through student development.

Weapons Possession – Weapons of any kind are not permitted on campus. If you see or suspect someone has a weapon, call the security office by phone at 301.846.2453, or from any campus phone by dialing “4444,” as soon as possible. If someone has a weapon in the open and threatens your life or others, dial 911 as soon as possible, then notify security.

Outdoor emergency phones are available at various locations around campus. To use you push a button and security is automatically contacted. If safe to do so, remain near the pole to answer questions or await help.

Buildings are open from 7:30 a.m.-10:30 p.m. when college is in session. Faculty and staff may access offices at any time by notifying the security office which is located in the Classroom/ Student Center, (H-116). The security office can be reached by dialing 301.846.2453. In case of emergency, the security office can be reached by dialing “4444” on any campus phone. Help phones are available in each campus building.

If you are a frequent visitor to our campus, we suggest that you take a moment to enter the security department phone number into the directory of your cell phone, 301.846.2453. This will allow you to conveniently contact security whenever services are required. Policy and procedures are available on the college’s Web site at www.frederick.edu/html/utilities/humanresources.

Student & Staff Roles in FCC’s Security Program

Your best protection is awareness of potential danger and a willingness to minimize risks, particularly when walking around the campus at night. Your cooperation and involvement in the campus safety program are imperative. Please:

- Keep wallets, purses, and high value items in secure places and out of sight.
- Keep books and other valuables locked in automobile trunks when not needed.
- Lock cars and put antennas down.
- Use available bike racks; lock bicycle frame and wheel to the rack.
- In open areas, maintain a “clean desk” policy.
- Lock offices when unoccupied.
- Contact the security office if you need assistance.

We strongly encourage timely reporting of suspicious activity or criminal offenses, as it is critical to campus safety.

Crime Statistics & Rates

In compliance with Title II of the Crime Awareness and Campus Security Act of 1990 (as amended in 1992, 1998 and 2000 as the "Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act"), FCC provides information related to crime statistics and security measures through fliers sent to students and staff, as well as prospective students. Information regarding campus security is also available on the FCC Web site, www.frederick.edu. The site contains information about ways students and staff can help ensure their personal safety, as well as policies and procedures on sexual harassment and assault, drugs and alcohol, and weapons. It includes a link to the Maryland Sexual Offender Registry and a list of officials at the college with significant responsibility for reporting criminal offenses. It also contains statistics on crime rates for the past three years.

Parking & Traffic

All enrolled credit students will be issued a parking sticker upon request at the Welcome Center. Stickers are not required but are used by Security for emergency reasons (i.e., lights left on). Lost parking stickers will be replaced upon request, at no cost. All students should display parking stickers in their vehicles.

Students may park in any space not designated as staff parking. Parking is not permitted in spaces such as yellow painted curbs, hash marks, reserved spaces, handicap spaces, or unauthorized parking on grass or sidewalks.

The Executive Director of Risk Management and Public Service is responsible for publishing the necessary parking and traffic regulations to ensure safe and efficient operation of the college.

City of Frederick Parking Citation – Frederick Community College has been authorized to enforce Frederick City's parking regulations and issue parking citations pursuant to Chapter 13-28 of the Frederick City Code as approved by the Frederick City Mayor's Office and Board of Aldermen under the direction of the Frederick City Police Department. Frederick Community College has the right to have vehicles towed at the owner's expense which are causing safety hazards or have been abandoned on College property.

- a. Campus security are empowered to issue City of Frederick citations in accordance with Chapter 13-28 of the Frederick City Code. Citations will range in fines of \$15 to \$100 and will include parking violations, such as restricted parking/hash marks, loading zone, double parking, handicap, yellow line, fire hydrant/fire lane, and improper parking. FCC will not be authorized to collect the fines nor revoke the citations; violators will need to work within the normal City of Frederick processes for disposition of the fines. The City's parking department can be contacted at 301.600.1429.
- b. Individuals receiving a City of Frederick Parking Citation should pay close attention to the Notice regarding penalties for non-payment of fines within designated time periods as well as instructions for payment of fines. City fines may be paid at parkingticketpayment.com or at 2 South Court Street.

Campus Parking Violations – All students, faculty and staff who park in spaces such as reserved spaces or unauthorized parking on grass or sidewalks (excluding loading and unloading of vehicles, with approval from the security office) will be issued the following fine: \$ 25.00 – All areas except handicap spaces, which are \$100.

