

Daily Planner and

Student
HANDBOOK

»» 2015-2016



Transforming lives.

PRINCE GEORGE'S
COMMUNITY COLLEGE

INSTANT INFORMATION

Academic Affairs, Vice President's Office —Kent Hall, Room 125	301-546-0406
Admissions —Bladen Hall, Room 126.....	301-546-6000
Advising and Transfer Services —Bladen Hall, Room 124	301-546-6000
Allied Health —Center for Health Studies, Room 1415.....	301-546-0733
Anthropology —Marlboro Hall, Room 2018	301-546-0561
Art —Marlboro Hall, Room 1034.....	301-546-0966
Athletics —Novak Field House, Room 111	301-546-0513
Biological Sciences —Chesapeake Hall, Room 100.....	301-546-0420
Blackboard Technical Support —Accokeek Hall, Room 346	301-546-0463
Bookstore —Largo Student Center, First Floor.....	301-546-0912
Business Management —Bladen Hall, Room 221	301-546-0080
College Police	301-546-0666
Career Services —Marlboro Hall, Room 2102.....	301-546-0109
Cashier —Bladen Hall, Room 120.....	301-546-0691
Culinary Center —4400 Shell St., Capitol Heights.....	301-546-3027
College Life Services —Largo Student Center, Room 149	301-546-0853
Communications and Theatre —Queen Anne Fine Arts, Room 113.....	301-546-0926
Computer Lab —Bladen Hall, Room 104	301-546-0999
Continuing Education —Kent Hall, Room 227.....	301-546-0159
Counseling Services —Bladen Hall, Room 122	301-546-0149
Degree and Extension Centers —Marlboro Hall, Room 2141.....	301-546-0785
Disability Support Services —Bladen Hall, Room 124	301-546-0838
TTY or TDD	301-546-0838
Economics —Bladen Hall, Room 210	301-546-0080
eLearning —Accokeek Hall, 3rd Floor.....	301-546-0463
Emergency	301-546-0111
Engineering Technology	
Center for Applied Technology, Room 129.....	301-546-0751
English —Marlboro Hall, Room 3072.....	301-546-0561
Facilities	301-546-0655
Financial Aid —Bladen Hall, Room 121	301-546-0822
Food Services —Largo Student Center, Second Floor.....	301-546-0904
Health, Nutrition, and Physical Education	
Novak Field House, Room 107.....	301-546-0507
Health Education Center —Bladen Hall, Room 132	301-546-0845
Health Education —Novak Field House, Room 108.....	301-546-0504
Health Sciences Division	
Center for Health Studies, Room 1402.....	301-546-0699
History —Marlboro Hall, Room 2018.....	301-546-0527
Honors —Marlboro Hall, Room 1087.....	301-546-7530
Hospitality, Tourism, and Culinary Arts	
Chesapeake Hall, Room 100	301-546-3090
Information and Engineering Technology	
Center for Applied Technology 129	301-546-0752
International Education Center	
Center for Health Studies, Room 1209.....	301-546-0750
Intramural Sports —Novak Field House, Room 111.....	301-546-0518
Joint Base Andrews —1413 Arkansas Rd., Room 111, J.B.A.	301-546-0778
Language Studies —Bladen Hall, Room 310.....	301-546-0946
Laurel College Center —312 Marshall Ave, Laurel	866-228-6110
Learning Foundations Division —Marlboro Hall, Room 2118	301-546-0495
Liberal Arts Division —Marlboro Hall, Room 3076.....	301-546-0561
Library —Accokeek Hall	
Circulation Desk.....	301-546-0475
Library Hours	301-546-0475
Research Information Desk.....	301-546-0476
Lost and Found —Largo Student Center, Room 149	301-546-0853
Marketing and Creative Services —Kent Hall, Room 236	301-546-0916
Mathematics —Marlboro Hall, Room 3048	301-546-0421
Minority Affairs —Kent Hall, Room 130	301-546-0170
Music —Marlboro Hall, Room 1082.....	301-546-0955
Natorium —pool, weight rooms.....	301-546-0980
Nursing —Center for Health Studies, Room 1402.....	301-546-0731
Owl Newspaper —Largo Student Center, Room 245.....	301-546-0905
Parking Permits —Campus Police Substation, Bladen Hall, Room 105C	301-546-0761
Parking Ticket Appeals —Largo Student Center.....	301-546-0853
Philosophy —Bladen Hall, Room 308.....	301-546-0946
Physical Sciences and Engineering	
Chesapeake Hall, Room 100	301-546-0420
Placement Testing —Bladen Hall, Room 100.....	301-546-0147
Political Science —Marlboro Hall, Room 2054.....	301-546-0525
Psychology —Marlboro Hall, Room 2054.....	301-546-0526
Public Safety and Law —Bladen Hall, Room 208	301-546-0553
Records —Bladen Hall, Room 126	301-546-6000
Reflections —Largo Student Center, Room 245.....	301-546-0121
Science, Technology, Engineering and Mathematics Division	
Chesapeake Hall, Room 215.....	301-546-0419
Service Learning Center —Bladen Hall, Room 210.....	301-546-0136
Skilled Trades Center —6400 Old Branch Rd. Camp Springs.....	301-546-0713
Social Sciences and Business Studies Division	
Marlboro Hall, Room 2008.....	301-546-0524
Sociology —Marlboro Hall, Room 2054	301-546-0526
Student Governance Board —Largo Student Center.....	301-546-0888
Student Program Board —Largo Student Center.....	301-546-0975
Student Support Services —Marlboro Hall, Room 2102.....	301-546-0681
Student Services, Vice President's Office —Kent Hall, Room 119.....	301-546-0412
Teacher Education —Marlboro Hall, Room 2011	301-546-5250
Teacher Education Department, Early Childhood Education	
Marlboro Hall, Room 2054	301-546-5250
Testing Center —Bladen Hall, Room 100	301-546-0090
Theatre Box Office —Queen Anne Fine Arts, Room 104.....	301-546-0444
Tutoring Center —Bladen Hall, Room 107.....	301-546-0748
University Town Center —6505 Belcrest Rd, Hyattsville	301-546-8000
Veterans Services —Bladen Hall, Room 122	301-546-0155
Vocational Support Services —Marlboro Hall, Room 2102.....	301-546-0725
Weekend College —Marlboro Hall, Room 2141.....	301-546-0785
Westphalia Training Center	
9109 Westphalia Rd., Upper Marlboro	301-546-0964
Writing Center —Bladen Hall, Room 107	301-546-0748

Note: Locations for all listings are 301 Largo Road, Largo MD 20774 (unless otherwise specified).

TTY Numbers

Advising Services	301-546-0829
Disability Support Services	301-546-0122
Maryland Relay	800-735-2258
Student Support Services	301-546-0681

For numbers not listed, please call 301-546-PGCC (7422)
Monday–Thursday, 8 a.m.–8 p.m. and Friday, 8 a.m.–6 p.m.

Student Handbook and Daily Planner

2015–2016



PRINCE GEORGE'S
COMMUNITY COLLEGE

301 Largo Road
Largo, Maryland 20774-2199
Phone: 301-546-PGCC (7422) • TDD: 301-546-0122
www.pgcc.edu

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Message from the President



CHARLENE M. DUKES
President
Prince George's
Community College

Dear Student:

The Board of Trustees, administration, faculty, and staff of Prince George's Community College (PGCC) join me in welcoming you to the institution. Whether you have enrolled with plans to earn an associate degree and transfer to a four-year college or university, gain necessary skills through a career program and enter the workforce, or take classes for personal or professional growth—we take great pride in being chosen as your educational partner and wish you much success during your time as a student here.

Your decision to further your education at PGCC is a sound one. At Prince George's Community College, you will be surrounded by a group of gifted and compassionate faculty members who are committed to your academic growth. You will also be met by administrators and staff whose goal is to provide high-quality support services and programs that will reinforce your accomplishments as a student. In addition, the college offers a wide-range of college experiences, so you will have many instances to join various co-curricular clubs and organizations and participate in activities designed to assist you in your personal growth and development.

We encourage you to become involved in college life by engaging in many of these wonderful opportunities. Whether you're new to the college or returning to continue your studies, you will find the information included in this Student Handbook and Daily Planner very useful. The main purpose is to provide you with essential information that will be helpful as you pursue your educational ambitions at PGCC.

It is also intended to express the institution's expectations regarding your role as a PGCC student. Please know that the regulations in this Student Handbook and Daily Planner are presented to promote the academic and social purposes of education while ensuring the safety and well-being of all students at the college.

Therefore, it is important that you take responsibility for understanding and complying with the information provided in this handbook. It is our sincere hope that your connection to PGCC will provide you with quality learning experiences and a lifetime of fond memories and new friendships.

We are dedicated to making your college experience a life-changing and enjoyable one, and we know that your success at PGCC will pave the way to an amazing future.

A handwritten signature in black ink that reads "Charlene M. Dukes". The signature is written in a cursive, flowing style.

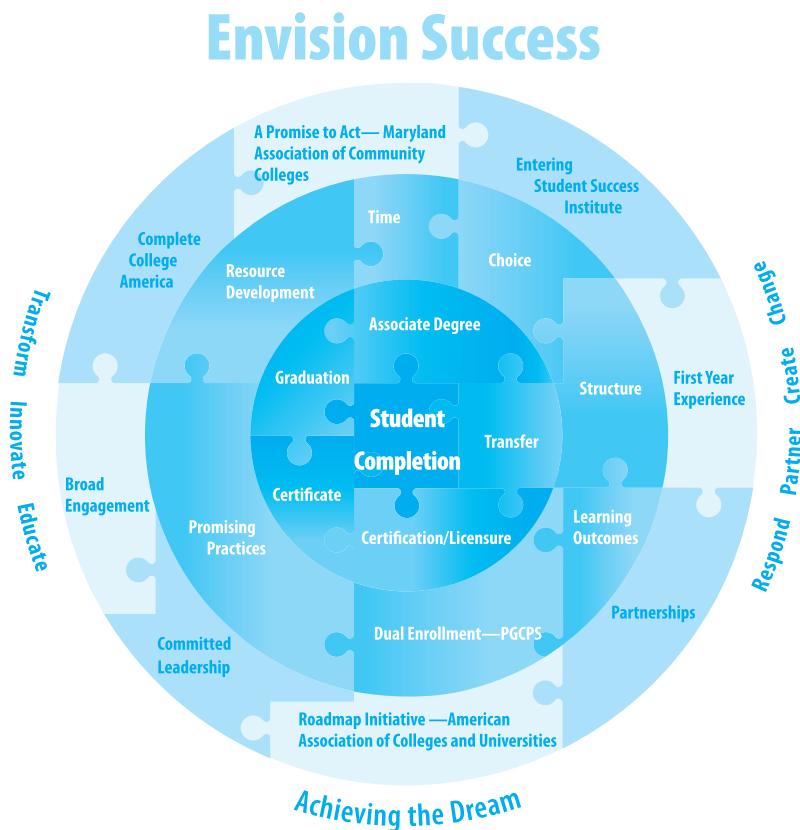
Charlene M. Dukes
President

Vision—Innovate

Prince George's Community College will be the community's first choice for innovative, high quality learning opportunities.

Mission—Transform

Prince George's Community College transforms students' lives. The college exists to educate, train, and serve its diverse populations through accessible, affordable, and rigorous learning experiences.



Message from the Vice President for Student Services



TYJAUN A. LEE, Ph.D.
*Vice President
for Student Services
Prince George's
Community College*

Dear Prince George's Community College Students:

As a new student at Prince George's Community College, you have chosen to be a part of an institution that transforms students' lives. We are committed to an institutional priority, designed to ensure that students are successful in reaching and completing their educational goals. This student handbook and daily planner is our first step at providing you with a resource that will guide your educational experiences with us.

I extend an especially warm welcome to the newest members of our college community. To that end, I encourage you to engage in academic pursuits across the curriculum, to use the academic support services (i.e., tutoring, mentoring, Collegian Centers), to take advantage of co-curricular opportunities outside the classroom, and to participate in the many social, cultural, and athletic activities that make your experiences at Prince George's Community College truly unique.

My colleagues and I hope that each of you will achieve your goals and that you will contribute to our college community in a positive manner. We are pleased that you have chosen Prince George's Community College as your "first choice" to begin your educational journey.

Best wishes for the upcoming year,

A handwritten signature in black ink, appearing to read 'Tyjaun A. Lee'. The signature is fluid and cursive, with a large initial 'T' and 'L'.

Tyjaun A. Lee, Ph.D.
Vice President for Student Services

Academic Calendar 2015–2016

(Subject to change. See current schedule of classes for updates.)

Summer Semester 2015

Apr. 20	Mon.	Registration for all summer 2015 sessions begins for all students
Apr. 27–May 3	Mon.–Sun.	Advance registration for fall 2015 begins for returning students (Online registration only May 2–3)
May 4	Mon.	Registration for fall 2015 begins for all students
May 23–25	Sat.–Mon.	COLLEGE CLOSED—Memorial Day observed
May 29	Fri.	In-person registration ends for first 5-week and 10-week sessions*
May 28	Thurs.	Classes begin at Laurel College Center
June 1	Mon.	Classes begin for first 5-week and 10-week sessions
July 2	Thurs.	Last day of first 5-week session
July 2	Thurs.	In-person registration ends for second 5-week session*
July 3	Fri.	COLLEGE CLOSED—Independence Day observed
July 6	Mon.	Second 5-week session begins
July 13	Mon.	Last day to apply for summer graduation
Aug. 7	Fri.	Last day of second 5-week and 10-week sessions

Fall Semester 2015

Apr. 27–May 3	Mon.–Sun.	Advance registration for fall 2015 begins for returning students (Online registration only May 2 & 3)
May 4	Mon.	Registration for fall 2015 begins for all students
May 21	Thurs.	Commencement
May 23–25	Sat.–Mon.	COLLEGE CLOSED—Memorial Day observed
July 3	Fri.	COLLEGE CLOSED—Independence Day observed
Aug. 14	Fri.	Priority registration deadline for Health Science programs
Aug. 15	Sat.	Saturday registration, 9 a.m.–1 p.m.
Aug. 21	Fri.	In-person registration ends for fall 2015.*
Aug. 22	Sat.	Classes begin for fall 2015
Sept. 5–7	Sat.–Mon.	COLLEGE CLOSED—Labor Day observed
Sept. 14	Mon.	Last day to apply for fall graduation
Sept. 18	Fri.	Last day to change from “credit” to “audit” or “audit” to “credit” for full-semester classes

*Registration continues online until 11:59 p.m. the day before the class begins.

Sept 21–Oct. 23	Mon.–Fri.	Advising Weeks**
Sept. 30	Wed.	Last day to withdraw from first half-semester classes
Oct. 14	Wed.	Midterm; end of first half-semester classes
Oct. 15	Thurs.	Begin second half-semester classes
Oct. 26	Mon.	Registration for intersession 2016 begins for all students
Oct. 27	Tues.	College Enrichment Day—No classes, except Laurel College Center
Nov. 2–8	Mon.–Sun.	Advance registration for spring 2016 begins for returning students (Online registration only Nov. 7 & 8)
Nov. 9	Mon.	Registration for spring 2016 begins for all students
Nov. 13	Fri.	Last day to withdraw from full-semester classes
Nov. 25	Wed.	College Open; No Classes
Nov. 26–29	Thurs.–Sun.	COLLEGE CLOSED—Thanksgiving Break
Nov. 30	Mon.	College re-opens and classes resume
Nov. 30	Mon.	Last day to withdraw from second half-semester classes
Dec. 6	Sun.	Last day of regular classes for fall semester
Dec. 7–13	Mon.–Sun.	Final examination period; last week of classes
Dec. 16	Wed.	Intersession registration ends
Dec. 18	Fri.	In-person registration closes for spring (Registration resumes Mon., Jan. 4*)
Dec. 19–Jan 3	Sat.–Sun.	COLLEGE CLOSED—Winter Break

*Registration continues online until 11:59 p.m. the day before the class begins.

**Fall 2015 Early Advising Weeks, Sept. 21–Oct. 23

Sept. 21–25	Learning Foundations
Sept. 28–Oct. 2	Liberal Arts & General Studies
Oct. 5–9	Social Sciences & Business
Oct. 12–16	Science, Technology, Engineering & Mathematics (STEM)
Oct. 19–23	Health Sciences

Spring Semester 2016

Oct. 26	Mon.	Registration for intersession 2016 begins for all students
Nov. 2–8	Mon.–Sun.	Advance registration for spring 2016 begins for returning students (Online registration only Nov. 7 & 8)
Nov. 9	Mon.	Registration for spring 2016 begins for all students
Dec. 16	Wed.	Intersession registration ends
Dec. 18	Fri.	In-person registration closes for spring; resumes Monday, January 4.*
Dec. 19–Jan. 3	Sat.–Sun.	COLLEGE CLOSED—Winter Break
Jan. 4	Mon.	College re-opens. In person registration resumes
Jan. 4	Mon.	Intersession 2016 begins
Jan. 9	Sat.	Saturday registration, 9 a.m.–1 p.m.
Jan. 15	Fri.	Intersession 2016 ends
Jan. 15	Fri.	In person registration ends for spring.*
Jan. 18	Mon.	COLLEGE CLOSED—Martin Luther King, Jr. Holiday observed
Jan. 19	Tues.	Classes begin for spring 2016
Jan. 30	Sat.	Classes begin at Laurel College Center
Feb. 5	Fri.	Last day to change from “audit” to “credit” or “credit” to “audit” for full-semester classes
Feb. 8–Mar. 11	Mon.–Fri.	Advising Weeks**
Feb. 15	Mon.	COLLEGE CLOSED—Presidents’ Day observed
Feb. 15	Mon.	Laurel College Center open and classes held
Feb. 16	Tues.	Last day to apply for spring graduation
Feb. 22	Mon.	Last day to withdraw from first half-semester classes
Mar. 9	Wed.	Midterm; End of first half-semester classes
Mar. 10	Thurs.	Begin second half-semester classes
Mar. 21–27	Mon.–Sun.	COLLEGE CLOSED—Spring Break

*Registration continues online until 11:59 p.m. the day before the class begins.

**Spring 2016 Early Advising Weeks, Feb. 8–Mar. 11

Feb. 8–12	Learning Foundations
Feb. 16–19	Liberal Arts & General Studies
Feb. 22–26	Social Sciences & Business
Feb. 29–Mar. 4	Science, Technology, Engineering & Mathematics (STEM)
Mar. 7–11	Health Sciences

Mar. 28	Mon.	College re-opens and classes resume. Registration for summer 2016 sessions begins for all students
Apr. 4–10	Mon.–Sun.	Advance registration for fall 2016 begins for returning students (Online registration only Apr 9–10)
Apr. 8	Fri.	Last day to withdraw from full-semester classes
Apr. 11	Mon.	Registration for fall 2016 begins for all students
Apr. 22	Fri.	Last day to withdraw from second half-semester classes
May 9	Mon.	Last day of regular classes for the spring semester
May 10–16**	Tues.–Mon.	Final examination period; last week of classes
May 26	Thurs.	Commencement
May 28–30	Sat.–Mon.	COLLEGE CLOSED—Memorial Day observed

**Possible snow make-up days

Summer Semester 2016

Mar. 28	Mon.	Registration for 2016 summer sessions begins for all students
Apr. 4–10	Mon.–Fri.	Advance registration for fall 2016 begins for returning students
Apr. 11	Mon.	Registration for fall 2016 begins for all students
May 28–30	Sat.–Mon.	COLLEGE CLOSED—Memorial Day observed
June 2	Thurs.	Classes begin at Laurel College Center
June 3	Fri.	In-person registration ends for first 5-week and 10-week sessions*
June 6	Mon.	Classes begin for first 5-week and 10-week sessions
July 11	Mon.	Last day of first 5-week session
July 11	Mon.	In-person Registration ends for second 5-week session
July 4	Mon.	COLLEGE CLOSED—Independence Day observed
July 12	Mon.	Second 5-week session begins
July 18	Mon.	Last day to apply for summer graduation
Aug. 15	Fri.	Last day of second 5-week and 10-week sessions

*Registration continues online until 11:59 p.m. the day before the class begins.