- a. Written warnings will be issued; however, only one warning will be issued per violator.
- b. If the fine is paid at the Student Accounts office by the end of the fifth working day, it will be reduced by 50 percent.
- c. Students: If the fine is not paid by the end of the fifth working day, the student record will be flagged with a negative service indicator. Students will not be allowed to register for the next semester's classes or request their transcripts until the fine is paid in full.
- d. Appeals: Appeals of parking citations must be submitted in writing within five working days to the Executive Director of Risk Management and Public Services, (who acts on the appeal) 7932 Opossumtown Pike, Frederick, Maryland, 21702.

Speed limit – The speed limit on campus is 20 mph.

Restricted areas – Restricted areas (fire lanes, loading areas, and no parking areas) are marked by signs, yellow painted curbing, or painted hash marks. Parking is prohibited in these areas. No parking is permitted on campus roads, road shoulders, or grass areas.

Motorcycle parking – Located in lot 8.

Student parking – Student parking lots are located in the following areas: Lots 2 and 3 in front of the H Building, lots 5 and 6 are adjacent to the E Building lot 7 is adjacent to the C Building, lot 8 is adjacent to the baseball field, lots 9 and 10 are adjacent to the softball field, lot 14 is adjacent to the F Building, and after 5:00 p.m. lot 13 adjacent to the D Building. A free of charge, three level parking deck containing over 300 parking spaces is located on the rear side of the campus that is designated as general parking and can be utilized by students, staff, and visitors. Parking stickers are available in the Welcome Center, Enrollment Services Building.

Visitor parking – The visitor parking area (lot 1) adjacent to A Building is for visitor use only. The three thirty minute spaces in the visitor lot are for library book drop off or other short term visits to the campus. Student parking is prohibited in the visitor lot. Illegally parked vehicles in designated “Board Parking” will be towed.

Staff parking – Staff parking is available in the gated lot. Lots 7, 13, and 14 have reserved spaces marked staff. No student or visitor parking is permitted in spaces reserved for staff parking. Special permits may be issued to permit use of reserved or college-owned vehicle spaces. These temporary permits may be issued to faculty and staff for medical reasons. Vehicle registration forms and stickers are available from the security office in H Building. Spaces marked “Reserved for College Vehicles” are for college-owned vehicles or vehicles displaying special temporary permits only.

Handicapped parking – Parking in spaces designated for the handicapped will be restricted to vehicles with properly displayed, valid motor vehicle tags or temporary permits issued by the Maryland Department of Motor Vehicles. Handicapped parking is available throughout the campus to all persons displaying a valid state handicap vehicle registration plate or permit. Vehicles parked illegally, disrupting traffic flow, or creating a safety hazard will be towed immediately, at the owner's expense.

Temporary parking permits – Students and staff who are temporarily disabled may park in visitor or reserved spaces. Temporary permits must be issued by the Chief of Security and displayed on the vehicle's dash board.

A. Purpose and Application

1. Disabled Parking: Parking is available throughout the campus to all persons displaying a valid state handicap vehicle registration plate or permit.
2. Vehicles parked illegally, disrupting traffic flow, or creating a safety hazard, will be towed immediately, at the owner's expense.

Parking Permits

All enrolled credit students will be issued a parking sticker upon request at the Welcome Center. Stickers are not required but are used by security for emergency reasons (i.e., lights left on). See Parking Procedures for information about parking and fines. Lost parking stickers and student ID cards will be replaced upon request, at no cost

Bus Service to the College

Frederick transit buses stop at the college at various times from 6:57 a.m.–9:30 p.m., Monday–Friday, and 7:45 a.m.–5:00 p.m. on Saturday. For further information, pick up a schedule at the Adult Services Office, A Building, or call Transit Services at 301.694.2065. Discounted student tickets are available in the Bookstore.

Weather & Emergency Information

College Closing/Inclement Weather

When inclement weather, hazardous road conditions or other emergencies make the closing (or delay opening) of the college necessary, the procedures outlined below will be followed. If an emergency or inclement weather occurs overnight, the college will provide announcements concerning cancellations, closings, and delays normally by 5:30am.

Sources for Emergency Announcements -- Standard Emergency Announcements

Primary Broadcast Sources

- FCC Switchboard - 301.846.2400
- College of the Air - Comcast Channel 23
- FCC Website - www.fredrick.edu
- www.twitter.com/fredrickcc
- FCC's official Facebook page
- Other Web Sites - www.schoolsout.com

In the absence of an announcement, the college is open and operating under normal schedules. The college does NOT follow the same schedule as the public school system or the county.

Other Broadcast Sources

Radio:

- WFMD (AM 930)
- WFRE (FM 99.9)

- WAFY (FM 103.1)
- WARX (FM 106.9)

TV:

- NEWS4 (Ch. 4)
- WTTG FOX-5 (Ch. 5)
- ABC (Ch. 7)
- News Channel 8
- WUSA-TV (Ch. 9)
- WBAL (Ch. 11)
- WJZ-TV (Ch. 13)
- WHAG-TV (Ch. 25)

Important Notes – Radio and TV stations might not use the exact words we provide them, so please be aware that announcements could differ from station to station. Due to the possibility of inaccurate announcements, we would advise you to check at least two different broadcast sources.

As weather conditions change, the college may announce closings during the day or evening as well. Always check at least two different broadcast sources before heading out to the campus.

When the college delays opening, doors will open 30 minutes prior to the announced opening. “Non-essential” personnel will not be allowed on campus more than 30 minutes prior to the announced opening in order to allow the college’s maintenance and security staff enough time to prepare the campus for opening (clearing snow from sidewalks, parking lots, roads, etc.). “Essential” personnel are classified as emergency maintenance, security and clerical personnel who have been designated by the Vice President for Administration to be on campus.

All offices, laboratories, and the Children’s Center will be open and staffed 15 minutes prior to the announced opening. Students are not allowed on campus until 15 minutes prior to the announced opening in order to allow the college’s maintenance and security staff enough time to prepare the campus for opening (clearing snow from sidewalks, parking lots, roads, etc.).

The above announcements and procedures apply to FCC’s main campus, the Monroe Center and any other FCC facility. Career & Tech Center classes, along with any other FCC classes held at Frederick County Public School facilities follow FCPS procedures.

FCC Alert

Students can sign up for FCC Alert to receive instant alerts direct to a cell phone and/or email account. In the event of an emergency, subscribers can get notified immediately of the situation, wherever they are geographically.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2 Women to Women Mentoring Program Pop up Shop
3	4	5	6	7 Breast Cancer Support Group, 7pm	8 Last Day of Summer Classes	9
10	11	12	13	14	15	16
17	18	19 FCC Men's Soccer vs NOVA, 5 p.m.	20	21 Fall Convocation, 8:30am, JBK College opens at 10am	22 New Student & Parent Convocation, 10am, Fieldhouse	23
24	25 Welcome Back Days, 10am, H Lobby	26 Welcome Back Days, 10 a.m., H Lobby SGA meeting, 3:30pm, H102A	27 FCC Men's Soccer vs Patrick Henry CC, 4pm	28	29	30 College Closed No Classes
31						

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Labor Day College Closed	2 Getting Connected Club, 9am, SSD FCC Women's Soccer vs Patrick Henry, 4pm	3	4	5 Service Friday, Rescue Mission Outside movie on the Quad, sunset	6 Sargent Thamm, Printmaking, Woodblock, Paint and Screen Opening Reception, 5pm, MCH Art Gallery through 10/1
7	8	9 FCC Men's Soccer vs Chesapeake, 3pm SGA meeting, 3:30pm, H102A	10 Getting Connected Club, 9am, SSD CSE Welcome Back Party, 11am, Patio FCC Women's Vball vs Chesapeake, 7pm	11 911 Observation Leadership Legacy, 3:30pm, H105	12 Great Frederick Fair Rain date for Movie Clybourne Park, MET, through 10/5 Free vouchers in H101	13 In the Streets, Downtown Frederick
14 Great Frederick Fair	15 Great Frederick Fair	16 Great Frederick Fair FCC Women's Vball vs MC, 6pm Evening Student Social, 6:30pm, H Lobby	17 Getting Connected Club, 9am, SSD Student Lunch Bunch, 11am, H FCC Men's Soccer vs PGCC, 3pm and Women vs PGCC, 5pm	18 ARC Blood Drive, H105 How to Choose a Major, 2pm, CAT Center Advanced Leadership, 3:30pm H105	19 SGA Leadership Retreat	20