Daily Planner

2015-2016

Two Years at a Glance

2015

January	February	March	April	May	June
<i>s m t w t f s</i>	<i>s m t w t f s</i>	<i>s m t w t f s</i>	<i>s m t w t f s</i>	<i>s m t w t f s</i>	<i>s m t w t f s</i>
1 2 3	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4	1 2	1 2 3 4 5 6
4 5 6 7 8 9 10	8 9 10 11 12 13 14	8 9 10 11 12 13 14	5 6 7 8 9 10 11	3 4 5 6 7 8 9	7 8 9 10 11 12 13
11 12 13 14 15 16 17	15 16 17 18 19 20 21	15 16 17 18 19 20 21	12 13 14 15 16 17 18	10 11 12 13 14 15 16	14 15 16 17 18 19 20
18 19 20 21 22 23 24	22 23 24 25 26 27 28	22 23 24 25 26 27 28	19 20 21 22 23 24 25	17 18 19 20 21 22 23	21 22 23 24 25 26 27
25 26 27 28 29 30 31		29 30 31	26 27 28 29 30	24 25 26 27 28 29 30 31	28 29 30

July	August	September	October	November	December
<i>s m t w t f s</i>	<i>s m t w t f s</i>	<i>s m t w t f s</i>	<i>s m t w t f s</i>	<i>s m t w t f s</i>	<i>s m t w t f s</i>
1 2 3 4	1	1 2 3 4 5	1 2 3	1 2 3 4 5 6 7	1 2 3 4 5
5 6 7 8 9 10 11	2 3 4 5 6 7 8	6 7 8 9 10 11 12	4 5 6 7 8 9 10	8 9 10 11 12 13 14	6 7 8 9 10 11 12
12 13 14 15 16 17 18	9 10 11 12 13 14 15	13 14 15 16 17 18 19	11 12 13 14 15 16 17	15 16 17 18 19 20 21	13 14 15 16 17 18 19
19 20 21 22 23 24 25	16 17 18 19 20 21 22	20 21 22 23 24 25 26	18 19 20 21 22 23 24	22 23 24 25 26 27 28	20 21 22 23 24 25 26
26 27 28 29 30 31	23 24 25 26 27 28 29 30 31	27 28 29 30	25 26 27 28 29 30 31	29 30	27 28 29 30 31

2016

January	February	March	April	May	June
<i>s m t w t f s</i>	<i>s m t w t f s</i>	<i>s m t w t f s</i>	<i>s m t w t f s</i>	<i>s m t w t f s</i>	<i>s m t w t f s</i>
1 2	1 2 3 4 5 6	1 2 3 4 5	1 2	1 2 3 4 5 6 7	1 2 3 4
3 4 5 6 7 8 9	7 8 9 10 11 12 13	6 7 8 9 10 11 12	3 4 5 6 7 8 9	8 9 10 11 12 13 14	5 6 7 8 9 10 11
10 11 12 13 14 15 16	14 15 16 17 18 19 20	13 14 15 16 17 18 19	10 11 12 13 14 15 16	15 16 17 18 19 20 21	12 13 14 15 16 17 18
17 18 19 20 21 22 23	21 22 23 24 25 26 27	20 21 22 23 24 25 26	17 18 19 20 21 22 23	22 23 24 25 26 27 28	19 20 21 22 23 24 25
24 25 26 27 28 29 30 31	28 29	27 28 29 30 31	24 25 26 27 28 29 30	29 30 31	26 27 28 29 30

July	August	September	October	November	December
<i>s m t w t f s</i>	<i>s m t w t f s</i>	<i>s m t w t f s</i>	<i>s m t w t f s</i>	<i>s m t w t f s</i>	<i>s m t w t f s</i>
1 2	1 2 3 4 5 6	1 2 3	1	1 2 3 4 5	1 2 3
3 4 5 6 7 8 9	7 8 9 10 11 12 13	4 5 6 7 8 9 10	2 3 4 5 6 7 8	6 7 8 9 10 11 12	4 5 6 7 8 9 10
10 11 12 13 14 15 16	14 15 16 17 18 19 20	11 12 13 14 15 16 17	9 10 11 12 13 14 15	13 14 15 16 17 18 19	11 12 13 14 15 16 17
17 18 19 20 21 22 23	21 22 23 24 25 26 27	18 19 20 21 22 23 24	16 17 18 19 20 21 22	20 21 22 23 24 25 26	18 19 20 21 22 23 24
24 25 26 27 28 29 30 31	28 29 30 31	25 26 27 28 29 30	23 24 25 26 27 28 29 30 31	27 28 29 30	25 26 27 28 29 30 31

Fall Semester Classes

Class: _____ Location: _____ Time: _____

Instructor: _____ Office: _____ Hours: _____

Phone: _____ E-mail: _____

Class: _____ Location: _____ Time: _____

Instructor: _____ Office: _____ Hours: _____

Phone: _____ E-mail: _____

Class: _____ Location: _____ Time: _____

Instructor: _____ Office: _____ Hours: _____

Phone: _____ E-mail: _____

Class: _____ Location: _____ Time: _____

Instructor: _____ Office: _____ Hours: _____

Phone: _____ E-mail: _____

Class: _____ Location: _____ Time: _____

Instructor: _____ Office: _____ Hours: _____

Phone: _____ E-mail: _____

Spring Semester Classes

Class: _____ Location: _____ Time: _____

Instructor: _____ Office: _____ Hours: _____

Phone: _____ E-mail: _____

Class: _____ Location: _____ Time: _____

Instructor: _____ Office: _____ Hours: _____

Phone: _____ E-mail: _____

Class: _____ Location: _____ Time: _____

Instructor: _____ Office: _____ Hours: _____

Phone: _____ E-mail: _____

Class: _____ Location: _____ Time: _____

Instructor: _____ Office: _____ Hours: _____

Phone: _____ E-mail: _____

Class: _____ Location: _____ Time: _____

Instructor: _____ Office: _____ Hours: _____

Phone: _____ E-mail: _____

AUGUST 2015

Sunday 16

Monday 17

Tuesday 18

Wednesday 19

Thursday 20

Friday 21

[Regular registration for full semester classes ends](#)

Saturday 22

[Fall classes begin](#)

July							August							September								
s	m	t	w	t	f	s	s	m	t	w	t	f	s	s	m	t	w	t	f	s		
			1	2	3	4						1			1	2	3	4	5			
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12		
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19		
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26		
26	27	28	29	30	31	23	24	25	26	27	28	29	27	28	29	30						
							30	31														

AUGUST 2015

Sunday **23**

Monday **24**

Tuesday **25**

Wednesday **26**

Thursday **27**

Friday **28**

Saturday **29**

SEPTEMBER 2015

Sunday 30

Monday 31

Tuesday 1 September

Wednesday 2

Thursday 3

Friday 4

Saturday 5

COLLEGE CLOSED—Labor Day observed

August							September							October						
s	m	t	w	t	f	s	s	m	t	w	t	f	s	s	m	t	w	t	f	s
					1				1	2	3	4	5					1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
30	31																			

SEPTEMBER 2015

Sunday **6**

COLLEGE CLOSED—Labor Day observed

Monday **7**

COLLEGE CLOSED—Labor Day observed

Tuesday **8**

Wednesday **9**

Thursday **10**

Friday **11**

Saturday **12**

SEPTEMBER 2015

Sunday 13

Monday 14

Fall graduate application deadline

Tuesday 15

Wednesday 16

Thursday 17

Friday 18

Credit to Audit / Audit to Credit deadline

Saturday 19

August							September							October							
s	m	t	w	t	f	s	s	m	t	w	t	f	s	s	m	t	w	t	f	s	
					1				1	2	3	4	5						1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	
30	31																				

SEPTEMBER 2015

Sunday **20**

Monday **21**

[Advising Weeks begin](#)

Tuesday **22**

Wednesday **23**

Thursday **24**

Friday **25**

Saturday **26**

SEPTEMBER/OCTOBER 2015

Sunday 27

Monday 28

Tuesday 29

Wednesday 30

[Last day to withdraw from first half-semester classes](#)

Thursday 1 October

Friday 2

Saturday 3

<i>September</i>							<i>October</i>							<i>November</i>						
<i>s</i>	<i>m</i>	<i>t</i>	<i>w</i>	<i>t</i>	<i>f</i>	<i>s</i>	<i>s</i>	<i>m</i>	<i>t</i>	<i>w</i>	<i>t</i>	<i>f</i>	<i>s</i>	<i>s</i>	<i>m</i>	<i>t</i>	<i>w</i>	<i>t</i>	<i>f</i>	<i>s</i>
		1	2	3	4	5				1	2	3	1	2	3	4	5	6	7	
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30					

OCTOBER 2013

Sunday **4**

Monday **5**

Tuesday **6**

Wednesday **7**

Thursday **8**

Friday **9**

Saturday **10**

OCTOBER 2015

Sunday **11**

Monday **12**

Tuesday **13**

Wednesday **14**

Midterm. End of first half-semester classes

Thursday **15**

Friday **16**

Begin second half-semester classes

Saturday **17**

September							October							November						
s	m	t	w	t	f	s	s	m	t	w	t	f	s	s	m	t	w	t	f	s
		1	2	3	4	5				1	2	3	1	2	3	4	5	6	7	
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30					

OCTOBER 2015

Sunday **18**

Monday **19**

Tuesday **20**

Wednesday **21**

Thursday **22**

Friday **23**

[Advising Weeks end](#)

Saturday **24**

OCTOBER/NOVEMBER 2015

Sunday 25

Monday 26

Registration for Intersession begins
for all students

Tuesday 27

Wednesday 28

College Enrichment Day—No classes, except Laurel
College Center

Thursday 29

Friday 30

Saturday 31

October							November							December								
s	m	t	w	t	f	s	s	m	t	w	t	f	s	s	m	t	w	t	f	s		
				1	2	3	1	2	3	4	5	6	7					1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12		
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19		
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26		
25	26	27	28	29	30	31	29	30						27	28	29	30	31				

NOVEMBER 2015

Sunday **1**

Monday **2**

[Advance registration for spring 2016 classes begins for returning students](#)

Tuesday **3**

Wednesday **4**

Thursday **5**

Friday **6**

Saturday **7**

NOVEMBER 2015

Sunday 8

Monday 9

[Registration for Spring 2016 begins for all students](#)

Tuesday 10

Wednesday 11

Thursday 12

Friday 13

[Last day to withdraw from full semester classes](#)

Saturday 14

October							November							December						
s	m	t	w	t	f	s	s	m	t	w	t	f	s	s	m	t	w	t	f	s
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		

NOVEMBER 2015

Sunday **15**

Monday **16**

Tuesday **17**

Wednesday **18**

Thursday **19**

Friday **20**

Saturday **21**

NOVEMBER 2015

Sunday 22

Monday 23

Tuesday 24

Wednesday 25

College Open—No Classes

Thursday 26

COLLEGE CLOSED—Thanksgiving Break

Friday 27

COLLEGE CLOSED—Thanksgiving Break

Saturday 28

COLLEGE CLOSED—Thanksgiving Break

November	December	January
<i>s m t w t f s</i>	<i>s m t w t f s</i>	<i>s m t w t f s</i>
1 2 3 4 5 6 7	1 2 3 4 5	1 2
8 9 10 11 12 13 14	6 7 8 9 10 11 12	3 4 5 6 7 8 9
15 16 17 18 19 20 21	13 14 15 16 17 18 19	10 11 12 13 14 15 16
22 23 24 25 26 27 28	20 21 22 23 24 25 26	17 18 19 20 21 22 23
29 30	27 28 29 30 31	24 25 26 27 28 29 30
		31

NOVEMBER/DECEMBER 2015

Sunday 29

COLLEGE CLOSED—Thanksgiving Break

Monday 30

College re-opens and classes resume.

Last day to withdraw from second half-semester classes

Tuesday 1 December

Wednesday 2

Thursday 3

Friday 4

Saturday 5

DECEMBER 2015

Sunday 6

Monday 7

Last day of regular classes for Fall semester

Final examination period/last week of classes

Tuesday 8

Wednesday 9

Final examination period/last week of classes

Final examination period/last week of classes

Thursday 10

Friday 11

Final examination period/last week of classes

Final examination period/last week of classes

Saturday 12

Final examination period/last week of classes

November

December

January

s	m	t	w	t	f	s	s	m	t	w	t	f	s	s	m	t	w	t	f	s
1	2	3	4	5	6	7	1	2	3	4	5						1	2		
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
29	30						27	28	29	30	31	24	25	26	27	28	29	30		
												31								

DECEMBER 2015

Sunday 13

Monday 14

Final examination period/last week of classes

Tuesday 15

Wednesday 16

Intersession registration ends

Thursday 17

Friday 18

In-person registration closes for spring;
resumes Monday, January 4

Saturday 19

COLLEGE CLOSED—Winter Break

DECEMBER 2015

Sunday 20

COLLEGE CLOSED—Winter Break

Monday 21

COLLEGE CLOSED—Winter Break

Tuesday 22

COLLEGE CLOSED—Winter Break

Wednesday 23

COLLEGE CLOSED—Winter Break

Thursday 24

COLLEGE CLOSED—Winter Break

Friday 25

COLLEGE CLOSED—Winter Break

Saturday 26

COLLEGE CLOSED—Winter Break

December

s	m	t	w	t	f	s
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January

s	m	t	w	t	f	s
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February

s	m	t	w	t	f	s
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

DECEMBER 2015 / JANUARY 2016

Sunday 27

COLLEGE CLOSED—Winter Break

Monday 28

COLLEGE CLOSED—Winter Break

Tuesday 29

COLLEGE CLOSED—Winter Break

Wednesday 30

COLLEGE CLOSED—Winter Break

Thursday 31

COLLEGE CLOSED—Winter Break

Friday 1 January 2016

COLLEGE CLOSED—Winter Break

Saturday 2

COLLEGE CLOSED—Winter Break

JANUARY 2016

Sunday 3

COLLEGE CLOSED—Winter Break

Monday 4

College re-opens

In-person registration for spring resumes

Intersession begins

Tuesday 5

Wednesday 6

Thursday 7

Friday 8

Saturday 9

Saturday registration, 9 a.m.-1 p.m.

December

s	m	t	w	t	f	s
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January

s	m	t	w	t	f	s
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February

s	m	t	w	t	f	s
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

JANUARY 2016

Sunday **10**

Monday **11**

Tuesday **12**

Wednesday **13**

Thursday **14**

Friday **15**

In-person registration ends for spring

Intersession ends

Saturday **16**

JANUARY 2016

Sunday 17

Monday 18

COLLEGE CLOSED—Martin Luther King, Jr.

holiday observed

Tuesday 19

Wednesday 20

Spring classes begin

Thursday 21

Friday 22

Saturday 23

January

February

March

s m t w t f s

s m t w t f s

s m t w t f s

1 2
3 4 5 6 7 8 9
10 11 12 13 14 15 16
17 18 19 20 21 22 23
24 25 26 27 28 29 30
31

1 2 3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29

1 2 3 4 5
6 7 8 9 10 11 12
13 14 15 16 17 16 19
20 21 22 23 24 25 26
27 28 29 30 31

JANUARY 2016

Sunday **24**

Monday **25**

Tuesday **26**

Wednesday **27**

Thursday **28**

Friday **29**

Saturday **30**

[Spring classes begin at Laurel College Center](#)

FEBRUARY 2016

Sunday 31

Monday 1 February

Tuesday 2

Wednesday 3

Thursday 4

Friday 5

[Audit to Credit/Credit to Audit deadline](#)

Saturday 6

January	February	March
<i>s m t w t f s</i>	<i>s m t w t f s</i>	<i>s m t w t f s</i>
	1 2 3 4 5 6	1 2 3 4 5
3 4 5 6 7 8 9	7 8 9 10 11 12 13	6 7 8 9 10 11 12
10 11 12 13 14 15 16	14 15 16 17 18 19 20	13 14 15 16 17 16 19
17 18 19 20 21 22 23	21 22 23 24 25 26 27	20 21 22 23 24 25 26
24 25 26 27 28 29 30	28 29	27 28 29 30 31
31		

FEBRUARY 2016

Sunday **7**

Monday **8**

Early advising weeks begin

Tuesday **9**

Wednesday **10**

Thursday **11**

Friday **12**

Saturday **13**

FEBRUARY 2016

Sunday 14

Monday 15

COLLEGE CLOSED—Presidents' Day observed

Laurel College Center open and classes held

Tuesday 16

Wednesday 17

Spring graduate application deadline

Thursday 18

Friday 19

Saturday 20

February							March							April						
s	m	t	w	t	f	s	s	m	t	w	t	f	s	s	m	t	w	t	f	s
	1	2	3	4	5	6		1	2	3	4	5							1	2
7	8	9	10	11	12	13	6	7	8	9	10	11	12	3	4	5	6	7	8	9
14	15	16	17	18	19	20	13	14	15	16	17	16	19	10	11	12	13	14	15	16
21	22	23	24	25	26	27	20	21	22	23	24	25	26	17	18	19	20	21	22	23
28	29						27	28	29	30	31			24	25	26	27	28	29	30

FEBRUARY 2016

Sunday **21**

Monday **22**

[Last day to withdraw from first half-semester classes](#)

Tuesday **23**

Wednesday **24**

Thursday **25**

Friday **26**

Saturday **27**

MARCH 2016

Sunday 28

Monday 29

Tuesday 1 March

Wednesday 2

Thursday 3

Friday 4

Saturday 5

February	March	April
<i>s m t w t f s</i>	<i>s m t w t f s</i>	<i>s m t w t f s</i>
1 2 3 4 5 6	1 2 3 4 5	1 2
7 8 9 10 11 12 13	6 7 8 9 10 11 12	3 4 5 6 7 8 9
14 15 16 17 18 19 20	13 14 15 16 17 16 19	10 11 12 13 14 15 16
21 22 23 24 25 26 27	20 21 22 23 24 25 26	17 18 19 20 21 22 23
28 29	27 28 29 30 31	24 25 26 27 28 29 30

MARCH 2016

Sunday 6

Monday 7

Tuesday 8

Wednesday 9

Midterm. End of first half-semester classes

Thursday 10

Begin second half-semester classes

Friday 11

Advising Weeks end

Saturday 12

MARCH 2016

Sunday **13**

Monday **14**

Tuesday **15**

Wednesday **16**

Thursday **17**

Friday **18**

Saturday **19**

<i>February</i>							<i>March</i>							<i>April</i>						
<i>s</i>	<i>m</i>	<i>t</i>	<i>w</i>	<i>t</i>	<i>f</i>	<i>s</i>	<i>s</i>	<i>m</i>	<i>t</i>	<i>w</i>	<i>t</i>	<i>f</i>	<i>s</i>	<i>s</i>	<i>m</i>	<i>t</i>	<i>w</i>	<i>t</i>	<i>f</i>	<i>s</i>
	1	2	3	4	5	6		1	2	3	4	5							1	2
7	8	9	10	11	12	13	6	7	8	9	10	11	12	3	4	5	6	7	8	9
14	15	16	17	18	19	20	13	14	15	16	17	16	19	10	11	12	13	14	15	16
21	22	23	24	25	26	27	20	21	22	23	24	25	26	17	18	19	20	21	22	23
28	29						27	28	29	30	31			24	25	26	27	28	29	30