21 FCC Women's Vball vs Butler CC, 1pm	22 FCC Men's Soccer vs Allegany of Maryland, 4pm	23 FCC Men's Soccer vs Howard CC, 3pm and Women vs Howard, 5pm SGA meeting, 3:30pm, H102A	24 Getting Connected Club, 9am, SSD	25 Leadership Legacy, 3:30pm, H105	26	27
28	29 Career & Transfer Services Table Fair, 10am, H lobby	30 Transfer Workshop, 12:30pm FCC Men's Soccer vs Hagerstown, 4pm FCC Women's Vball vs Cecil, 7pm				

notes

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<p>National Drug and Alcohol Awareness Month</p>		<p>1 Getting Connected Club, 9am, SSD</p>	<p>2 Transfer Day, 10am, Fieldhouse Advanced Leadership 3:30pm, H105 DIG Pink Women's Vball vs BCCC, 7pm Evening of Classical Violin and Piano, 7:30pm, JBK</p>	<p>3 Service Fridays, Rescue Mission</p>	<p>4 Recent work in Acrylic, Michael Schultz Opening Reception, 5pm, MCH Art Gallery through 10/30</p>
5		<p>7 FCC Men's Soccer vs Harford, 5pm</p>	<p>8 Getting Connected Club, 9am, SSD</p>	<p>9 Leadership Legacy, 3:30pm, H105 Women's Soccer vs Potomac State, 4pm Rachel's Challenge, 7pm, JBK Breast Cancer Support Group, 7pm</p>	<p>10 FCC in DC Day bus leaves F lot at 8:30am returns 5pm FCC Women's Vball vs Harford CC, 7pm</p>	<p>11 FCC Men's Soccer vs CCBC Essex, 12pm, Women vs Essex, 2pm</p>
12	<p>13 FCC Men's Soccer vs Potomac State, 4pm FCC Women's Vball vs Garrett, 7pm</p>	<p>14 SGA meeting, 3:30pm, H102A</p>	<p>15 Getting Connected Club, 9am, SSD FCC Women's Vball vs CCBC Catonsville, 6pm</p>	<p>16 Advanced Leadership, 3:30pm, H105</p>	<p>17 FCC Men's Soccer vs Patrick Henry, 2pm</p>	<p>18 The Gray Guitar Duo, 7:30pm, JBK</p>

November 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	National Hunger and Homelessness Awareness Month					1 Under the Influence of Joseph Campbell: Group Ceramics curated by Shane Sellers Opening Reception, 5pm, MCH through 12/3 10/30
2	3 Registration begins for credit Spring and JTerm	4 Election Day – No Classes	5	6 Leadership Legacy, 3:30pm, H105	7 Service Friday, Rescue Mission FCC Theater presents: Some Girls, 8pm Studio Theater	8 FCC Women's Bball vs Delaware Tech, 5pm FCC Theater presents: Some Girls, 8pm Studio Theater
9 Free Meal for all our Veterans in the Grille FCC Women's Bball vs. NOVA, 3pm	10 Transfer Scholarship Workshop	11 Veteran's Day SGA Meeting, 3:30pm, H102A	12	13 Advanced Leadership Legacy, 3:30pm, H105 All Things Bright & Beautiful, Flute Choir, 7:30pm, JBK	14 Cloverton Concert, JBK, 7:30pm FCC Theater presents: Some Girls, 8pm Studio Theater	15 FCC Women's Bball vs Rhode Island CC, 3pm FCC Theater presents: Some Girls, 8pm Studio Theater
16 FCC Women's Bball vs Harcum, 3pm	17 Adult Services, Success Seminar, 5pm	18 CSE 4th Annual Pumpkin Day, 10am – 2pm	19 Student Lunch Bunch, 11am	20 Cougar Grille Annual Thanksgiving Meal Leadership Legacy, 3:30pm, H105	21 United Way Poverty Simulation, 10am, JBK	22 FCC Men's Bball vs AACC, 3pm FCC Women's Bball vs AACC, 5:30pm