MARCH 2016

Sunday 20

Monday 21

COLLEGE CLOSED—Spring Break

Tuesday 22

COLLEGE CLOSED—Spring Break

Wednesday 23

COLLEGE CLOSED—Spring Break

Thursday 24

COLLEGE CLOSED—Spring Break

Friday 25

COLLEGE CLOSED—Spring Break

Saturday 26

COLLEGE CLOSED—Spring Break

MARCH / APRIL 2016

Sunday 27

COLLEGE CLOSED—Spring Break

Monday 28

College reopens/Classes resume

Registration for Summer 2016 begins for all students

Tuesday 29

Wednesday 30

Thursday 31

Friday 1 April

Saturday 2

March	April	May
<i>s m t w t f s</i>	<i>s m t w t f s</i>	<i>s m t w t f s</i>
1 2 3 4 5	1 2	1 2 3 4 5 6 7
6 7 8 9 10 11 12	3 4 5 6 7 8 9	8 9 10 11 12 13 14
13 14 15 16 17 16 19	10 11 12 13 14 15 16	15 16 17 18 19 20 21
20 21 22 23 24 25 26	17 18 19 20 21 22 23	22 23 24 25 26 27 28
27 28 29 30 31	24 25 26 27 28 29 30	29 30 31

APRIL 2016

Sunday **3**

Monday **4**

[Advanced registration for Fall 2016 begins for returning students](#)

Tuesday **5**

Wednesday **6**

Thursday **7**

Friday **8**

[Last day to withdraw from full semester classes](#)

Saturday **9**

APRIL 2016

Sunday 10

Monday 11

Registration for Fall 2016 begins for all students

Tuesday 12

Wednesday 13

Thursday 14

Friday 15

Saturday 16

March

April

May

s	m	t	w	t	f	s
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

s	m	t	w	t	f	s
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

s	m	t	w	t	f	s
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2016

Sunday **17**

Monday **18**

Tuesday **19**

Wednesday **20**

Thursday **21**

Friday **22**

[Last day to withdraw from second half-semester classes](#)

Saturday **23**

APRIL 2016

Sunday 24

Monday 25

Tuesday 26

Wednesday 27

Thursday 28

Friday 29

Saturday 30

April							May							June								
s	m	t	w	t	f	s	s	m	t	w	t	f	s	s	m	t	w	t	f	s		
					1	2	1	2	3	4	5	6	7						1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11		
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18		
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25		
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30				

MAY 2016

Sunday **1**

Monday **2**

Tuesday **3**

Wednesday **4**

Thursday **5**

Friday **6**

Saturday **7**

Sunday 8

Monday 9

Last day of regular classes for Spring semester

Tuesday 10

Wednesday 11

Final examination period/last week of classes

Final examination period/last week of classes

Thursday 12

Friday 13

Final examination period/last week of classes

Final examination period/last week of classes

Saturday 14

Final examination period/last week of classes

April							May							June								
s	m	t	w	t	f	s	s	m	t	w	t	f	s	s	m	t	w	t	f	s		
					1	2	1	2	3	4	5	6	7						1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11		
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18		
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25		
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30				

MAY 2016

Sunday **15**

Final examination period/last week of classes

Monday **16**

Final examination period/last week of classes

Tuesday **17**

Wednesday **18**

Thursday **19**

Friday **20**

Saturday **21**

Sunday 22

Monday 23

Tuesday 24

Wednesday 25

Thursday 26

Friday 27

Commencement

Saturday 28

COLLEGE CLOSED—Memorial Day observed

May							June							July							
s	m	t	w	t	f	s	s	m	t	w	t	f	s	s	m	t	w	t	f	s	
1	2	3	4	5	6	7				1	2	3	4							1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30	
														31							

MAY / JUNE 2016

Sunday 29

COLLEGE CLOSED—Memorial Day observed

Monday 30

COLLEGE CLOSED—Memorial Day observed

Tuesday 31

Wednesday 1 June

Thursday 2

Summer classes begin at Laurel College Center

Friday 3

In-person registration ends for first 5-week and 10-week sessions

Saturday 4

JUNE 2016

Sunday 5

Monday 6

Classes begin for first 5-week and 10-week sessions

Tuesday 7

Wednesday 8

Thursday 9

Friday 10

Saturday 11

May							June							July						
s	m	t	w	t	f	s	s	m	t	w	t	f	s	s	m	t	w	t	f	s
1	2	3	4	5	6	7	1	2	3	4							1	2		
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
														31						

JUNE 2016

Sunday **12**

Monday **13**

Tuesday **14**

Wednesday **15**

Thursday **16**

Friday **17**

Saturday **18**

JUNE 2016

Sunday 19

Monday 20

Tuesday 21

Wednesday 22

Thursday 23

Friday 24

Saturday 25

June	July	August
s m t w t f s	s m t w t f s	s m t w t f s
1 2 3 4	1 2	1 2 3 4 5 6
5 6 7 8 9 10 11	3 4 5 6 7 8 9	7 8 9 10 11 12 13
12 13 14 15 16 17 18	10 11 12 13 14 15 16	14 15 16 17 18 19 20
19 20 21 22 23 24 25	17 18 19 20 21 22 23	21 22 23 24 25 26 27
26 27 28 29 30	24 25 26 27 28 29 30 31	28 29 30 31

JUNE / JULY 2016

Sunday **26**

Monday **27**

Tuesday **28**

Wednesday **29**

Thursday **30**

Friday **1 July**

Saturday **2**

JULY 2016

Sunday 3

Monday 4

College Closed—Independence Day Observed

Tuesday 5

Wednesday 6

Thursday 7

Friday 8

Saturday 9

June	July	August
s m t w t f s	s m t w t f s	s m t w t f s
1 2 3 4	1 2	1 2 3 4 5 6
5 6 7 8 9 10 11	3 4 5 6 7 8 9	7 8 9 10 11 12 13
12 13 14 15 16 17 18	10 11 12 13 14 15 16	14 15 16 17 18 19 20
19 20 21 22 23 24 25	17 18 19 20 21 22 23	21 22 23 24 25 26 27
26 27 28 29 30	24 25 26 27 28 29 30 31	28 29 30 31

JULY 2016

Sunday **10**

Monday **11**

Last day of first 5-week session

In-person registration ends for second 5-week session

Tuesday **12**

Second 5-week session begins

Wednesday **13**

Thursday **14**

Friday **15**

Saturday **16**

JULY 2016

Sunday 17

Monday 18

Summer graduate application deadline

Tuesday 19

Wednesday 20

Thursday 21

Friday 22

Saturday 23

July	August	September
s m t w t f s	s m t w t f s	s m t w t f s
1 2	1 2 3 4 5 6	1 2 3
3 4 5 6 7 8 9	7 8 9 10 11 12 13	4 5 6 7 8 9 10
10 11 12 13 14 15 16	14 15 16 17 18 19 20	11 12 13 14 15 16 17
17 18 19 20 21 22 23	21 22 23 24 25 26 27	18 19 20 21 22 23 24
24 25 26 27 28 29 30	28 29 30 31	25 26 27 28 29 30
31		

JULY / AUGUST 2016

Sunday **24**

Monday **25**

Tuesday **26**

Wednesday **27**

Thursday **28**

Friday **29**

Saturday **30**

AUGUST 2016

Sunday 31

Monday 1 August

Tuesday 2

Wednesday 3

Thursday 4

Friday 5

Saturday 6

July	August	September
s m t w t f s	s m t w t f s	s m t w t f s
1 2	1 2 3 4 5 6	1 2 3
3 4 5 6 7 8 9	7 8 9 10 11 12 13	4 5 6 7 8 9 10
10 11 12 13 14 15 16	14 15 16 17 18 19 20	11 12 13 14 15 16 17
17 18 19 20 21 22 23	21 22 23 24 25 26 27	18 19 20 21 22 23 24
24 25 26 27 28 29 30	28 29 30 31	25 26 27 28 29 30
31		

AUGUST 2016

Sunday 7

Monday 8

Tuesday 9

Wednesday 10

Thursday 11

Friday 12

Saturday 13

July	August	September
s m t w t f s	s m t w t f s	s m t w t f s
1 2	1 2 3 4 5 6	1 2 3
3 4 5 6 7 8 9	7 8 9 10 11 12 13	4 5 6 7 8 9 10
10 11 12 13 14 15 16	14 15 16 17 18 19 20	11 12 13 14 15 16 17
17 18 19 20 21 22 23	21 22 23 24 25 26 27	18 19 20 21 22 23 24
24 25 26 27 28 29 30	28 29 30 31	25 26 27 28 29 30
31		

AUGUST 2016

Sunday **14**

Monday **15**

[Last day of second 5-week and 10-week sessions](#)

Tuesday **16**

Wednesday **17**

Thursday **18**

Friday **19**

[Priority registration deadline for Health Science programs](#)

Saturday **20**

Sunday **21**

[Saturday registration 9 a.m.-1 p.m.](#)

Notes



General Information

Chapter 1

Alumni Association

The Prince George's Community College Alumni Association is open to students who have completed at least 15 credit hours. Alumni Association members receive newsletters, invitations to various campus events, and access to the library, career, and computer centers. Benefits also include discounts for the college bookstore, the association's annual scholarship golf tournament, theatre production tickets, the Robert I. Bickford Natatorium (includes 50-meter pool, weight room, and racquetball courts), and computers purchased through the employee plan. Upon graduation or transfer to a four-year institution, students are eligible to receive one year of free membership. Thereafter, the annual fee is \$25.00. For additional information or a membership application, please contact the Office of Institutional Advancement, Accokeek Hall, Room 312, or call 301-546-0858.

Banking

The college has five automated teller machines (ATMs) on campus. There are four located on the Largo campus and one located at Prince George's Community College at University Town Center. There is one Bank of America ATM located in the Largo Student Center across from the college bookstore. There is also an Educational Systems Federal Credit Union ATM located on the second floor of the Largo Student Center at the top of the main stairs. In addition, there are three HigherOne ATMs on campus. There is one HigherOne ATM located in the Largo Student Center also across from the college bookstore, one located in Bladen Hall next to the Campus Police Substation, and one ATM located at Prince George's Community College at University Town Center. They are all available for use during the college's normal operating hours.

College Police Department/Campus Safety

College police provide continuous security and law enforcement to the college community. College police officers provide 24-hour patrol and may be reached by telephone and two-way radios to provide information and respond to emergencies. Officers can instantly communicate with the county fire department, emergency medical service, and local police when needed. College police are available to escort students to their cars upon request. College

police officers are trained in advanced first aid and certified as police officers.

Report a crime or suspicious activity to the college police at 301-546-0666 when off campus and extension 0666 when on campus. Incidents occurring at one of the degree/extension center locations should be reported to the supervisor on duty.

Do not leave personal objects (wallet, purse, or books) unguarded. Engrave or mark your personal belongings with an identifying name or symbol. Remember to fasten all security devices. Do not leave property visible in your car. Lock your doors and trunk when parking and report stolen articles quickly and in as much detail as possible.

If you see a suspicious person

Call the college police at once. Do not approach the person yourself. Report the type of suspicious activity and give a general description of the subject (number of persons, sex, race, dress, vehicle, and location). College police will investigate your report immediately. If all members of the campus community become security conscious and report suspicious activity, thefts and related incidents will be measurably reduced.

If you see a suspicious package

Do not handle it; contact the college police by calling 301-546-0666.

If you are assaulted

Call the college police as soon as possible. Try to remember as much about the person as possible. Important characteristics include: sex; race; hair color, length, and texture; body size; clothing; scars and other noticeable marks; mode of travel; and type of vehicle, color, and license number. The campus will be searched immediately for suspects, and neighboring police agencies will be notified.

If you receive a bomb threat

It is important to remember not to panic and to obtain as much information from the caller as possible. The things to ask include: 1) location of bomb, 2) time of explosion, and 3) description of bomb. Observe the caller's voice and any background noises you may hear. Call college police immediately. They will take appropriate action.

Fire Safety/Evacuation Procedures

1. Learn where exits are now.

2. Participate in fire drills.

3. In case of fire, smoke, or irritating fumes

- Don't hesitate—sound alarm.
- Leave the building.
 - Crawl if there is smoke.
 - Do not use the elevators; they are dangerous in fire.
 - If possible, take the exit across to the adjacent building instead of taking the stairs.
 - Otherwise, take stairs. Stairways are designed to be free of smoke and fire when fire doors are closed.
- If you are disabled
 - Plan ahead
 - Know how to tell someone how to help you.
 - Learn more than one exit from all buildings.

- To help someone else get down the stairs:
 - Partner with another person for the two-person carry.
 - Position yourselves on either side of the person needing help; have them grasp your upper arms or shoulders.
 - Place the arms of the person you're helping around your shoulders and the shoulders of the other helper.
- Look for areas of refuge, for example, on the other side of the fire doors away from smoke, fire, or danger.
- Call 0111 (emergency dispatcher) on a campus phone, report location of fire, and give any other pertinent information. The campus alarm does not automatically notify firehouse.

4. Fire Extinguishers

Only use extinguishers if you are trained and knowledgeable in their use. Fire extinguishers are only effective for very small fires. If an extinguisher doesn't put out the fire, leave immediately and call for help. Even if you think the fire is out, call for help.

Degree/Extension Centers

There are currently six degree/extension centers—Prince George's Community College at Joint Base Andrews, Laurel College Center, Prince George's Community College at University Town Center, Prince George's Community College at John Eager Howard Community Center, Prince George's Community College at Westphalia Training Center, and the Skilled Trades Center. Classes at degree/extension centers are identical in title, number, course content, credit, and transferability to those offered on the Largo campus. All college policies and academic regulations in effect on the Largo campus also apply at the degree/extension centers. Additional information can be found at www.pgcc.edu/go/extctr.

Emergency College Closings/Delayed Openings

It is the practice of the college to hold all regular classes on all days scheduled on the college calendar. Should an emergency arise that requires the cancellation of classes and activities, the following radio stations will be asked to announce the college's closing shortly after the decision is made—WMAL, WRC, WTOP, WGAY, WAVA, WASH, WHUR, WPGC, and WWMX. The following TV stations will be asked to announce the closing—WRC (4), WTTG (5), WJLA (7), WUSA (9), and NewsChannel 8. Information concerning the college closing can also be obtained on the college website at www.pgcc.edu. **Students are encouraged to register with Owl Alert. Those registered will receive a cell phone text-message and an e-mail if an e-mail address is registered.**

In case of hazardous weather, degree/extension center classes will be canceled at local public school locations when the Prince George's County Board of Education announces that the public schools will be closed. Other sites, such as Prince George's Community College at Joint Base Andrews, Laurel College Center, and Prince George's Community College at University Town Center will follow the Largo campus weather schedule. If the Largo campus closes as a result of inclement weather, classes at degree/extension centers and sites will be canceled.

When the college announces a delayed opening, all classes with at least 45 minutes of class time remaining at the time of the opening will be held. For example, in the event of a 10 a.m. opening, a 9:30–10:45 a.m. class will be held. This procedure applies to all credit classes.

Lost and Found

All lost items can be returned or claimed within 30 days at the College Life Services front desk in the Largo Student Center. After 30 days, items are donated to local shelters. College Life Services is open Monday–Thursday, 8:30 a.m.–8 p.m., and closes at 5 p.m. on Fridays. For additional information, contact 301-546-0853.

Parking on Campus

Parking on campus is available free to all students, employees, and visitors to the college. All motor vehicles operated on campus must display a parking permit in the front window regardless of ownership (with the exception of those in designated visitor parking areas). Parking policies at degree/extension centers and off-campus locations vary, and in some cases students and visitors may be required to pay.

Any registered credit student may receive a parking permit at the college police substation located in Bladen Hall. Parking and traffic regulations apply to all who drive on any part of the Largo campus. Any vehicle parked in a student or staff parking lot without displaying the appropriate parking permit may be ticketed or towed. Parking permits are available three weeks after classes begin each semester. See course schedule for parking permit requirements.

Parking for Students with Disabilities

The Health Education Center, Bladen Hall, Room 132, issues temporary permits for close-in parking when a driver—1) has a physical disability of a temporary nature or 2) needs a “grace” period to obtain the permit for permanent disability from the Motor Vehicle Administration (MVA). All requests for close-in parking will be considered on the basis of need, as determined by the professional judgment of the college nurse.

Persons who have permanent disabilities are advised to obtain permits from the MVA as soon as possible. A PGCC permit may be issued to allow time for obtaining the MVA permit. This grace period will not exceed two months.

Photocopying

Photocopy machines are available for a fee and are located in the library (Accokeek Hall) on the Largo campus. A vending copier is available for student use at Prince George’s Community College at University Town Center in Hyattsville, Room 201, the student lounge.

Smoking and Tobacco on Campus

Prince George’s Community College is a smoke/tobacco-free college and workplace. The purpose is to create a safe, clean and healthy environment for students, faculty, staff and visitors. This policy applies to the Largo campus and applicable extension centers. Use of tobacco or tobacco related products shall not be permitted in any enclosed place or outdoors on all Prince George’s Community College campus property, including parking lots.

Social Media Expectations

Social media expectations apply to Prince George’s Community College students who share content on college-sponsored social media. Students should safely and effectively share lawful, respectful, and relevant content that furthers the mission and vision of the college using the same social constructs they would follow in face-to-face communication. The following activity is prohibited on Prince George’s Community College social media pages:

- Posting content that violates state or federal law
- Commercial or political activity
- Online gambling
- Endorsement of any product, service, or private organization
- Posting personal information or material protected by copyright
- Posting viruses or Trojan-infected content

- Uploading pornographic content or images that depict hazing, harassment, vandalism, or alcohol or drug paraphernalia
- Using inappropriate or profane language
- Demeaning other users
- Sharing information that could potentially harm an individual, organization, or institution

Remember, when using college social media:

- Be respectful of all viewpoints
- Adhere to all Prince George's Community College technology and computing policies
- Review the terms of service for each social media platform

The Prince George's Community College logo and visual identity are trademarked and cannot be used without permission from the Office of Marketing and Creative Services.

Prince George's Community College may choose to use content generated by members of the college's online community on the main website at www.pgcc.edu, on official social media sites, and for marketing purposes. To join the college's online community, visit www.pgcc.edu and look for social media badges on the home page.

Student ID Cards

All students must obtain and carry a college issued photo ID card. The college expects that students will be able to provide their college photo ID upon request and as a requirement prior to the use of college facilities and services. All credit students must have their validated PGCC photo ID card visible.

New students may obtain an ID card at the library, the Admissions and Records Office, or from the Weekend Office, after registration in their first semester. A paid tuition receipt and another photo ID card or a current passport/work authorization card/permanent resident card must be presented before obtaining a new ID card. Returning students should go to the Admissions and Records Office in Bladen Hall, Room 126, the library circulation desk in Accokeek Hall, or the Weekend Office in Marlboro Hall, Room 1095 to have their ID cards validated for each semester of enrollment.

Admission and Records Office photo ID hours:

Monday–Thursday, 8:30 a.m.–7:30 p.m.

Friday, 8:30 a.m.–4:30 p.m.

Library photo ID hours:

Monday–Thursday 10 a.m.–5 p.m.

Friday, 10 a.m.–3 p.m.

Weekend Office

Saturday, 8:30 a.m.–4 p.m.