December 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 World AIDS Day FCC Women's Bball vs Patrick Henry CC, 6pm	2	3 CE Spring Registration Begins	4 Advanced Leadership, 3:30pm, H105 Howard Burns and All that Jazz, 7:30pm, JBK	5 PTK Induction, 10am, TBD A Revolutionary Christmas at the MET through 12/28	6 FCC Women's Bball vs Cecil College, 1pm FCC Men's Bball vs Cecil, 3pm FCC Percussion directed by Greg Heron, 7:30pm, Studio Theater
7 FCC Women's Bball vs Louisburg College, 2pm	8 FCC Visual Arts Department Juried Student Show, 11:30am through 1/2	9 CSE Holiday Luncheon SGA Meeting, 3:30pm, H102A Four and More, JazzII performing Miles Davis & Henry Mancini, 7:30pm, JBK	10	11 Student Lunch Bunch, 11am	12 Winter Holiday Luncheon Some Assembly Required, FCC's Wind Ensemble, 7:30pm, JBK	13 Last day of fall classes FCC Men's Bball vs CCBC Catonsville, 7pm
14	15 Fall makeup day FCC Women's Bball vs Hagerstown, 5pm FCC Men's Bball vs Hagerstown, 7pm	16 Fall makeup day	17 Fall grades due by 10am	18	19 College offices close at 4:30pm SGA Holiday Luncheon	20 Winter Break, College Closed

21 Winter Break, College Closed	22 Winter Break, College Closed	23 Winter Break, College Closed 2pm	24 Winter Break, College Closed	25 Winter Break, College Closed	26 Winter Break, College Closed	27 Winter Break, College Closed
28 Winter Break, College Closed	29 Winter Break, College Closed	30 Winter Break, College Closed	31 Winter Break, College Closed			

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
4 Winter Break, College Closed	5 College Open	6 First day of JTerm Classes FCC Women's Bball vs Roxbury CC, 7pm	7 Adult Services Success Seminar, 5:30pm	8 Breast Cancer Support Group, 7 pm	9	10
11	12 CSE Winter Service Trip through 1/17	13	14 ILR Spring Registration FCC Women's Bball vs CSM, 5pm FCC Men's Bball vs CSM, 7pm	15	16	17 FCC Women's Bball vs PGCC, 5pm FCC Men's Bball vs PGCC, 7pm
18	19 Dr. MLK Day of Service, College Closed	20	21 Last day of JTerm Classes FCC Women's Bball vs Howard CC, 7pm	22 JTerm Make up Day FCC Men's Bball vs Howard CC, 7pm	23 SGA Retreat at Thorpewood	24
25	26 Start of Spring Credit Classes Welcome Back Days, 10am, H Lobby	27 Welcome Back Days SGA Meeting, 3:30, H102A	28 FCC Men's Bball vs CCBC Dundalk, 6pm FCC Women's Bball vs CCBC Dundalk, 8pm	29	30	31

February 2015 • Black History Month

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5 Leadership Legacy, 3:30, H105	6 Service Friday at the Rescue Mission Celebration of Excellence, 1- 2:30pm, offices closed	7
8	9	10 Student Lunch Bunch, 11am, H SGA Meeting, 3:30, H102A FCC Women's Bball vs Thomas Nelson CC, 7pm	11	12 Advanced Leadership, 3:30, H105 Student Advocacy Day	13 Celebration of Excellence Makeup Day	14
15	16	17	18 Evening Student Social, 6:30pm	19 Leadership Legacy, 3:30, H105	20	21
22	23	24 SGA Meeting, 3:30, H102A	25	26 Advanced Leadership, 3:30, H105	27	28

March 2015 • Women's History Month

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5 Leadership Legacy, 3:30, H105	6 Service Friday at the Rescue Mission	7
8	9	10 SGA Meeting, 3:30, H102A	11 Student Lunch Bunch, 11am	12 Advanced Leadership, 3:30, H105	13	14
15	16	17 CSE St. Paddy's Day Free Potato and Life Music	18	19 Leadership Legacy, 3:30, H105	20	21
22	23	24 SGA Meeting, 3:30, H102A	25 CSE Egg-stravaganza, 10a, -2pm, H101	26 Advanced Leadership, 3:30, H105	27	28
29	30 Spring Break No Classes	31 Spring Break No Classes Offices close at 4:30pm				

April 2015 • Wellness Month

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
CSE Service Trip Throughout the week!			1 Spring Break No Classes	2 Spring Break No Classes	3 Spring Break No Classes	4 Spring Break No Classes
5 Spring Break No Classes	6	7	8	9 Leadership Legacy, 3:30, H105	10	11
12 Wellness Week	13 Get Well!	14 Healthy Snack Day SGA Meeting, 3:30, H102A	15	16 Student Lunch Bunch, 11am, Topic – Wellness Advanced Leadership, 3:30, H105	17	18
19	20	21	22	23 Co-curricular Day and Earth Day, Free Lunch	24 FCC in DC Day	25
26	27	28 SGA Meeting, 3:30, H102A	29	30 Advanced Leadership, 3:30, H105		