Sunday, 12:30 p.m.–4 p.m. (fall and spring semesters only)

Photo ID cards and validation stickers are also available at Prince George's Community College at University Town Center, Laurel College Center, and Prince George's Community College at Joint Base Andrews degree centers.

Your photo ID will allow you access to various college departments and services, including but not limited to the library, computer labs, testing center, natatorium, campus special events, and as identification at the college bookstore. Students who lose their ID card must pay a \$10 re-issue fee.



Academic Information

Chapter 2

Academic Calendar

The official academic calendar for each semester is published in the schedule of credit classes. It is also available on the college website (www.pgcc.edu) and on mypgcc.edu, under academic resources.

Academic Complaints

Complaints of an academic nature are generally resolved within the division offering the course in which the complaint occurs. Questions about grades and performance in class normally should be discussed first with the instructor. Complaints that are not resolved in this fashion, or that are not suitable for resolution in this way, should be referred to the department chair, who will attempt to resolve the issue. If this is not successful, the dean, as the administrative supervisor of the division's faculty, will examine the complaint and provide a ruling. Appeals of decisions in academic matters may be directed to the vice president for academic affairs or designee. Appeals of other matters, particularly those related to student conduct, may be referred to the vice president for student services, Kent Hall, Room 119. Concerns arising at one of the off-campus centers should be brought to the attention of the supervisor on duty.

Academic Standing

Students whose cumulative GPAs and course completion rates meet the college's criteria are considered to be in good academic standing. Those who fail to meet these criteria are placed in one of three other categories, depending on the current semester grades and their status at the end of the previous semester. These categories are as follows:

- **Academic Warning**, which limits enrollment to a maximum of 13 credits in a given semester.
- **Academic Restriction**, which limits enrollment to two classes, as prescribed by an advisor.
- **Academic Dismissal**, which prohibits enrollment for one or more semesters.

A complete explanation of the categories, as well as the criteria for good academic standing, can be found in the college catalog.

Students who are receiving financial aid should be aware that standards of progress for students receiving federal financial aid may be more stringent than standards held by the college. Students are responsible for knowing and meeting both sets of criteria if they are receiving financial aid.

Changes to Personal Information

Every student is responsible for keeping the college informed of changes to name, address, phone numbers and e-mail address as soon as they occur. Changes may be submitted online, through Owl Link, or via fax (301-546-0119). Changes also can be submitted at any degree center. While post office boxes may be used as mailing addresses, they may not be substituted for legal addresses. Students who wish their mail to go to a post office box must submit proof of legal residence before the post office box can be used. Mail returned to the college as nondeliverable because of an incorrect address will result in a hold being placed on the student's record until the address has been verified with appropriate documentation.

Note: name changes will not be accepted unless a copy of the legal basis for the change is submitted (i.e., a marriage license, court order, or similar document).

Attendance

All students are expected to regularly attend classes. Those who are absent from one or more classes will be held responsible for material missed during their absence. Individual faculty members (or the members of a department collectively) may establish specific attendance requirements for passing and achieving particular grades in individual courses. Students will be notified in writing of any such requirements at the beginning of the term. Copies of all such requirements also will be on file in the office of the division offering the course. It is the student's responsibility to clearly understand any announced attendance requirements for a course he or she is taking and to act accordingly.

Schedules of Classes

The college publishes three credit schedules of classes—fall, spring, and summer—each year. Each schedule contains lists of courses being offered, the official academic calendar, the final examination schedule, and a variety of other important dates and deadlines that are not published anywhere else. The schedule is available online prior to the start of registration. Limited numbers of printed schedules are available upon request at all college locations.

Final Exam Schedule

The final exam schedule is included in the schedule of classes and is posted online. The last week of credit classes in the fall and spring semesters is scheduled differently from previous weeks so that comprehensive final examinations may be given. While not all credit classes may include comprehensive final exams during this time, all classes will meet for the scheduled time for whatever activities the instructors feel are appropriate to conclude the semester.

Students are responsible for knowing when their courses' final meetings will be and for planning their time accordingly.

Grade Reports

Grades may be viewed online through Owl Link as soon as they are submitted and verified. The college no longer mails grade reports. Students who have an outstanding debt with the college will not be able to view grades until the debt is paid.

Students who wish to receive their grades by mail must request that service in writing at the Office of Admissions and Records each semester.

Any student who wishes to question a grade should contact the instructor of the course within 30 days of the electronic posting of the grade. Appeals that are filed after 30 days of the electronic posting of the grade will not be considered.

Early Warning Notices

Many faculty issue early warning notices to students whose attendance and/or academic progress in the class within the first three to four weeks of class has been poor. The notice is forwarded to you via your Owl Mail account and to your advisor. Be sure to check your e-mail on a regular basis for important messages and follow up with your professor and your advisor should you receive an early warning message. The college offers many support services to assist you in achieving your academic and personal goals. For further information, contact Retention Services at 301-546-0840.

Graduation Requirements

Students are eligible to graduate upon successful completion of all courses listed for their curricula. The application for graduation is available at no cost via Owl Link and must be completed and submitted according to the following. Deadlines for submitting the application are September 14 for the fall semester, February 16 for the spring semester, and July 18 for the summer.

Though degree requirements may change from catalog year to catalog year, the changes do not apply to students already in a program. Students should therefore follow the requirements of the catalog in effect at the time of their first enrollment. Students who stop attending PGCC for a period of two years or more should follow the requirements in effect at the time of re-enrollment. Students can check progress toward graduation through Owl Link by running an academic program evaluation. See an academic advisor if you have questions about the requirements that apply to you. The e-mail address is advising@pgcc.edu.

Payment and Registration

Fall semesters

- Students, who register on or before July 14, have until 11:59 p.m. on July 14 to have paid or set up a payment plan with the college. Any student who has not done so will be dropped from their courses at 12 a.m. the following day.
- For those who register after July 14, payment is due in full by 11:59 p.m. the day of registration, regardless of when the course begins. Any student who fails to pay or set up a payment plan by the prescribed time period will be dropped for nonpayment. This includes registration for late starting classes.

Spring semesters

- Students, who register on or before January 6, have until 11:59 p.m. on January 6 to have paid or set up a payment plan with the college. Any student who has not done so will be dropped from their courses at 12 a.m. the following day.
- For those who register after January 6, payment is due in full by 11:59 p.m. the day of registration, regardless of when the course begins. Any student who fails to pay or set up a payment plan by the prescribed time period will be dropped for nonpayment. This includes registration for late starting classes.

Summer and Winter sessions—payment is due at the time of registration.

Note: Students who have an outstanding balance of \$150 or less after all financial aid and other payments have been applied to their bill will not be dropped from their classes and will be expected to pay the balance instead.

Tuition Payment Plan

Prince George's Community College offers a convenient and affordable alternative monthly payment plan through our chosen vendor Nelnet Business Solutions. This monthly plan is offered only to our credit students.

You may have up to four payment installments based upon when the payment plan is set up. For further questions, please contact Student Accounting at 301-546-0688.

FACTS Payment Plan Dates

Fall 2015—ecashier available on April 27, 2015. No agreements accepted after October 1, 2015.

Last day to enroll in payment plan:

August 6, 2015 with no down payment—4 payments that cover Aug.–Nov.

September 3, 2015 with 25% down payment—3 payments that cover Sept.–Nov.

October 1, 2015 with 50% down payment—2 payments that cover Oct.–Nov.

Spring 2016—ecashier available on November 2, 2015. No agreements accepted after March 3, 2015.

Last day to enroll in payment plan:

January 6, 2016 with no down payment—4 payments that cover Jan.–April

February 4, 2016 with 25% down payment—3 payments that cover Feb.–April

March 3, 2016 with 50% down payment—2 payments covering Mar.–April

Summer 2016—ecashier available on March 28, 2016. No agreements accepted after July 5, 2016.

Last day to enroll in payment plan:

June 2, 2016 with 50% down payment—2 payments that cover June and July

July 5, 2016 with 50% down payment—a second payment of 50% will be required later in July

Records Disclosure Notice to Students

The Family Educational Rights and Privacy Act (FERPA) gives students certain rights with respect to their educational records. See page 128 for more detailed explanation.

Refunds

The college's refund policies and deadlines for each semester are published in the schedule of classes. Refunds will not include the application fee or the registration fee. Forms received after the deadline will be processed as withdrawals but will not generate a refund.

myPGCC

Access all online college services and information using the myPGCC portal. This is accessible from the main page of the college's website. View college announcements, current events, sports schedules, e-mail (Owl Mail), Blackboard, your personal calendar, all of your personal student academic information located in Owl Link and more—all in one place.

Owl Link

Owl Link is the name of the Web student system at Prince George's Community College. It empowers you, as a student at Prince George's Community College, to access important online services. Using Owl Link you will be able to register and pay for classes, and view the status of your financial aid and your final grade reports.

You can print your own unofficial transcripts and class schedules, submit e-mail address changes, and request transcripts to be sent to other colleges. You also will be able to interact with your advisor, run your own degree audits, and run "what if" scenarios to see how the courses you've taken might fit into another degree program. Continuing Education students also may use Owl Link to apply, register for classes, and pay tuition charges.

To access Owl Link, you must be a student at Prince George's Community College and you must have your current, working e-mail address on file. Virtually all Owl Link transactions are acknowledged by e-mail, as are responses to any questions you may submit.

Newly admitted students will receive an e-mail from the college providing information necessary to access Owl Link for the first time. Students having difficulty accessing Owl Link should contact the Help Desk, 301-546-0637 or helpdesk@pgcc.edu.

Owl Mail

All credit students are issued a PGCC e-mail account, called Owl Mail. Students are expected to activate this account immediately. Owl Mail is the only e-mail address college faculty/staff will use when communicating with students. Continuing Education students will be issued Owl Mail accounts only when they are enrolled in courses that require them to use Owl Mail.

Students will be notified by an e-mail to their personal e-mail address as soon as their Owl Mail account is available.

Residency Status

All students are placed in one of three legal residency categories as a direct result of information provided on the application for admission. These categories—1) Prince George’s County resident, 2) out-of-county Maryland resident, and 3) out-of-state resident—determine the tuition rate to be paid.

Students who are not citizens of the United States must show their current visa or permanent residency card in order to avoid being charged the out-of-state tuition rate.

The college reserves the right to ask any student to provide acceptable proof of residency at any time. Any mail returned to the college as undeliverable will automatically result in a hold on the student’s record until such proof has been supplied. See the college catalog for a listing of acceptable documents to use for proof of residency. Residency status is shown at the top of a student’s registration statement.

Transcripts

Official transcripts may be requested in one of three ways: 1) in person, 2) by mail through the Office of Admissions and Records and at any degree/extension center at a cost of \$6 per copy or, 3) via the college website at www.pgcc.edu. Web requests cost \$8 per copy. Unofficial transcripts are available through Owl Link, the college’s student Web system, for current students only.

No student with an outstanding debt to the college may receive a transcript. “On demand” transcripts are available Monday through Thursday, 9 a.m.–7 p.m. and Friday, from 9 a.m.–4 p.m. at the Office of Admissions and Records, Bladen Hall, Room 126. During peak periods, a 24-hour wait may be required. Students who wish to pick up a transcript must provide a picture ID. Unofficial transcripts can be viewed by students online through Owl Link.

Withdrawal from Classes

Students who wish to end their enrollment in any or all classes must officially “drop” or withdraw from them to avoid a failing grade. Students can withdraw through Owl Link or they can complete a “Drop/Add Form,” available at the Office of Admissions and Records, Bladen Hall, Room 126, or at any degree center. Students who are unable to come to the campus may mail or fax to the Office of Admissions and Records a written request to be dropped from one or more classes, provided the courses to be dropped are clearly indicated and the request is received on or before the withdrawal deadline published in the official calendar for that semester. All written requests for course or semester withdrawals must include the student’s signature. No e-mailed withdrawal requests will be accepted. Failure to officially withdraw may result in a failing grade.

Workforce Development and Continuing Education

Employment trends show that the world is changing and, while a strong academic education is important, it may not automatically ensure your success in the workplace. According to PGCC's Workforce Development and Continuing Education (WDCE) area, many jobs now require specialized training with demonstrated industry-specific knowledge. Employers are looking for individuals who can step right in and contribute to their bottom line. Workforce development programs focus on preparing students for immediate entry or advancement in specific career fields and on upgrading knowledge, skills, and abilities to improve personal success. Workforce development focuses on preparing people for real jobs by providing basic job skills training that can supplement an academic education and by preparing students for specific occupational certification.

The college also offers community education, which provides a variety of noncredit cultural, educational, practical, and inspirational programs and classes with something for everyone—for both personal growth and just for fun!

For more information and a list of program offerings, visit WDCE's Web page on the PGCC website www.pgcc.edu and click on class schedules, or visit WDCE offices on the second floor of Kent Hall on the Largo campus.

Notes



Services for Students

Chapter 3

Advising and Transfer Services

Academic Advising

The Advising and Transfer Services staff assists students with development of an educational plan to accomplish their educational and career goals. Advisors:

- Interpret placement test scores
- Provide an overview to Owl Link online services and instruction on Student Planning
- Advise on general academic policies and procedures
- Provide information on transfer to other institutions
- Evaluate (unofficially) transcripts from other institutions to determine course eligibility
- Advise on choice of program of study appropriate for educational and career goals
- Assist students with Satisfactory Academic Progress Appeal request
- Assist students with Academic Reinstatement request
- Participate in SOAR (Student Orientation, Advising, Registration) programs for new students
- Refer students to campus programs and services to meet individual needs

International student advisors are also located in Bladen Hall, Room 124. Academic advisement is available for students attending Joint Base Andrews, 301-546-0778; Prince George's Community College at University Town Center in Hyattsville, 301-546-5934; or Laurel College Center, 1-866-228-6110.

Students interested in selective admissions programs such as nursing, radiography, respiratory therapy, nuclear medicine technology, or health information management must meet with an advisor to discuss special procedures to be followed for admission to these programs. The advising office in Largo is open Monday through Thursday, 8:30 a.m.–8 p.m. and Friday, 8:30 a.m.–5 p.m. Students must sign in a half hour prior to the office closing.

Academic Advising Process and Owl Link

Owl Link provides important online services to help students accomplish educational and career goals. Advisors provide students with an overview of Owl Link and the functions of the My Credit Academic Records section of the Credit Students menu. Most importantly, advisors instruct students in the use of the Student Planning tool.

International Student Advising

The college has special testing and advising services for international students. The academic advisors will assist students in determining whether additional coursework is needed to increase English language proficiency. They also will help students select appropriate courses and programs of study and inform them of other resources available to meet their needs. International students who graduate from U.S. high schools and were in an English-as-a-second-language (ESOL or EFL) program during their school years are strongly encouraged to take the Michigan Test. The e-mail address is **advising@pgcc.edu**.

Student Planning

This online tool allows students to plan coursework in advance, keeping them on track to successfully complete their program of study. Students electronically plan coursework in advance for their entire program of study and then register for those future semesters when registration opens to them. Student Planning combines several tools to check the student's progress by looking at four areas—1) program requirements, 2) completed coursework, 3) in-progress coursework, and 4) planned coursework.

After logging in to Owl Link and selecting My Credit Academic Records from the Credit Students menu, students can do the following directly through Student Planning:

- Verify academic information.
- Review My Progress for program of study requirements. This tool personalizes program requirements with the student's coursework and provides a thorough report of an individual student's academic progress. Planned courses immediately appear on the My Progress tool. Course status is updated at the time of registration and again after course completion.
- Students select courses from learning foundations, general education, and program concentration categories for planning.
- Create a Timeline checking course descriptions and prerequisites for proper course sequencing and select the semester each course will be taken.
- View and change the Timeline.
- Register for planned coursework.
- Contact assigned Advisor or e-mail **advising@pgcc.edu** with questions about program requirements or course selection.

The Advising and Transfer Services office and Student Planning tool are important resources that assist students in successfully planning and achieving educational goals.

Transfer Advising Services

Students need to plan early for transfer to a four-year college or university. The Advising and Transfer Services staff will assist with transfer needs. Extensive resources are available to provide information about Maryland state universities and some limited resources are available to help with transfer outside of the state. Transfer Day is held each semester and all state universities and many private colleges send representatives to speak

with our students to answer their questions. Special transfer and advising events are sponsored during the year. Look for announcements on myPGCC and on PGCC social media. Workshops for using ARTSYS (<http://www/artsys.usmd.edu>) are available in the Advising and Transfer Services office. ARTSYS is a Web-based University System of Maryland program that lists the courses you can take at Prince George's Community College that will transfer to all state universities in specific majors. Some private universities are also available on ARTSYS. Make an appointment with Veronica Alford through the Student Self-Service MyAppointment scheduling tool for your own personal workshop. Visit Transfer Services in Bladen Hall, Room, 124, call 301-546-0134 or e-mail, articulation@pgcc.edu. We are open from 8:30 a.m. to 8 p.m., Monday through Thursday and 8:30 a.m. to 4:30 p.m. on Friday. Students must sign in a half hour prior to the office closing.

ADV-300 (Advising for Academic Success)

ADV-300 is a student success workshop designed to promote and address satisfactory academic progress and good academic standing. Students will receive information on various academic success strategies and skills. The workshop is delivered in a group setting by professional academic advisors and is scheduled by appointment through the Advising and Transfer Services Office.

Blackboard (pgconline.blackboard.com)

Blackboard is a Web-based program used for online and on-campus courses. Online courses are conducted entirely through Blackboard, with few or no on-campus meetings. When taking an online course, Blackboard is your online classroom. Using Blackboard, online students complete weekly lessons, communicate with their instructors and fellow classmates, take quizzes, submit assignments, and complete other course activities.

All on-campus credit courses use Blackboard as a Web enhancement for posting announcements, the course syllabus, the course schedule, the faculty contact information, and student grades. Faculty may also require students to use Blackboard to access other course documents, take quizzes, and participate in online discussions and activities. It is important for students to communicate with their faculty member to determine how Blackboard is used in each of their courses. Continuing Education students will use Blackboard only when they are enrolled in courses that use Blackboard.

Students will use their Owl Link username and password to login to Blackboard. Students have access to Blackboard while enrolled in classes. Blackboard course sites become available four days prior to the start date of the course and will remain available until two weeks after the end date of the course. For complete details about Blackboard, visit eLearning Services online at www.pgconline.com or on campus in Accokeek Hall, Room 346 or call 301-546-0463.

Career Services

The Career Services staff members help students at all stages of career planning and job acquisition, including career exploration, choice of college major, assistance through career transitions, and assistance in acquiring internship positions or engaging in supervised work experiences that align with their major course of study. Advisors assist students to identify their career goals that use their skills, interests, and values. The staff provides assistance for seeking employment by offering help with job-hunting strategies, interviewing techniques, and resume writing. The office maintains job and internship announcements and a list of currently available positions in the metropolitan area. Various employers visit the campus throughout the year for on-campus recruitment and interviewing. The Career Center is located in Marlboro Hall, Room 2102. Call 301-546-0109 (career services) or 301-546-0136 (internships) or e-mail career_jobs@pgcc.edu. The office is open Monday through Thursday, 8:30 a.m.–8 p.m. and Friday, 8:30 a.m.–5 p.m.

Internship Options

- All students pursuing an Associate of Applied Science (A.A.S.) program of study may complete a “culminating experience” (capstone and/or work-based learning course). To be eligible to participate in the internship program, students must have completed 15 credits, six of which must be in their majors and maintain a 2.0 or higher GPA.
- All students regardless of degree program are encouraged to seek an internship experience that will enhance their learning and marketability with future employers. Please visit the Career Services office for additional information.

Work-Study Positions

- College work-study positions are available for students determined to be eligible by the Financial Aid Office. Stop by the Career Center, Marlboro Hall, Room 2102, or call 301-546-0109. The e-mail address is career_jobs@pgcc.edu.

Other services available from Career Services include

- Credit (CAP) and noncredit (JCL) courses on career/life planning and college success
- Free workshops on career and life management topics
- Career advising
- Resource materials on occupations, national and regional job market projections, and strategies for personal and professional development
- Computerized career guidance systems Kuder CSO, FOCUS2 and Career Coach for assessment and information on occupations and educational programs
- Career Fairs (fall)
- Internet access to career resources

College Bookstore

The college bookstore, located on the first floor in Largo Student Center, is operated on a contracted basis and serves the students, faculty, and staff with required textbooks, trade books, supplies, novelties, refunds, rental of books, and exchanges, purchase of used books, and degree/extension center sales. Cash, checks, and credit cards (MasterCard, American Express, VISA, and Discover) are accepted. Purchase orders, government contracts, and financial aid can only be processed at the Largo campus bookstore. There are limited bookstore services at University Town Center. Bookstore information can be found on the Web at www.pgccbookstore.com: 301-546-0912

College Life Services

To support learning outside the classroom as well as within, the activities program at the College, the Office of College Life Services includes a wide variety of offerings—student governance, leadership development, health education, and campus activities to serve the needs and interests of the campus community. The College Life Services Office serves as the focal point for these activities and is the point of contact for registering a campus organization, scheduling and publicizing events, and receiving help with all types of activity programming projects or special needs.

The College Life Services Office is the distribution center for college activities. Services and information provided include room reservations, activities calendar, recreational equipment, lost and found, information on campus activities, and student clubs. The office is open Monday through Thursday, 8:30 a.m.–8 p.m. and Friday, 8:30 a.m.–5 p.m. Telephone: 301-546-0853.

Counseling Services

As a benefit to students, counselors are available to help you with personal and interpersonal problems that may be impacting your success in college. Short-term counseling is available to help students overcome barriers with cultural and college adjustments. Referrals for long-term counseling will be made to off-campus mental health service providers who may charge nominal fees. The counselors are located in Bladen Hall, Room 122. Telephone: 301-546-0149. The e-mail address is counselingservices@pgcc.edu. The office is open Monday through Thursday, 8:30 a.m.–6 p.m. and Friday, 8:30 a.m.–5 p.m.

Disability Support Services

Prince George's Community College is committed to providing reasonable accommodation and services to qualified persons with disabilities under the Americans with Disabilities Act (ADA). In order to receive services, students with disabilities must register with the Disability Support Services (DSS) Office and provide documentation of disability. Students requesting services such as an interpreter or scribe must register and pay for their classes at least one month prior to the beginning of the semester and bring a copy of their paid tuition bill to DSS. Students needing accommodations for classes at Prince George's Community College at University Town Center, Laurel College Center, or Prince George's Community College at Joint Base Andrews should consult DSS staff at the Largo campus. Call to schedule an appointment with a DSS advisor or counselor, Monday through Friday, 8:30 a.m.- 4:30 p.m. Evening appointments are available upon request. Telephone: 301-546-0838. The office is located in Bladen Hall, Room 124. The e-mail address is dss@pgcc.edu.

Diverse Male Student Initiatives at Prince George's Community College

The Diverse Male Student Initiatives at Prince George's Community College (DMSI) is an aggressive college retention program that targets all diverse males enrolled at Prince George's Community College. DMSI aims to increase participants' retention and academic achievement; develop participants' self-knowledge, focus, and initiative in plotting and implementing a plan for personal success; and improve participants' career/entrepreneurship readiness. As they progress through the initiative, students are expected to become motivated, develop a career path, receive academic support, and get exposed to internal and external resources and opportunities. For more information, please call 301-546-5292.

Dreamkeepers Emergency Financial Assistance

The Dreamkeepers Emergency Financial Assistance program is designed to help students avoid dropping out of classes when faced with an unforeseen financial difficulty. Unforeseen difficulties are defined as a sudden medical emergency, sudden loss of a job, or loss of living accommodations that result in having sufficient funds to cover a utility bill, healthcare expense, minor car repairs, or other incidental needs affiliated with completing your education. Food and transportation assistance may be covered by PGCC Cares. Tuition and books are not included. For further information on eligibility requirements and applying call 301-546-0840 or view the college's website under *Paying for College*.

Financial Aid

The Office of Student Financial Aid processes financial aid applications, determines eligibility for and awards need-based financial assistance in compliance with federal regulations and institutional policies. Need-based financial assistance consists of grants, work opportunities, scholarships, and loans. The office also processes merit-based scholarships and monitors continuing eligibility for merit-based scholarships. Financial aid is available to eligible students through state and federal grants, state and local scholarships, college work-study programs and student loans.

Financial assistance also is provided through veteran's assistance programs, the Social Security Administration, vocational rehabilitation agencies and other programs. For specific information and application materials, visit the Financial Aid page on the college website at www.pgcc.edu. The website also provides comprehensive information about financial aid programs and policies at PGCC as well as other financing options.

The Office of Student Financial Aid is committed to helping students and families understand financing options available to help make a Prince George's Community College education possible.

The office is open Monday through Thursday, 8:30 a.m.–8 p.m. and Friday, 8:30 a.m.–5 p.m. Contact the Financial Aid Office in Bladen Hall, Room 121. Telephone: 301-546-0822.

All students must:

- Complete the Free Application for Federal Student Aid (FAFSA) or renewal FAFSA by March 1 for notification by June 1. Additional documents may be required.
- Maintain Satisfactory Academic Progress. (See college catalog for detailed explanation)

Prince George's Community College adheres to the National Association of Student Financial Aid Administrators (NASFAA), Statement of Ethical Principles and Code of Conduct for Institutional Financial Aid Professionals.

Food Services

The food service areas on campus are operated on a contracted basis. The areas include the dining hall, catering services, and food and drink machines in various campus locations. The hours of operation are as follows:

Dining Hall (Largo Student Center, second floor)

Monday–Thursday, 7:30 a.m.–6 p.m.; Friday, 7:30 a.m.–2 p.m.

Cyber Café (Center for Advanced Technology, third floor)

Monday–Friday, 8 a.m.–8 p.m.; Saturday, 8 a.m.–2 p.m.

Marvelous Market (Center for Health Studies, first floor)

Monday–Friday, 8 a.m.–4 p.m.

Vending machines are located throughout the campus facilities.

Refunds on vending may be obtained from any cashier in the dining hall. Call 301-546-0904 for any inquiries or problems concerning food services, or go to the dining hall in the Largo Student Center. Concerns at the extension/degree sites should be addressed in the administrative offices at those sites.

The Health Education Center (see also Student Health Insurance)

The Health Education Center provides free and confidential services to students, staff and faculty. The center is staffed by registered nurses under the medical direction of Dr. Marilyn Corder and offers health education programs, including workshops, seminars and health screenings such as HIV testing, blood pressure, diabetes, weight management, relationships and stress management. Listings of community resources are also available.

The Health Education Center is located in Bladen Hall, Room 132. Telephone: 301-546-0845. The office is open Monday through Thursday, 8:30 a.m. -6 p.m. and Friday, 9 a.m.–5 p.m. Students and employees who are nursing may contact the Health Education Center Manager for assistance with lactation services.

The International Education Center

It is hard to understand what the rules are when enrolled in college in a different country. The International Education Center offers personal help from volunteer professors. Also, it is a clearinghouse for U.S. and international students, faculty and staff, providing information on international campus issues, bringing students together for multicultural interaction, and serving as a source of educational support. Find a mentor or be a mentor for someone from your home country or in your same major. Meet students from many countries and help develop cultural programs on campus. International Education Week is celebrated each November. The center is open during the fall and spring semesters from the second week of classes through the start of final exam week. Stop by the International Education Center located in Center for Health Studies, Room 1209 or call 301-546-0750. The e-mail address is internationalcenter@pgcc.edu or visit www.pgcc.edu/go/internationalcenter

Learning Assistance/Tutoring

There are many services on campus to help current PGCC students attain success in their studies. A student who is not sure which service is most appropriate should talk with an instructor, advisor, or counselor. Each fall, Vocational Support Services, along with various services, offers workshops and programs on college success skills and transitioning from college to work. Each semester a coordinated schedule of workshops is offered and distributed throughout the college and degree/extension centers.

Marlboro Individualized Learning Lab

The Marlboro Individualized Learning Lab has tutorial software, plus print and audiovisual resources to help students in developmental courses strengthen skills in reading, mathematics, and writing. The lab, open on a space-available basis to other PGCC students who wish to work on these skills, is located in Marlboro Hall, Room 2129. Peer tutoring for developmental math is available in Marlboro Hall, Room 2141. Telephone: 301-546-0503.

The University Town Center Learning Center, Room 246, is a computer lab serving students in developmental reading, writing and mathematics courses. Telephone: 301-546-0503.

Student Support Services

The Student Support Services program provides comprehensive intensive educational, career, and personal support services to low-income, first-generation college students and those with learning or physical disabilities. Services include needs assessment, academic and financial aid counseling, tutorial support, progress monitoring, financial literacy, and coordination of services with other on- and off-campus providers. Students should contact program staff to see if they are eligible. This program is funded through the U.S. Department of Education, Title IV of the Higher Education Act. The Student Support Services Office is in Marlboro Hall, Room 2087. Telephone: 301-546-0681. The e-mail address is sss@pgcc.edu. The office is open Monday through Friday, 8:30 a.m.–4:30 p.m.

Tutoring Center

The Tutoring Center provides individual and small group tutoring to students enrolled in accounting, biology, nursing, chemistry, computer information systems, mathematics, Spanish, physics, as well as other subjects. Students may schedule two hours of tutoring per subject, per week for courses in which they are currently enrolled. Students can make appointments by calling 301-546-0748. Walk-in assistance also is possible if a tutor is available. The Tutoring Center is located in Bladen Hall, Room 107. Limited tutoring also is available at both Prince George's Community College at University Town Center, 301-546-8000 and Laurel College Center 866-228-6110.

Vocational Support Services

Vocational Support Services (VSS) provides instructional support to students enrolled in career and technology education programs leading to an A.A.S. and A.A.T. degree. Staff helps students identify learning strengths, target areas for improvement, and build the skills for successful learning and accomplishment of educational goals. The student and VSS staff work with faculty, learning specialists, and other campus support services to identify barriers to success and develop strategies to help the student deal effectively with the demands of college studies. The office is located in Marlboro Hall, Room 2102. Telephone: 301-546-0730. The e-mail address is vss@pgcc.edu. The office is open Monday through Friday, 8:30 a.m.–4:30 p.m.

Writing Center

The Writing Center has faculty tutors who provide individual half-hour tutoring sessions for students wanting assistance with any writing assignment in any course. Tutors will work with students on discovering topics and generating ideas, supporting ideas with specific details, organizing materials, adding style to writing, and editing work. Appointments may be made by calling 301-546-0748. E-mail tutoring is available for registered PGCC students. The Writing Center is located in Bladen Hall, Room 107. Telephone: 301-546-0748. Writing tutoring also is available at both Prince George's Community College at University Town Center, 301-546-8000 and the Laurel College Center, 866-546-6110.

Library

The library is housed on the first two floors of Accokeek Hall. The library provides both traditional print and electronic services designed to support the college's academic programs. Students have remote access to library holdings through the library website at www.library.pgcc.edu. The library is open Monday through Thursday, 8 a.m.–8 p.m., Friday, 8 a.m.–5 p.m., and Saturday, 10 a.m.–3 p.m. For more information, call the following numbers:

- Library Hours: 301-546-0475
- Research Information Desk: 301-546-0476
- Circulation Desk: 301-546-0475

Online Courses (eLearning Services)

Prince George's Community College offers two types of online courses: online and hybrid. Students who enroll in online and hybrid courses typically seek added convenience, greater independence, and more autonomy in pursuing their coursework. Online and hybrid courses use interactive Web-based applications, video, interactive video and multimedia computer applications in varied combinations to deliver instruction at a distance. Students visit their online classroom via Blackboard, a Web-based course management system. Online courses have no required on-campus meeting sessions, but may require proctored testing. Hybrid courses combine on-campus meetings with online instruction. All hybrid courses have required on-campus meeting sessions, yet meeting schedules vary. For more information and to view the eLearning schedule of classes, visit the eLearning Services website at www.pgconline.com. To speak with an eLearning representative, call 301-546-0463 or e-mail elearning@pgcc.edu. The eLearning office is open for walk-in support Monday through Thursday, 8:30 a.m.–8 p.m. and Friday, 8:30 a.m.–5 p.m.

Open Computer Labs

All open computer labs and printer service areas are considered Quiet Zones. Students are required to read the “Acceptable Use Guidelines.” Agreeing to these mandatory guidelines will hold users accountable for their actions while utilizing academic computer-enabled areas and resources. Violation of mandatory guidelines may result in denied access to college computing resources and may be subject to other penalties and disciplinary action. Computers and printers will be turned off promptly at closing time. Students are encouraged to save their work to a thumb drive or storage media of their choice. Call 301-546-0999 for more information.

Bladen Hall Computer Labs and Printer Services

Floor	Room	Hours of Operation	
First Floor	B-104	Monday–Thursday	8 a.m.–10:15 p.m.
		Friday	8 a.m.–5 p.m.
		Saturday	9 a.m.–4:45 p.m.
		Sunday	CLOSED

Note: B-103D and E also will be utilized as computer labs; however, they may close earlier depending on volume of customers.

Center for Advanced Technology Computer Labs and Printer Services

Floor	Room	Hours of Operation	
First Floor	CAT-101	Monday–Friday	8 a.m.–10:15 p.m.
Second Floor	CAT-201	Saturday	9 a.m.–4:45 p.m.
		Sunday	CLOSED

Center for Advanced Technology Computer-enabled Student Study Areas

Floor	Room	Hours of Operation	
First Floor	CAT-102	Monday–Friday	8 a.m.–10:15 p.m.
Second Floor	CAT-202	Saturday	9 a.m.–4:45 p.m.
		Sunday	CLOSED

Note: Hours are subject to change.

PGCC Cares

Established in 2012, PGCC Cares is a program that provides emergency assistance to students in critical need. Services include:

1. An on-site food pantry/clothes and school supply closet
2. Collaborated Referral Services
3. Emergency funds to address crisis situations
4. Monitoring of student progress after receiving services

How to Support PGCC Cares

1. Donate to the PGCC Cares Fund
2. Donate nonperishable food items, clean gently used clothes items, school supplies and used textbooks
3. Volunteer to help

To access services or get more information call (301) 546-0149 or walk-in to Bladen Hall, Room 122 (Counseling Services).

PGCC Owl Debit Card

Higher One is a vendor chosen to disburse college refunds through your PGCC Owl Debit Card. Credit students will receive a PGCC Owl Debit Card, issued through Higher One Bank. This card is very important and must be acted upon in order to set up a preference for the way refunds from the college will be delivered to you. This includes financial aid rebates. Students may choose to have their refunds and rebates processed as deposits to their PGCC Owl Debit Card or they may choose to have their refunds electronically deposited through ACH to a checking and or savings account at another banking institution. The college highly recommends choosing ACH transfer to a personal checking or savings account specified on the Higher One/PGCC Owl Debit Card activation site. Call 301-546-0688 for more information.

Owl Success Track Program for First-Year Students

Prince George's Community College recognizes that a positive, engaging first-year experience can make a significant impact in terms of incoming students' level of satisfaction, academic performance, campus involvement and progress toward graduation.

The Owl Success Track Program is a yearlong initiative for first year students. Owl Success Track is designed to support students in making vital connections with faculty, administrators, staff and peers through mentoring and a successful transition to college life through access to college departments, programs, and services.

Your participation in Owl Success Track begins with SOAR (Student Orientation, Advising, and Registration) and New Student Convocation. Student development workshops, seminars, activities and networking socials are offered throughout the fall and spring semesters. Information about the program is posted on myPGCC under Student Resources. For more information, contact the Office of Student Success Programs, Marlboro Hall, Room 2102. Telephone: 301-546-3037. The e-mail address is owlsuccessfye@pgcc.edu. The office is open Monday through Friday, 8:30 a.m.–4:30 p.m.

Service Learning Center

The Service Learning Program encourages the development of civic responsibility through students' participation in service projects within the community which support their academic objectives. Through service learning students learn actively, applying principles learned in the classroom while developing critical, reflective thinking as well as personal and civic responsibility. Service Learning at Prince George's Community College is an academic component that can be integrated within the coursework of most disciplines and is also available as a separate independent credit course. Students who participate enhance their academic skills, while developing a better understanding and appreciation of civic responsibility. The Service Learning Center is in Bladen Hall, Room 210. Telephone: 301-546-0713.

Student Health Insurance

The college does not provide students with health coverage; however, information on securing such coverage is available in the Health Education Center in Bladen Hall, Room 132. Telephone: 301-546-0845.

Testing Services (Student Assessment Services)

Student Assessment Services is located in Bladen Hall, Room 100. Student Assessment Services administers the placement tests necessary for registration in credit and developmental education courses. The center also administers challenge and competency exams. Call 301-546-0090 for placement testing services.

Placement testing is offered on a limited basis at the Extension Centers. Students should call the respective center for times.

Selected academic testing also is conducted by Student Assessment Services. Much of the testing for academic departments is in mathematics and sciences, as well as eLearning and some weekend courses. In

courses where this service is available, instructors will provide students with detailed information about testing dates, test format and procedures. All students using academic testing services are required to present a current PGCC ID card to Testing Center staff. Call 301-546-0090 for academic testing services.

TRiO (Student Support Services)

TRiO is an academic and personal support program designed to improve the retention, transfer, and graduation rates of program eligible, low-income, first-generation college students and individuals with documented disabilities. The services provided include tutoring, academic advising and support, financial aid and transfer advising, career and personal counseling, college visits, educational and cultural activities, and study skills assistance. For more information, please call 301-546-7571.

Veterans Services

The Veterans Services Office assists students eligible for VA educational benefits in applying for and obtaining their benefits. It is located in Bladen Hall, Room 122. Telephone: 301-546-0730. The e-mail address is veterans@pgcc.edu. Students who have questions about their eligibility for benefits should contact the Department of Veterans Affairs (DVA) directly. Telephone: 1-888-442-4551 toll-free. Electronic inquiries can be made through the DVA website, www.gibill.va.gov. The Veterans Services office is open Monday through Thursday, 9 a.m.–7 p.m. and Friday, 9 a.m.–5 p.m.

The Violence Prevention Center Project

In accordance with the Violence Against Women Act, Prince Georges' Community College established the Violence Prevention Center Project. The Violence Prevention Center Project administers sexual and intimate partner violence prevention and education programs. Students are able to receive advocacy, crisis intervention and confidential services through the Violence Prevention Center Project. The Violence Prevention Center Project also houses Haven and VPC-300, a violence prevention training that all incoming students are required to complete. Bladen Hall, Room 124-M. Telephone: 301-546-5281

VPC-300

Sexual assault, dating violence and stalking are occurring on college campuses nationwide. According to a national survey, 1 in 5 women and 1 in 16 men are sexually assaulted while in college. Though these statistics are staggering, Prince George's Community College recognizes that there is something that can be done to address these problems. That something is to teach students how to help prevent these forms of violence from occurring.

To further this goal, the College has partnered with Everfi to provide Haven to all new students. Haven is an online sexual violence prevention training. The training consists of interactive modules that addresses sexual assault, dating violence and stalking.