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7 CSE Spring Fling Leadership Legacy, 3:30, H105	8 PTK Induction, 10am, H202/203	9
10	11	12 SGA Meeting, 3:30, H102A	13	14 Advanced Leadership, 3:30, H105	15 Last day of Spring Classes	16
17 Recognition and Awards Ceremony, 3pm, Fieldhouse	18 Spring Semester Make up Day	19 Spring Semester Make up Day	20 Spring Grades Due by 10am Respiratory Therapy Ceremony	21 Nurses Pinning, 1pm, JBK Commencement, 6pm, Fieldhouse	22	23 Memorial Day Weekend, College Closed
24 Memorial Day Weekend, College Closed	25 Memorial Day Holiday	28	29	30		

Fall Semester 2014

August 21	Fall Convocation, 8:30-10 a.m., college offices open at 10:00 a.m.
August 25	First day of fall classes
August 29	College offices close at 4:30 p.m.; college closes at 11:00 p.m.
August 30	No classes, college closed
September 1	Labor Day, college closed
November 4	Study/Election Day, no classes
November 26	No classes, college offices close at 4:30 p.m.; college closes at 11:00 p.m.
November 27–30	Thanksgiving break, college closed
December 12	Winter Holidays Luncheon
December 13	Last day of fall classes
December 15–16	Fall make-up day
December 17	Fall grades due 10:00 a.m.
December 19	College offices close at 4:30 p.m.; college closes at 11:00 p.m.
December 20–January 4	Winter Break, college closed

JanTerm 2015 (Tuesday-Friday classes)

January 5	College open
January 6	First day of JanTerm classes
January 19	Dr. Martin Luther King Day, college closed
January 21	Last day of JanTerm
January 22	JanTerm makeup day

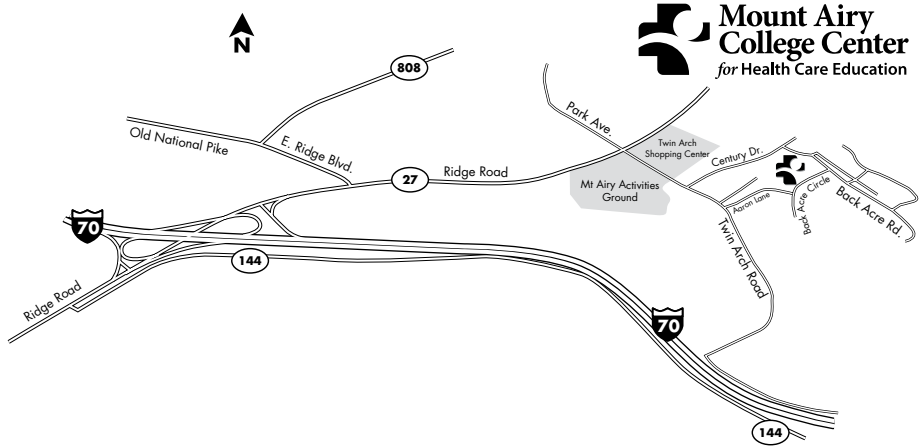
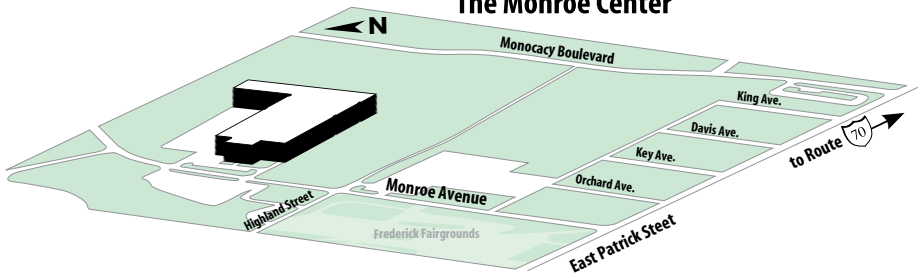
Spring Semester 2015

Jan. 26	Spring Semester classes begin
Feb. 6	Celebration of Excellence and Spring Convocation, 1-2:30 p.m., college offices closed during that time
Feb. 13	Celebration of Excellence and Spring Convocation make-up date
March 30	Spring Break, no credit classes, college open
March 31	Spring Break, no credit classes. College offices close at 4:30 p.m., college closes at 11:00 p.m.
April 1 – April 5	Spring Break, college closed
May 15	Last day of spring classes
May 18–19	Spring semester make-up days
May 20	Spring grades due, 10:00 a.m.
May 21	Commencement
May 23–25	Memorial Day, college closed