New students may register for a course called VPC-300 if they are interested in completing Haven in a supportive environment. VPC-300 is a free, in person course. New students are able to register for a section of VPC-300 as a Workforce Development and Continuing Education class at no cost to them.

New students also have the option of completing Haven on their own without having to register for and attend a VPC-300 class. For instructions on how to complete Haven independently, please send an e-mail message to merelasx@pgcc.edu.

Please note that all new students are required to complete Haven during their first semester at the College. New students who have not completed the training during the first year at the College face the risk of having a hold placed on their records, which will prevent them from registering for future courses.

For more information about Haven and VPC-300, please contact Simpy Merelan, Program Coordinator of the Violence Prevention Center, at merelasx@pgcc.edu.



Student Life

Chapter 4

Introduction to College Life Services

Believing there is more to college than academics, the Office of College Life Services provides support and advising to every student organization to promote participation, leadership and personal growth that complement the academic experience. We support the successful fulfillment of student goals and promote student success through our support for leadership programs, college-wide events and activities, entertainment, cultural and social activities and College-wide committees (e.g. College Civility and Disaster Relief) that include the Prince George's Community College community. Student organizations bring to the campus, nationally and locally renowned speakers and performers. The Office of College Life Services sponsors two major festivals each year, the Caribbean Festival in the spring and the Bluebird Blues Festival in the fall.

Involvement in a student organization helps students meet new friends, joins individuals with similar views, and promotes and celebrates common interests, while building interpersonal skills. Students who participate in student organizations receive opportunities that enrich their college experiences through the development of core competencies that include effective communication, intellectual growth, self-awareness and collaboration with others. Participation in student organizations and leadership programs help students to become more engaged and integrated into campus life and gain more from their college experience. Student governance provides opportunities for student involvement in the administrative, legislative and judicial processes of the College. Students have the opportunity to write articles of interest, poems and short stories in *The Owl* newspaper and *Reflections* literary magazine.

Leadership Development

Becoming a student leader is empowering and the College Life Services team at Prince George's Community College believes involvement in co-curricular activities allows students to become more engaged in campus life and ascertain more from their college experience. Students can choose to participate in one of two Leadership Certificate Programs, the Pathways Student Leadership Program and/or the Maryland Community College

Certificate Program. These programs provide unique opportunities for students to learn skills that they need to possess in order to be effective leaders in campus organizations and in the greater community. These opportunities can give students a competitive edge as they enter the workforce, apply for scholarships, or transfer to a four-year college or university.

The Pathways Student Leadership Program is open to all enrolled students and offers interactive and engaging leadership development opportunities to develop leadership awareness, skills and abilities through a variety of different components such as leadership workshops, retreats and conferences.

Eligibility and Selection for Student Offices

Any registered student in credit or non-credit courses is eligible for membership in any organization. Eligibility to seek or hold student offices representing all students requires valid registration for classes, a 2.00 cumulative grade point average and “good standing” with the college. Offices to which this policy applies include the Student Governance Board, the Campus Activities Board, the Student Affairs Finance Board, organization officers and editors of student publications. Offices that require “previous semester” grade-point averages shall use grades earned only during fall and spring semesters. The Office of the Vice President for Student Services or designee will certify eligibility. For more information, contact College Life Services office in the Largo Student Center, Room 149 or call 301-546-0853. A complete description of the selection process for all student offices may be found in the Student Organizational Handbook.

The Student Affairs Finance Board

The Student Affairs Finance Board (SAFB) is an advisory organization that recommends the allocation of student activities revenues for the student organizations listed on pages 96–97. The SAFB holds hearings throughout the year and makes recommendations to the college president or his/her designee as to the allocations, policies, and procedures involved in the distribution of student activity fee revenues. The SAFB is comprised of students, faculty, and staff members. Copies of the organizational structure, rules and regulations, and appeals process, are available by request from the Office of College Life Services, Largo Student Center, Room 149.

Student Governance Association

The Student Governance Association (SGA) is the governing body for the Associated Students (student body) of Prince George’s Community College. The elected students of the SGA are here to serve the student body. SGA executive officers and student representatives who serve on various college committees act as a liaison for students to the administration, faculty, and staff. They provide input that may influence administrative decisions directly affecting students. The Constitution of the Associated Students of Prince George’s Community College is included in the *Student Organizational Handbook* available in the Office of College Life Services. Students interested in eligibility to seek or hold office on the Student Governance Association may contact the Office of College Life Services in the Largo Student Center, Room 149. Telephone: 301-546-0853.

Campus Activities Board

The Campus Activities Board (CAB) creates and implements campus-wide social, recreational and curricular events for the Prince George’s Community College campus community. The students involved network with faculty, administration and outside of the College in order to provide a high-quality contribution to life outside of the classroom. The constitution of the CAB appears in the *Student Organizational Handbook*, available in the Office of College Life Services. The Spring Formal, Caribbean Festival, Spring Fling and Fridays at the Movies are a few of the activities the CAB sponsors.

The Student Publications Board

The Student Publications Board, which consists of faculty, staff and student representatives is responsible for the approval of student publications, student editors, advisors, organizational and publication guidelines.

This Board also is charged with settling grievances filed against editors and maintaining the operation of the campus student publications in accordance with Students' Rights and Responsibilities which can be found in the Student Handbook. Only those newspapers and magazines that are approved by the Publication Board may be funded. The following publications are approved by the Student Publications Board:

The Owl Newspaper

The Owl is the official college newspaper. It provides an outlet for student expression and reports activities that are of interest to students. Students work on *The Owl* staff to publish an issue once a month throughout the school year. For more information, call *The Owl* office at 301-546-0905.

Reflections Literary Magazine

Reflections is Prince George's Community College's literary magazine. An all-student staff works to gather submissions, edit and publish the magazine once a semester. Poetry, short stories, artwork and photography created by members of the campus community are published within its pages. For more information, call the *Reflections* office. Telephone: 301-546-0121.

How to Create a Student Organization

If there is not a current student organization focused on a particular interest, students are invited to create a new student organization. In order to do so, at least four enrolled students with a minimum grade point average (GPA) of 2.00 must be willing to serve as the leadership team for the new group. The mission of the group must support the co-curricular and social needs of the Prince George's Community College student body. Interested students should consult with staff members in the Office of College Life Services when proposing a new student organization and familiarize themselves with the *Student Organizational Handbook* which details the requirements, policies and procedures for all student organizations. Copies of the handbook are available in the Office of College Life Services. To become involved in a current student organization or create one of your own, please contact the Office of College Life Services in the Largo Student Center, Room 149. Telephone: 301-546-0853.

Student Organizations

All student organizations at Prince George's Community College are housed within the Office of College Life Services and funded by the Student Affairs Finance Board. These groups are completely organized and run by students, for students, with advice from a faculty or staff advisor. All student organizations support the co-curricular and social needs of the student body and provide a venue of expression for other students. Recognizing the value student organizations contribute to the community, each group participates in one community service project per semester. Also, all club activities with the exception of the Student Governance Board and the Campus Activities Board will end on the last day of class each semester. A listing of student organizations available at Prince George's Community College can be found on pages 98–99.

To become involved in a current student organization or create one of your own, please contact the Office of College Life Services in Largo Student Center, Room 149, or call 301-546-0853.

While most student organizations may change each year depending upon student interest, the student organizations that are advised through College Life Services are organized each year and provide leadership opportunities for students. These organizations are for student governance, student programming, and student publications.

Student Clubs/Organizations Descriptions

African Student Union—promotes awareness of issues pertaining to the continent of Africa.

Ambitious Actors—provides students with the opportunity to enhance their acting skills both in front and behind the stage.

Asian Awareness—promotes understanding and knowledge of Asian culture through various activities.

Bethel Campus Fellowship—leads students to Christ and prepares them to become reliable men and women that God can entrust with His word.

Better Together Interfaith Team—promotes interfaith cooperation and action among students of different religious and non-religious values.

Black Diaspora Club—celebrates diverse cultures of Africa, by encouraging academic excellence, building community, promoting networks, being engaged global citizens, and fostering life-long ties to Africa.

Biology Club—provides interactive study and review for students who are taking biology courses.

Campus Activities Board (CAB)—develops, plans, coordinates, and implements co-curricular programs for the college.

Caribbean Student Association—creates cultural and social awareness of the Caribbean community on campus.

Chemistry Club—increases students' interest in chemistry through club activities and serves as an informational source for a career in chemistry.

Diverse Male Student Initiatives (DMSI)—provides an experiential year-long program that supports men and helps them focus their energies toward self-improvement and community involvement.

Enrollment Services Student Ambassadors (ESSA)—serves as the official ambassadors of the College for prospective students and the surrounding community.

Envision Models—provides students with entertainment through the performance of modeling, theatrics, and dancing.

Exceptional Children's Club—provides interested students with the opportunity to work with young special needs children and their families.

Fire-N-Motion Dance Team—provides an outlet for female students to dance and express their creativity while modeling a positive self-image.

Gospel Choir (Voices of Triumph)—provides students with the chance to praise the word of the Lord through gospel music while enlightening their peers.

Graphic Arts Club—provides students with internship-like opportunities and professional development in graphic arts and digital media.

Green N' Fit Club—promotes the awareness and practice of healthy, environmentally-friendly choices, both on and off campus.

Health Club—educates students on the importance of living healthier and to help them adopt a healthier lifestyle.

Health Information Management Club—provides educational meetings relevant to the health information management profession and social events to promote networking.

Honors Society—promotes academic excellence, fellowship, leadership, and service through co-curricular activities.

Kaleidoscope Club—promotes global friendship and understanding of different cultures.

Latino Student Association—promotes college success, Latino culture and community awareness of Latino students.

Math Club—promotes interest in mathematics and help students understand math as a language of logic.

Model United Nations—promotes participation in international study and simulation.

Muslim Student Association (MSA)—clarifies the meaning of the word Muslim and to bring the Muslims at the college together.

Mu Alpha Theta (PGCC Chapter)—promotes enjoyment, understanding and excellence for mathematics among students.

National Society of Black Engineers (PGCC Chapter)—stimulates and develops students' interest in STEM fields (science, technology, engineering, and mathematics) by providing networking opportunities.

National Society of Collegiate Scholars (NSCS)—a program for first- and second-year college students who have a 3.4 or higher GPA. (membership is by invitation only)

National Society of Minorities in Hospitality—educates in order to aid in the recruitment, retention, support, and advancement of minority students in the hospitality industry.

Nursing Club—provides nursing majors with information and community service in the field of nursing.

The Owl Student Newspaper—provides an outlet for student expression and serves as the official newspaper of PGCC.

Owl Tennis Club—establishes an atmosphere of learning for experienced and beginning tennis players.

Otagen Anime Club—educates and entertains people of Japanese Anime pop culture.

Pathways to Leadership Program—promotes the development of leadership skills through workshops, conferences, retreats & community service.

PGCC Hacker Space—provides students with an open environment to become creative within the fields of technology, science, mathematics, and art.

Phi Theta Kappa—promotes scholarship, service, and leadership for students, and rewards academically outstanding students.

Reflections Literary Magazine—provides a medium to showcase student's poetry, short stories, artwork, and photography.

Salvation and Praise—assists students in adjusting to school life on campus and to bring the academic lives of students under the lordship of Christ.

Service Members to Scholars (S2S) Veterans Club—provides a welcoming environment that assists veterans in transitioning and adapting to college life.

Student Art League—supports students in the field of art.

Student Governance Association (SGA)—represents the ideas and concerns of the student body to the college community.

Student Media Group—provides students with media training, networking opportunities and hands-on experience in media.

Secular Student Alliance—promotes the ideals of scientific and critical inquiry, democracy, secularism, and human-based ethics.

Students for Gender and Sexual Equality—promotes awareness, unity, understanding, and empowerment among lesbian, gay, bisexual, and straight individuals.

Women of Wisdom (WOW)—provides unique opportunities for female students to enhance their academic, personal, and professional development in a holistic environment.

Staff and Faculty Advisors to Student Organizations

1. Advisors—All student organizations must have a staff/faculty advisor.
2. Commitment of Advisors—Advisors should make an effort to attend meetings and club events of the organization and give constructive criticism and guidance. When an organization takes an action not in agreement with its general purpose or procedures, or when it plans a program or activity not approved by its advisor, the advisor should seek to resolve such situations through the services offered by College Life Services and the Student Governance Board.
3. Commitment of Organizations to Advisors—Organizations should choose an advisor who shares a passion for their group's focus, realizing that advisors are also obligated to give counsel on matters of general good taste, conduct and propriety, when necessary. The organization should notify advisors of all meetings of the organization and its executive bodies. Advisors are entitled to attend any or all of these meetings and are entitled to consult with the officers or committee chairs of the organizations at any time. Organizations should consult with advisors before any changes in policy, purpose, or major programs are put into effect.
4. Appointment of Advisors—When a student organization needs a new advisor, it shall have the privilege of approaching prospects and choosing a suitable candidate to be listed with College Life Services.
5. Faculty or staff charged with the responsibility of maintaining team activities will have final authority to select team participants.

Staff advisors and officers of the student organization are responsible for maintaining strict adherence to all policies and procedures listed in the college Code of Conduct, the Building Use Policy, and the bylaws of the Student Affairs Finance Board. Failure to maintain such adherence can result in a loss of funding, a revocation of organizational recognition and registration, or both.

Funding Student Organizations

The college recognizes that service to the community is an important part of leadership. All student organizations receiving funding from student activities revenues are now required to execute or participate in a community service project. The Office of College Life Services can assist student organizations with selecting a community service project. The project must be completed during the fall or spring semester. For further details and guidelines, please visit the Office of College Life Services, Largo Student Center, Room 149, or call 301-546-0853.

All officially registered student organizations in compliance with the Student Code of Conduct are eligible to submit a program budget to the Student Affairs Finance Board (SAFB). Funding for these programs is supported through the activities fee paid by all PGCC students registered for credit classes. Forms and information regarding budget allocations are available in College Life Services.

1. If you qualify for the activity fee budget (see Section AA(8) of the Student Code of Conduct), the accounting clerk of College Life Services will give you the SAFB request forms and explain the rules and regulations of the SAFB.
2. Return your completed SAFB request form to College Life Services. Your budget request will be reviewed by the accounting clerk, and a time will be scheduled for you to appear before the SAFB to explain your budget requests in relation to your program.
3. The SAFB will deliberate and forward its recommendation to the vice president for student services for approval.
4. Student organizations will be notified, via e-mail address, of the SAFB's decision within two weeks.

College Athletics

The athletics program encourages active participation and provides instruction to help students develop skills that will serve their current and future recreational/leisure activity needs. For more information regarding eligibility requirements for intercollegiate athletic teams, visit the Athletic Department in the Novak Field House, Room 111.

Intercollegiate Activities

The Prince George's Community College Athletic Department is a member of the National Junior College Athletic Association (NJCAA) and the Maryland Junior College Athletic Conference (MD JUCO). Twelve intercollegiate teams represent the college in the NJCAA and MD JUCO—men's soccer, women's soccer, men's cross country, women's cross country, men's basketball, women's basketball, men's indoor track, women's indoor track, men's baseball, women's softball, men's outdoor track, and women's outdoor track. Student athletes must meet NJCAA eligibility requirements. Many athletes transfer to four-year colleges to continue their academic and athletic experiences.

The college does not provide medical health insurance coverage for injuries incurred while participating in a physical education class nor intramural or varsity athletics. Additional information may be obtained from the office of intercollegiate athletics, Novak Field House, Room 111, or by calling 301-546-0518.

Intramural Program Activities

The intramural program at Prince George's Community College provides students with a varied recreational program and the opportunity to develop and maintain physical fitness while competing with fellow students in team and individual sports.

Information may be obtained from the faculty and staff in the Athletics Department, Novak Field House, Room 111, or by calling 301-546-0518.

Reserving College Facilities

All requests for space on campus other than academic must be filed with the scheduling coordinator or the manager of event scheduling and special projects in College Life Services and approved at least 10 days prior to the planned event. The scheduling staff will assist you with planning your event and selecting the most appropriate space for your function. Complete procedures on building reservation and use can be obtained from College Life Services, Largo Student Center, Room 149, or by calling 301-546-0853.

Notes



Policies and Regulations

Chapter 5

Students' Rights and Responsibilities

The institution, supported by the Board of Trustees, guarantees to all students at the college certain rights and responsibilities subject to college policies and regulations. The college president is authorized to make, promulgate, issue, rescind, and amend reasonable rules, regulations, and procedures to carry out this policy. *Adopted June 8, 1978.*

- (a) Each student shall have the right of free inquiry, expression, assembly, and advocacy.
- (b) Students, while in the classroom, shall exercise their rights of free inquiry, expression, assembly, and advocacy in a manner that is relevant to the subject matter of the instructional program and to the right of the instructor to maintain order and have authority over the conduct of the class.
- (c) Each student shall be free to form and join organizations for legal purposes.
- (d) Students may, individually and through representative organizations, express views on matters of instructional policy and issues of interest to the student body.
- (e) The rights of students to a student press free of censorship are guaranteed.
- (f) Students shall meet the obligations of responsible journalism in the student press.
- (g) Students shall have the right to participate on committees responsible for recommendations impacting allocation of funds derived from student fees.
- (h) Competent instruction, relevant to the subject matter at the times and places assigned for each course, shall be provided to all students.
- (i) Each student shall have the right to fair and unbiased academic evaluations based upon defined course-appropriate criteria. That criteria shall be set forth in writing and distributed by the instructor at the beginning of each course.
- (j) Students shall be able to take reasoned exception to the data or views offered in any course of

instruction and reserve judgment about matters of opinion.

- (k) The institution guarantees the rights of students to participate in the evaluation of faculty performances.
- (l) Students shall be responsible for meeting the established requirements of the course(s) in which they are enrolled.
- (m) The institution guarantees protection against improper disclosure of information pertinent to students' views, beliefs, political associations, academic evaluations, and educational records without the express written consent or permission of the student concerned.
- (n) Students have the right to due process in disciplinary proceedings as prescribed in the Prince George's Community College Student Code of Conduct.
- (o) Students shall be responsible for complying with policies, rules, procedures, and regulations governing student conduct as well as the college operations.

Contact the Office of the Vice President for Student Services for further information, Kent Hall, Room 119. Telephone: 301-546-0412

Student Code of Conduct

A. Policy Statement.

Prince George's Community College reserves the right to change the policies and procedures within the Student Code of Conduct throughout the academic year. Once those changes are posted online, they are in effect. The college is afforded this right due to ongoing legislation and state-wide changes in best practices within student conduct. Members of the college community are responsible to stay aware of current policies and procedures. Students are encouraged to check online for the updated versions of all policies and procedures via the following link:

http://www.pgcc.edu/uploadedFiles/Resources/pdf/Student_Handbook/StudentHandbook.pdf

Copies of this Code may be obtained from the Office of the Vice President for Student Services, Kent Hall, Room 119. This code will be reviewed and amended as necessary annually.

B. Philosophy and Purpose:

- (1) Philosophy: The Prince George's Community College community is committed to fostering a campus environment that is conducive to academic inquiry, a productive campus life and thoughtful study and discourse. The College is comprised of a community of learners, educators, and professionals that value civility and accountability. The student conduct program, housed within the Office of the Vice President for Student Services, is committed to an educational and developmental process that balances the interests of individual students with the interests of the college community.

A community exists on the basis of shared values and principles. At the College, student members of the community are expected to uphold and abide by certain standards of conduct that form the basis of the Student Code of Conduct. These standards are embodied within a set of core values that include integrity, social justice, respect, responsibility, and community standards which are further defined below:

- (i) Integrity: College students exemplify honesty, honor and a respect for the truth in all of their dealings.
- (ii) Social Justice: College students are just and equitable in their treatment of all members of the community and act to discourage and/or intervene to prevent unjust and inequitable behaviors.
- (iii) Respect: College students show positive regard for each other, for property and for the community.

- (iv) Responsibility: College students are given and accept a high level of responsibility to self, to others and to the community.
- (v) Community Standards: College students build and enhance their community.

The Prince George's Community College Student Code of Conduct, adopted by the Board of Trustees, defines the rights and responsibilities of students and establishes a system of procedures for preserving the academic integrity, safety and welfare of the college community and its visitors. A student enrolling in the college assumes an obligation to conduct himself/herself in a manner compatible with the community standards of this educational institution.

Students who fail to adhere to college policies may be subject to corrective action. The college is committed to providing educational interventions that strengthen ethical and moral progression of its students.

- (2) The purpose of the Student Code of Conduct is to:
 - (i) Ensure that all faculty, staff, and students have a clear understanding of the rules, regulations, and policies on student conduct at the college.
 - (ii) Hold students accountable for the alleged violations of the code.
 - (iii) Promote healthy life choices and decision making skills.
 - (iv) Offer educational interventions to students that violate the code in effort to bring their behavior in compliance with college policies.
 - (v) Maintain a safe and secure campus through proactive responses to student misconduct.

C. Authority:

- (1) The president of the college is the chief student conduct officer for the college and reserves the right to designate another party to facilitate the student conduct program. As such, the vice president for student services owns that designation. The vice president for student services delegates all student conduct matters to the program coordinator for student conduct and community standards, the director of student services operations and/or other key college officials that may serve in this capacity.
- (2) All offenses and violations of the Student Code of Conduct committed by students and/or their visitors fall under the jurisdiction of the Office of the Vice President for Student Services.
 - (i) The vice president for student services, and/or official designee, may immediately impose a warning or interim suspension upon a student when circumstances warrant it.
 - (ii) If a student is charged with or convicted of an off-campus violation of law, the matter is of no disciplinary concern to the College; however, the College may impose sanctions if the misconduct demonstrated an obvious disregard for the rights of others that affect his/her suitability as a student. In such cases, expulsion is not permitted until the student has been adjudicated guilty in a court of law, and the student shall be reinstated if he/she is acquitted or the charges are withdrawn.
 - (iii) If alleged violations of this code or other college policies, rules, or regulations occur in connection with a college-sponsored or supervised activity not on college property, the student accused of such violation(s) shall be subject to educational interventions and sanctioning.
 - (iv) The Student Code of Conduct may be applied to behavior conducted online, via e-mail or other electronic medium. Students should also be aware that online postings such as blogs, Web postings, chats and social networking sites are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of policy violations is posted online. The College does not regularly search for

this information but may take action if and when such information is brought to the attention of college officials. However, most online speech by students not involving college networks or technology will be protected as free expression and not subject to this code, with two notable exceptions:

- (a) A true threat, defined as “a threat a reasonable person would interpret as a serious expression of intent to inflict bodily harm upon specific individuals”;
- (b) Speech posted online about the College or its community members that causes a significant on-campus disruption.
- (v) The Student Code of Conduct applies to guests of community members whose hosts may be held accountable for the misconduct of their guests. The Code may also be applied to high school bridge/extension/partner/dual-enrollment and continuing education programs by contractual agreements. Visitors to and guests of the college may seek resolution of violations of the Student Code of Conduct committed against them by members of the college community.
- (vi) There is no time limit on reporting violations of the Student Code of Conduct for the following: sexual misconduct, stalking, dating violence, discrimination and harassment; however, the longer someone waits to report an offense, the harder it becomes for college officials to obtain information and witness statements and to make determinations regarding alleged violations.
- (vii) Though anonymous complaints are permitted, doing so may limit the College’s ability to investigate and respond to a complaint. Those who are aware of misconduct are encouraged to report it as quickly as possible to the program coordinator for student conduct and community standards and/or to College Police.
- (viii) A responding student facing an alleged violation of the Student Code of Conduct is not permitted to withdraw from the College until all allegations are resolved.
- (ix) College e-mail is the College’s primary means of communication with students. Students are responsible for all communication delivered to their college e-mail address.

D. Key Roles & Definitions:

- (1) Program Coordinator, Student Conduct and Community Standards—refers to the individual designated by the vice president for student services to oversee the student conduct program at the College.
- (2) Student—one who is currently enrolled at the College, and one who has completed the preceding semester session and is eligible for enrollment; for the purposes of student conduct, the College considers an individual to be a student when an application as a credit and/or non-credit student has been submitted and thereafter as long as the student has a continuing educational interest in the College.
- (3) College Community—Members of the student body, the faculty, and all college employees.
- (4) Violation—a breach of agreement between the student and the College in which the student does not conduct himself/herself in accordance with college policy.
- (5) Hearing—refers to the opportunity for the respondent to state his/her case before a designated official.
- (6) Hearing Officer—an official designee authorized by the vice president of student services to facilitate all involved parties through the hearing process. He/she is responsible for rendering an initial decision in a specific student conduct case.
- (7) Complainant—refers to the person responsible for filing the incident report to the Office of the Vice President for Student Services. This individual may be the victim, a witness, or any other member of the college community.

- (8) Respondent—refers to a student who was sent an official letter from the Office of the Vice President for Student Services indicating an alleged violation of the Student Code of Conduct.
- (9) Advisor—refers to an attorney and/or non-attorney who may provide support to the complainant and/or the respondent throughout the student conduct process, but may not speak on a student's behalf during a formal hearing. Students are responsible for representing themselves in student conduct cases.
- (10) Committee on Student Conduct—refers to the group of selected and trained faculty members and students from the Faculty Senate and Student Governance Association.
- (11) Campus/College Campus—refers to all infrastructures owned, controlled, and/or leased by the college.
- (12) Hostile Environment—any area of college campus and its entire infrastructure where a student's harassing/threatening behavior has impaired the practical functions of the College.
- (13) College Property—all real and personal property owned or controlled by the College, as well as real and personal property not owned or controlled by the College, but used by members of the college community in the functions of the College.
- (14) Student Rights Information Session—a meeting where the respondent(s) are given a clear explanation of their rights within the student conduct process at the college.

E. Code of Conduct Violations

- (1) Violations of Integrity:
 - (i) Academic Dishonesty
 - (a) Plagiarism
 - i. Intentionally or knowingly representing the words or ideas of another as one's own, including any kind of writing that is not the student's own, whether taken from secondary sources, fellow students, or other term papers.
 - ii. Intentionally or knowingly assisting someone in violating any provision of this Code.
 - iii. Intentionally and knowingly taking and passing off as one's own the ideas, writing, or words of another without attribution (without acknowledgement of the author who wrote the material).
 - iv. Duplicating an author's words without quotation marks and accurate citation of references.
 - v. Duplicating an author's words or phrases in paraphrase without accurate citation of references.
 - vi. Submitting a paper in which the exact words or phrases of an author are merely rearranged without quotation or citations
 - (b) Cheating
 - i. Intentionally using or attempting to use unauthorized information, materials, or study aids.
 - ii. Intentionally using unauthorized notes or another individual's materials.
 - iii. Intentionally using unauthorized prior knowledge of the contents of tests, quizzes, or other assessment instruments.
 - iv. Intentionally fabricating, falsifying, or inventing any information or citation.
 - (ii) Computer Misuse:
 - (a) Unauthorized access/entry to a college computer system without the expressed permission of a college official. Officials include, but are not limited to, college administration, faculty and staff.

- (iii) Non-Academic Falsification/Fraud
 - (a) Dealing with any members of college administration, faculty, and professional staff dishonestly
 - (b) Forgery, alteration, or misuse of college documents, records, or identification.
- (iv) Theft
 - (a) Stealing college property or the property of members of the college community and/or its visitors.
 - (b) Attempting to sell college property or the property of members of the college community and/or its visitors.
- (2) Violations of Social Justice:
 - (i) Discrimination
 - (a) Any unfavorable act or unfair treatment of an individual or group on the basis of race, color, religion, ancestry or national origin, sex, age, marital status, sexual orientation, gender identity, disability, or genetic information.
 - (ii) Harassment
 - (a) Any action that involves unwelcome verbal or physical conduct based upon, gender, race, color, religion, national origin, age, disability, sexual orientation or marital status that has the purpose or effect of unreasonably interfering with an individual's work performance or learning experience, or creating an intimidating, hostile or offensive working or learning environment.
- (3) Violations of Respect:
 - (i) Bullying
 - (a) Repeated and/or severe behaviors that are used to intimidate, intentionally harm, and/or control another student physically and/or emotionally.
 - (ii) Cyber-bullying
 - (a) The use of the internet and social media to display repeated and/or severe behaviors that are used to intimidate, intentionally harm, and/or control another student physically and/or emotionally. These behaviors may lead to altercations at the college and within the college community. Forms of social media include, but are not limited to: Twitter, Facebook, Instagram, etc.
 - (iii) Public Exposure/Indecency
 - (a) Deliberately and/or purposely exposing one's body parts for public urination, defecation, and public sex acts on college property.
 - (iv) Threats
 - (a) Molesting or threatening with bodily harm any person lawfully on or in the vicinity of college property or at college sponsored or supervised functions, or of other authorized activities on college property.
 - (v) Sexual Misconduct:
 - (a) Engaging and/or attempting to engage in any sexual act, regardless of personal relationship, without the verbalized and clear consent of the other person. This is also true when the other person is unable to give clear and verbalized consent.
 - (b) Any form of intimate and intentional touching of another person without the clear and verbalized consent of the other person, regardless of personal relationship. This is also true when the other person is unable to give clear and verbalized consent.

- (c) Displaying sexual behavior that creates a hostile environment adversely affecting the educational and work experience. This includes, but is not limited to, uninvited or unwanted sexual gestures or comments.
- (vi) Stalking:
 - (a) A course of conduct directed at a specific person because of his or her sex that is unwanted and unwelcome and that would cause a reasonable person to fear for his or her safety, security or well-being. Stalking includes repeated implicit or explicit harassing or threatening behaviors. Examples may include:
 - i. following a person;
 - ii. appearing, or leaving messages or objects at a person's home, place of business, classroom, or other places a person is known to frequent;
 - iii. making harassing phone calls;
 - iv. sending messages by mail or electronic means, including e-mails or texts;
 - v. vandalizing personal property.
- (4) Violation of Responsibility:
 - (i) Alcohol:
 - (a) Drinking or possessing any alcoholic beverage on college property, except as expressly permitted by the president.
 - (b) Public Intoxication.
 - (ii) Drugs:
 - (a) Use, possession, or distribution on college properties or at college-sponsored or supervised functions of the controlled dangerous substances as defined by Maryland law, except as expressly permitted by law.
 - (iii) Failure to Comply:
 - (a) Unresponsive and unwilling to follow the directions of college officials acting in the performance of their duties, including refusing to furnish student identification and/or any form of identification upon request.
 - (iv) Food/Beverages in Restricted Areas:
 - (a) Food or beverages in any campus facility, room or location where a sign explicitly states those items are prohibited.
 - (v) Off Campus Violations
 - (a) Any state and/or federal charge or conviction that adversely affects one's suitability as a student at the College.
- (5) Violations of Community Standards:
 - (i) Dangerous/Hazardous Behavior
 - (a) Physical violence enacted against any member of the college community.
 - (b) Behavior that creates a hostile environment for other members of the college community.
 - (ii) Disruptive/Disorderly Behavior:
 - (a) Obstructing or acting in a manner disruptive or disturbing to the normal educational functions of the College, administration of the College, disciplinary procedures or other college activities, including its community service functions, or of other authorized activities on college property.

- (iii) Gambling:
 - (a) Participating in any game or betting on a game for monetary gain. This also includes items and/or items of value.
- (iv) Profanity:
 - (a) Use of inappropriate or derogatory language is prohibited. This includes, but is not limited to, cursing or use of vulgar, profane, or obscene language.
- (v) Vandalism:
 - (a) Damaging college property or the property of a member of the college community or campus visitor. This includes, but is not limited to, all college infrastructure.
- (vi) Weapons
 - (a) Possession or use on college property of any firearm, gun, knife, or other dangerous or deadly weapon of any kind.
 - (b) Possession or use on college property of any explosive material or device. This includes, but is not limited to, fireworks and dangerous chemicals.

E. Student Conduct Process

- (1) Any member of the college community may submit an Incident Report in response to an alleged Student Code of Conduct violation enacted by a student. The vice president for student services and/or official designee has the discretion to dismiss the alleged charges or file formal charges against the respondent. Other forms of reporting that may initiate possible action being taken upon a respondent are as follows:
 - (i) College Police report or a report from another law enforcement agency in the surrounding community and/or state/federal government.
 - (ii) Written statement(s) from any member of the college community that indicates a student has allegedly violated the Student Code of Conduct.
- (2) The Office of the Vice President for Student Services sends all students that may have violated the Student Code of Conduct an official letter informing the student of his/her alleged violation(s) and to attend a Student Rights Information Session. Students are granted seven business days to respond to this letter and attend the Student Rights Information Session.

Once this initial letter is sent to an official student e-mail account, that student is known as a respondent for the duration of the conduct process. Upon completion of a Student Rights Information Session, the respondent can decide to accept the charges as they stand (Summary/ Informal Resolution) or select a formal hearing.
- (3) If a formal hearing is selected, the program coordinator for student conduct and community standards and the respondent set a date for the formal hearing. Hearings are scheduled within seven days of the Student Rights Information Session. However, the vice president for student services and/or designee reserve the right to extend this timeframe based on the circumstances of involved parties.

If there are any witnesses that would like to give testimony or provide a written statement to be read into the record at the hearing, the Office of the Vice President for Student Services must be made aware of those individuals five days prior to the formal hearing date.
- (4) The program coordinator for student conduct and community standards has ten days, from the date of the formal hearing, to issue a student conduct hearing outcome letter. The student conduct hearing outcome letter contains the following:
 - (iii) List of the violations of the Student Code of Conduct;

- (iv) Brief description of behavior that may have violated the Student Code of Conduct;
- (v) Decision rationale; and,
- (vi) Appeal information (should respondent be found responsible for Student Code of Conduct violations).

G. Incident Reporting

- (1) Any member of the college community may submit an Incident Report to the Office of the Vice President for Student Services. This includes all faculty and staff members. Students are extended the right to submit an Incident Report as well.

The Incident Report Form is located on the Student Conduct and Community Standards Program website. The Incident Report Form can also be found on the “MyPGCC” portal under the “Safety & Security” tab or via the following link:

<https://publicdocs.maxient.com/incidentreport.php?PrinceGeorgesCC>.

The Incident Report Form is electronic and is sent directly to the program coordinator for student conduct and community standards upon submission.

H. Filing Time

- (1) Complainants and/or victims must file the Incident Report to the Office of the Vice President for Student Service no later than 90 days following the date of the incident. The vice president for student services, and/or official designee, reserves the right to extend this filing time in cases of sexual misconduct, harassment, stalking, and acts that endanger the wellbeing of the college community.

I. Notification of Violation(s)

- (1) Official notifications of alleged violations are sent to respondent’s student e-mail account. This notification shall contain the following information:
 - (i) Time and date of the alleged Student Code of Conduct violation(s);
 - (ii) Outline of specific alleged Student Code of Conduct violation(s); and,
 - (iii) Brief description of the alleged behavior displayed by the respondent.
- (2) Seven days after the initial violation notification letter has been sent and the student fails to respond, a hard copy of this communication will be sent to his/her address on file with the College. This letter will also inform him/her to check their student e-mail account for official correspondence.

J. Information for Attorneys

- (1) The college and its student conduct process do not operate as a court of law. Should a respondent choose to retain an attorney in relation to his/her student conduct case, that respondent is responsible for incurring the entirety of those legal fees, if any. Attorneys are permitted to provide support to respondents in the following forms:
 - (i) Consult with the respondent during his/her student conduct hearing.
 - (ii) Suggest questions for the respondent to ask.
 - (iii) Provide moral/emotional support for the respondent.
- (2) Attorneys are not permitted to:
 - (i) “Cross-examine” witnesses;
 - (ii) Speak on behalf of the respondent in any way, shape, or form;

- (iii) Object in any manner to questions asked by the hearing officer or discussions raised; or,
 - (iv) Interrupt the student conduct proceeding.
- (3) If a student intends to be accompanied at a hearing by an attorney, he/she must notify the vice president for student services five days in advance of the hearing date to permit the college to make arrangements for legal counsel.
- (4) Should the respondent be facing concurrent criminal charges, attorneys may represent respondents in student conduct cases or request the student conduct process be halted until all court proceedings have been completed and a decision has been rendered in court. Please be advised that respondents may be placed on interim suspension should the aforementioned request be approved.

K. Interim Suspension Rationale

- (1) In a situation where a student, or a group of students, displays behavior that may be an immediate threat to others in the college community, they may be immediately removed from campus until permitted to return by the vice president for student services and/or an official designee. An interim suspension is a temporary removal of a student from campus until he/she makes contact with the Office of the Vice President for Student Services and the investigation into the behavior has concluded.

L. Student Rights Information Session

- (1) Respondents are provided with the following information during this meeting:
- (i) Clear and concise description of the specified alleged violation(s) upon which his/her case was initiated.
 - (ii) His/her rights as the respondent in the student conduct process in effort to prepare them for an informal resolution or a student conduct hearing.
 - (iii) Opportunity to review all materials related to the alleged violation(s) within his/her student conduct file.
 - (iv) The right to accept responsibility and be held accountable for his/her actions and/or behavior.
 - (v) The right to dispute the alleged violation(s) and select a formal hearing
 - (vi) The last date to appeal should he/she be found responsible for a Student Code of Conduct violation.

M. Student Rights Related to Conduct Process

- (1) Rights of the Respondent:
- (i) Be given notice of the charge(s) against him/her in writing.
 - (ii) Schedule a hearing within a timely fashion.
 - (iii) Review all materials related to the charge(s).
 - (iv) Receive a fair and impartial hearing.
 - (v) Be told the evidence against him/her and the identity of its sources.
 - (vi) Be assisted by an advisor of their choice. Advisors/Consultants cannot speak on your behalf.
 - (vii) Present a response to the charges, including relevant evidence and/or witnesses.
 - (viii) Not be forced to give self-incriminating testimony.
 - (ix) Be informed in writing of the hearing decision.

- (x) Appeal the hearing decision. The appeal process is discussed in more detail in Section R (Appeals), Section T (Appeal Procedure for Breaches of Academic Integrity), and Section V (Sexual Misconduct and Discrimination), sub-section (6) (Appeal) of this Code.
 - (xi) Be informed that the determination of responsibility is based on whether it is “more likely than not” that the accused student violated the Student Code of Conduct.
- (2) Rights of the Complainant:
- (i) Be informed of and have access to available college resources (i.e., Disability Support Services, Counseling Services, Health Education Center and all other services offered to the college community).
 - (ii) Be given a clear and concise explanation of the student conduct process.
 - (iii) Not to be harassed by the respondent, his/her acquaintances and supporters.
 - (iv) Not to have contact with the respondent.
 - (v) Testify on his/her own behalf and represent themselves in the student conduct hearing
 - (vi) Present witnesses who can speak to the charges. Character witnesses are not permitted.
 - (vii) Have an advisor who can provide assistance throughout the conduct process.
 - (viii) Remain present during the entire formal hearing process, with the exception of the deliberation phase when neither the accused nor the complainant may be present.
 - (ix) The right to be informed if the respondent was found responsible or not responsible.
- (3) In situations where the complainant is also the victim (cases involving: sexual misconduct, stalking, property damage and behavior that adversely affects or endangers members of the college community), the following rights are extended:
- (i) The choice to participate either for the entire hearing or only for her/his testimony
 - (ii) The opportunity to testify with special accommodations (i.e. teleconference, Skype). Please contact the Office of the Vice President for Student Services to request special accommodations.
 - (iii) To have an advisor from on or off-campus.
 - (iv) To have no direct contact with the respondent.