Summer Sessions 2015

May 22	Summer flex hours begin (thru July 31)
June 1	First 3-week (June Term), 5-week, 8-week and 10-week, summer sessions begin
June 18	Last day of first 3-week (June Term)
July 2	Last day of first 5-week classes
July 3–5	Independence Day, college closed
July 6	Second 3-week (July Term) and 5-week sessions begin
July 23	Last day of 8-week and 3-week (July Term) sessions
Aug. 6	Last day of second 5-week and 10-week sessions

Frederick Community College The Monroe Center



FCC is implementing building name changes as part of a campus signage project. Campus directional signage will be replaced starting this fall, names will be placed on buildings and digital marquees will be erected at both campus entrances.

Administration Hall (A) *(new name: Antietam Hall)*

Adult Services, Services for Students with Disabilities, Adult Basic Education (GED, ESL), President, Other Administrative Offices

Academic Hall (B) *(new name: Braddock Hall)*

Math Learning Center, Faculty Offices, Classrooms

Science-Technology Hall (C) *(new name: Catoctin Hall)*

Science Labs, Computer Labs, Faculty Offices, Classrooms, Student Lounge in Upper B/C Knuckle

Field House (D) *(new name: Athletics Center)*

Gymnasium, Weight Room, Classrooms, Athletics, Faculty Offices, Locker Rooms

Conference Center (E) Large and Small Meeting

Rooms, Technology Labs, Continuing Education & Workforce Development

Visual & Performing Arts Center (F) JBK Theater,

MCH Art Gallery, Studio Theater, Music Classrooms & Practice Rooms, Art Classrooms, Mac Classroom & Lab, Faculty Offices

Administrative Services (G) *(new name: Gambrill Hall)*

Human Resources, Purchasing, Fiscal Services, IT Services, Other Administrative Offices

Classroom/Student Center (H) *(new name: Student Center)*

Cougar Grille, Bookstore, Multicultural Student Services Office, Security, Center for Student Engagement, Student Government Association, Honors College Classroom & Lounge, Tutorial Services, Faculty Offices, Student Lounges

Enrollment Services (J) *(new name: Jefferson Hall)*

Welcome Center, Admissions, Registration & Records, Student Accounts, Counseling & Advising, Career & Transfer Center, Financial Aid, Veterans Services, Other Learning Support Offices

Children's Center (K) *(new letter designation: M; name: Carl and Norma Miller Children's Center)* Child Care Center

Library Building (L) *(new name: Linganore Hall)*

Library, Allied Health/Nursing Labs, Testing Center, Writing Center, Video Classroom & Lab, Language Lab, Faculty Offices, Classrooms, Student Lounge

Maintenance (M) *(new letter designation: P; name: Plant Operations)*

Sweadner Hall (SH) Lecture Hall

Kiln Building (X) *(new letter designation: K; name: Mercer-Aker Kiln)*

Registration Center	301.846.2431
Directory Information	301.846.2400
Adult Services	301.846.2483
Advising/Counseling	301.846.2471
Bookstore.....	301.846.2463
Cashier (Student Accounts)	301.846.2456
Center for Student Engagement.....	301.624.2793
Center for Teaching & Learning	301.846.2521
Children's Center	301.846.2612
Distributed Learning	301.846.2401
Financial Aid	301.846.2480
Honors College.....	301.846.2535
International Education.....	301.846.2521
Internships.....	301.846.2526
Services for Students with Disabilities.....	301.846.2408
Testing Center	301.846.2522
Veterans Office	301.624.2836
Allied Health & Wellness • Jan Sholes.....	301.846.2503
Office Manager (L-114).....	301.846.2605
Communications, Humanities & Arts • Paula Chipman.....	301.846.2566
Office Manager (F-101).....	301.846.2512
Computing & Business Technology • Karen Wilson	301.624.2848
Office Manager (C-212).....	301.846.2505
English • Ken Kerr	301.846.2646
Office Manager (H-237)	301.846.2600
Mathematics • Gary Hull.....	301.846.2576
Office Manager (B-110F).....	301.846.2530
Science • Bob Ford	301.846.2628
Office Manager (C-118).....	301.846.2510
Social Sciences • Jill Schultz.....	301.624.2800
Office Manager (H-240)	301.846.2507