N. Educational Interventions & Sanctions

- (1) Recognizing that the goal of student discipline is generally rehabilitation or deterrence rather than punishment or removal of an offending student from the college community, the president and, as expressly provided herein, the vice president for student services, shall have discretion to impose the following types of discipline:
- (i) Warning: Notice to the student that continuation or repetition of specified conduct may be cause for other disciplinary action;
 - (ii) Censure: Written reprimand for violation of specified regulation.
 - (iii) Educational Assignment: A developmental task or writing assignment designed to make a positive contribution to student’s overall success at the college.
 - (iv) Community Service: the completion of a specified amount of service hours to the campus and/or surrounding community.
 - (v) Personal Counseling Assessment: A referral to Counseling Services, Disability Support Services, and other college student services may be required for some cases. (vi) Restitution: In addition to any of the foregoing, reimbursement may be required for damage to or misappropriation of property. This may take the form of appropriate service or other compensation.

- (vii) No Contact Order: A clear directive to cease and desist from any contact with a specified member of the college community. This includes, but not limited to, all faculty, staff and students.
- (viii) Campus Restrictions: A student's privilege to enter in, or be near, specified campus buildings, areas, and/or extension centers has been revoked.
- (ix) Probation: Exclusion from participation in privileges or extracurricular college activities as set forth in the notice of probation for a specified period of time. If a student while on probation violates any of the terms set forth in the notice of probation or violates the Student Code of Conduct, as determined after the opportunity for a hearing, he/she shall be subject to further discipline in the form of suspension, dismissal, or expulsion;
- (x) Interim Suspension: Exclusion from classes and other privileges or activities as set forth in the notice of interim suspension, pending final determination of an alleged violation;
- (xi) Deferred Suspension: Completion of specified educational sanctions upon a specified date. If aforementioned sanctions have not been completed, the suspension will take immediate effect.
- (xii) Suspension: Exclusion from classes and exclusion from other privileges or activities or from the college as set forth in the notice of suspension, for a definite period of time, with reinstatement thereafter dependent upon a showing of observance during the period of suspension of the terms set forth in the notice of suspension. If a student, while on suspension, violates any of the terms set forth in the notice of suspension or violates the Student Code of Conduct while on college property or in relation to a college-sponsored activity, as determined after the opportunity for a hearing, he/she shall be subject to further discipline in the form of dismissal or expulsion;
- (xiii) Dismissal: Termination of student status for an indefinite period. The student may be readmitted to the college only with the specific approval of the president. If a dismissed student violates the Student Code of Conduct while on college property or in relation to a college-sponsored activity, he/she shall be subject to further discipline in the form of expulsion.
- (xiv) Expulsion: Permanent termination of student status without possibility of readmission to any campus of the College;
- (xv) Other: Other types of discipline as set forth in campus regulations;

O. Informal Hearing Information and Procedures (Summary Resolution)

- (i) Summary resolution takes place when a respondent takes responsibility for their alleged violation(s) and accepts accountability. Upon the completion of a "Student Rights Information Session," a student accepts the charge(s) and receives educational interventions and/or sanctions.

P. Formal Hearing Information and Procedures

- (1) All formal hearings are recorded by, and only by, the vice president for student services, hearing officer, and/or official designee. Recordings are kept for seven years, except in cases of expulsion. Recordings are securely kept in the respondent's student conduct file. Student conduct files are strictly confidential.
- (2) Hearing Process:
 - (i) Introduction of all parties and reading of the incident report for the record.
 - (ii) Opening Statement from the respondent concerning the alleged violation(s).
 - (iii) Opening Statement from victim/reporter concerning the alleged violation(s).
 - (iv) Testimony from witness may be entered into the record and evidence may be presented.
 - (v) Questions from the hearing officer and/or student conduct board.
 - (vi) Questions from respondent and victim/reporter must be channeled through the hearing officer.
 - (vii) Closing statements from respondent and victim/reporter.

Q. Burden of Proof (Formal Hearing)

- (1) Respondents may only be found responsible for an alleged Student Code of Conduct violation if the College has established that it is more likely than not that the respondent violated this Code. Decisions are solely based on the information presented (i.e. incident report, evidence, and information discovered through investigation by the Office of the Vice President for Student Services).

R. Appeals

- (1) The Committee on Student Conduct serves as the appellate board for all student conduct cases. The Committee on Student Conduct consists of eight members from the faculty senate, and three members of the student governance association. This committee is led by an official designated by the vice president for student services. For each appeal, the committee leader, one member from the faculty senate group, and one member from student governance association group shall meet with the appealing party and decide whether to uphold the decision of the hearing outcome letter, or alter the educational interventions and/or sanctions applied to the respondent. The recommendation of the Committee on Student Conduct will be sent to the president for a final decision.
- (2) Respondents & Complainants
 - (i) Should a respondent and/or complainant choose to appeal the student conduct hearing outcome, he/she must establish the basis for the appeal in writing and submit it to the Office of the Vice President for Student Services. Either party may appeal the educational intervention(s), sanction(s), and his/her responsibility in the case.
 - (ii) Appeals must be submitted no later than ten calendar days from the receipt of his/her student conduct hearing outcome letter.
- (3) All appeal proceedings are recorded by, and only by, the vice president for student services and/or official designee. Recordings are kept for seven years, except in cases of expulsion. Recordings are securely kept in the respondent's student conduct file. Student conduct files are strictly confidential.

S. *Code of Academic Integrity*

- (1) Academic Integrity is one of the highest standards to which students, faculty, and staff should adhere. The Code of Academic Integrity, which upholds the values of honesty and integrity, advances the basic principle of honest representation in students' work. Faculty members are responsible for making students aware of the Code of Academic Integrity at the beginning of every semester.

It is the student's responsibility to know, understand, and be conversant with the tenets and sanctions associated with a violation of the Code of Academic Integrity. Lack of awareness of the policy shall not be considered a defense against the allegation of plagiarism or cheating. The College shall maintain responsibility for providing information about the Code of Academic Integrity through its student admissions, enrollment, and advising processes as well as through faculty orientation/professional development programs.

- (2) Procedures for Suspected Plagiarism/Cheating:
 - (i) A faculty or staff member (in cases involving Student Assessment Services) who suspects plagiarism or cheating has occurred is responsible for gathering any and all evidence that supports the allegation of plagiarism/cheating within a reasonable time after the date of the suspected infraction. Once the faculty member has been sent or has gathered the evidence, the faculty member shall confer with the student to discuss the alleged infraction. At that conference, which can be conducted by telephone, e-mail, or in person, the faculty member must present the evidence that supports the suspected violation.
 - (ii) The student shall be given the opportunity to admit to or refute the charge of plagiarism/cheating based on the evidence provided. The student has the right to appeal any decision of the faculty member that may result in sanctions. (Refer to Section T: Appeals Procedure for Breaches of Academic Integrity). Please be advised that students cannot appeal the F*, only the sanctions associated with their alleged violation of academic integrity.
 - (iii) If, after conferring with the student, the faculty member determines that the evidence supports the charge of plagiarism/cheating and/or the student admits to the charge of plagiarism/cheating, the faculty member shall complete and submit an Incident Report Form with accompanying documentation to the Office of the Vice President of Student Services.

The Incident Report Form is located on the Student Conduct and Community Standards Program website. The Incident Report Form can also be found on the "MyPGCC" portal under the "Safety & Security" tab or via the following link:

<https://publicdocs.maxient.com/incidentreport.php?PrinceGeorgesCC>.
 - (iv) Faculty members may choose to send a copy of the Incident Report Form to their college e-mail account and forward the Incident Report to the department chair and academic dean.

(3) Academic Integrity Sanctions

- (i) After the Incident Report Form has been submitted to the Office of the Vice President of Student Services:
 - (a) The faculty member shall assign a grade of "zero" for the assignment.
 - (b) The Office of the Vice President for Student Services shall send written notification of the report to the student.
- (ii) If the charge of plagiarism/cheating outlined in the Incident Report Form is validated by the Office of the Vice President for Student Services and is considered to be the student's first violation, the vice president for student services and/or designee:

- (a) Shall create a breach of academic integrity record and shall send a letter to the student's college e-mail and physical address of record explaining the nature of the offense with an admonition that any further instances will result in disciplinary action.
- i. Faculty members shall be copied on letters sent from the Office of the Vice President for Student Services.
 - (b) Shall meet with the student to discuss the alleged violation(s).
 - (iii) If the vice president for student services and/or designee finds that the student has committed one or more previous violations of the Code of Academic Integrity, then the Office of the Vice President for Student Services:
 - (a) Shall notify the reporting faculty member of the student's previous violations of academic integrity.
 - (b) Shall call a disciplinary hearing at which appropriate sanctions will be determined.
 - (c) Shall consult with the faculty member and the Vice President of Academic Affairs after the hearing and determine if an "F*" is warranted. If warranted, an "F*" will be added to the student's transcript for the class in which the second or higher infraction occurred. An "F*" on the academic transcript denotes a violation of the Code of Academic Integrity.
- i. Dual F* Process: The Offices of the Vice President for Student Services and the Vice President for Academic Affairs work in tandem to ensure that "F*" grades are properly reviewed and processed. The Vice Presidents for Student Services and Academic Affairs must both approve of the grade change before it is completed. Academic Affairs provides the final signature for approval in this process.
 - (c) Shall apply the relevant provisions governing disciplinary proceedings in the Student Code of Conduct. A record of multiple violations may result in suspension or expulsion.
 - (e) Shall send official notice to the faculty member's college e-mail account detailing the final outcome of the disciplinary hearing.
- i. The student conduct process must continue should the student fail to attend a scheduled hearing.
- ii. A student's failure to attend a scheduled hearing after reasonable attempts to contact the student indicates responsibility for the alleged violation(s).
 - (iv) If, after a decision to award an "F*" has been made, a student withdraws or changes from credit to audit status in the class in which the incident occurred, the Office of the Vice President for Student Services:
 - (a) Shall approve a grade substitute of "F*" on the student's transcript.
 - (b) Shall notify the faculty member of the "F*" grade change and shall send written notification to the Admissions and Records Office that an "F*" is to be recorded for the course.
 - (c) Shall notify the student in writing using the student's college e-mail.

T. Appeal Procedure for Breaches of Academic Integrity

- (1) Students have the right to appeal alleged breaches of the Code of Academic Integrity with the exception of Condition (iii) and (iv) from previous section S-3 stated above.
- (2) A student may appeal a first offense to the department chair, or, if the faculty member instructor is the department chair, to the division dean. Written notice of intent to appeal the decision of a faculty member must be received by the department chair and/or divisional dean and the Office of the Vice President for Student Services no later than seven calendar days after the faculty member confers with the student. The notification of the appeal may be

delivered in person or deposited in the U.S. mail. The student is responsible for insuring that timelines are met. If the college is not open on the seventh day, the time for such notice to be received shall be extended to the next business day on which the college is open. For the purposes of delivering appeals, business days shall be considered Monday through Friday.

- (3) Written notice of the intent to appeal the decision on more than one infraction must be made to the Office of the Vice President for Student Services. The student's written appeal must be received no later than seven calendar days after case resolution, a decision is rendered and outcome letter has been sent to the student. The notification of appeal may be delivered in person or deposited in the U.S. mail and postmarked in accordance with the timeline for appeals. If the college is not open on the seventh day, the time for such notice to be received shall be extended to the next business day on which the college is open. For the purposes of delivering appeals, business days shall be considered Monday through Friday.

U. Student Academic Complaints

- (1) Complaints of an academic nature are generally resolved within the division offering the course in which the complaint occurs. Questions or disagreements about grades, performance in class, assignments, and class rules and procedures must be discussed first with the instructor outside of the classroom environment. If the issue cannot be resolved with the instructor, the student may then speak with the instructor's supervising coordinator. If there is no supervising coordinator, the student should complete a Request for Meeting with the Department Chair or Dean form to request a meeting with the department chair. (The form may be obtained from any academic department office.) If the issue is not resolved after speaking with the supervising coordinator and/or the department chair, the student may take the complaint to the dean of the division. If the complaint is not satisfactorily resolved by the dean, the student may file a final appeal with the vice president for academic affairs or his/her designee. After meeting with the student, the instructor, supervisor, department chair, and dean must complete the Student Complaint/Appeal Administrative Tracking Form and provide it and any supporting data to the next person who hears the complaint no longer than 30 days after the submission of appeal.

V. Sexual Misconduct & Discrimination

- (1) As defined by Title IX, Prince George's Community College is committed to eliminating sexual harassment and discrimination on the basis of race, color, creed, sex, sexual orientation, marital status, personal appearance, age, national origin, political, physical and mental disability.
- (2) Any student, who believes that an employee or fellow student of the college has sexually harassed and/or discriminated against him/her, may submit an Incident Report and/or complaint to the Office of the Vice President for Student Services within 90 days. The Incident Report and/or complaint will automatically be sent to the program coordinator for student conduct and community standards.
- (3) Investigation:
 - (a) Upon receiving a sexual misconduct and discrimination Incident Report and/or complaint, the program coordinator for student conduct and community standards in conjunction with, if appropriate, the affirmative action officer shall conduct an investigation, which may involve meeting with the student, witnesses, and the individual against whom the complaint was made. Upon conducting the investigation, the

program coordinator for student conduct and community standards and/or the affirmative action officer shall make a determination whether the student was wrongfully aggrieved and take appropriate action to remedy the situation.

- (4) Hearing:
 - (a) If the student is dissatisfied with the results of the investigation, he or she may file a written request for a hearing to the Office of the Director of Student Services Operations within 30 days of the program coordinator for student conduct and community standards determination.
 - (b) Upon receiving a request for a hearing, the Director for Student Services Operations shall conduct the hearing.
 - (c) The hearing will be conducted informally and witnesses shall testify under oath.
 - (d) A tape recording of all testimony at the hearing shall be made.
 - (e) Representation of person(s) at a hearing is permitted only by those persons authorized by law to serve as “legal representative,” except that if the college as an entity, or a department or other unit or employee of the college is designated as a party, the college or unit or employee may be represented by an appropriate administrator.
- (5) Decision:
 - (a) Within 30 days of the hearing, the Director of Student Services Operations shall issue a written decision to all involved parties within the college community.
- (6) Appeal:
 - (a) Within 15 days of the decision, either party may file a written request for an appeal to the Vice President for Student Services. The vice president shall then appoint a designee to review the decision and all evidence presented at the hearing. The appeal will be denied if the decision is supported by substantial evidence.
 - (b) If any party is dissatisfied with the determination on appeal, a request may be made to the Board of Trustees to review the decision based on the evidence presented at the hearing. The Board of Trustees reserves the right to decline to review the determination. All decisions of the Board of Trustees are final.
- (7) Discrimination, Sexual Misconduct and Sexual Harassment Policy:
 - (a) Please review §3-1601 of the College CODE for further information on campus resources, community resources, and assistance.

W. Violations of State & Federal Law

- (1) If a student is charged with or convicted of an off-campus violation of law, the matter is of no disciplinary concern to the College; however, the College may impose sanctions if the misconduct demonstrated an obvious disregard for the rights of others that affect his/her suitability as a student. In such cases, expulsion is not permitted until the student has been adjudicated guilty in a court of law, and the student shall be reinstated if he/she is acquitted or the charges are withdrawn.
- (2) The president may immediately impose warning or interim suspension upon a student when circumstances warrant it. If alleged violations of the Student Code of Conduct or other college policies, rules, or regulations occur in connection with a college-sponsored or -supervised activity not on college property, the student accused of such violations shall be subject to discipline under this Code.

X. Restraining Orders

- (1) Should a member of the college community have a restraining order in place, please contact the Office of the Vice President for Student Services. Official documentation must be provided to the Office of the Vice President for Student Services, Kent Hall, Room 119.
- (2) College Police will be notified and receive a copy of the restraining order also as they will be responsible for enforcing violations of the restraining orders. This is to ensure the safety of you, the other person, and to certify that all parties involved are in full compliance with the restraining order.

Y. Disciplinary Holds

- (1) Disciplinary holds are placed on a student's account when he/she does not adhere to the following:
 - (a) Student/Respondent has not responded to official correspondence from the Office of the Vice President for Student Services.
 - (b) Respondent, found responsible for a violation of the Student Code of Conduct, has not completed educational intervention(s)/sanction(s).
 - (c) Respondent has been placed on interim suspension.
 - (d) Respondent has been suspended or expelled from the college for Student Code of Conduct violations.
- (2) Disciplinary holds are removed from a student's account:
 - (a) Upon satisfactory completion of educational intervention(s)/sanction(s) and a student meeting has been conducted with the program coordinator for student conduct and community standards.
 - (b) Once the student's status of interim suspension, suspension or expulsion has expired and the student has met with the program coordinator for student conduct and community standards.

Z. Student Disciplinary Records

- (1) Student disciplinary records are property of Prince George's Community College and maintained by the Office of the Vice President for Student Services, in accordance with the Family Educational Rights and Privacy Act (FERPA).
- (2) Student Disciplinary Records may include incident reports, hearing/appellate documentation, audio recordings, and other case related information. These records are maintained for a maximum of seven years, except in cases of expulsion. Records of expulsion are indefinitely maintained by the College.

AA. Student Organizations

Students have the right and are encouraged to join organizations formed for any legal purpose.

- (1) Student organizations are required to comply with the Student Code of Conduct and with college policies, rules, and regulations and are subject to revocation of registration or other discipline for violations of same.
- (2) A student organization shall not use the name of the College, or abbreviations thereof, as part of its own name except in accordance with college regulations.
- (3) A registered student organization may state that its membership is composed of students of Prince George's Community College, but shall not indicate or imply that it is acting on behalf of the college or with its approval or sponsorship.

- (4) Student organizations, whether or not registered, may take positions on issues if they expressly state in so doing that they are not necessarily representing the views of the College or its student body.
- (5) A student organization must subscribe to its stated aims and meet its stated obligations without regard to race, religion, or national origin, and shall achieve and retain the status of a registered student organization by complying with the following:
 - (i) Submitting a current list of its officers and copies of its constitution and bylaws to the coordinator of college life services, and by submitting all changes in officers, when effective, and amendments within one week after adoption.
 - (ii) If it is affiliated with an external organization, submitting that organization's constitution and bylaws to the coordinator of college life services and submitting amendments within a reasonable time after adoption.
 - (iii) Reporting all outside sources of funds to the program director of college life services.
- (6) Approval or disapproval by the College of the aims, objectives, and policies of any student organization is not to be inferred or implied from the registration or non-registration of such organizations.
- (7) Registered student organizations may be accorded the use of college facilities without charge under approved policies and procedures, except as limited by federal and state law, subject to the following:
 - (i) Not more than an insubstantial number of persons attending, or solicited or invited to attend, any activity or function in a college facility shall be persons who are not bona fide members of the college community or members of their families. This limitation shall not be applicable to theatrical or musical performances, intercollegiate athletics competitions, and other recognized competitive events.
 - (ii) The registered student organization applying for the use of college facilities has, on previous occasions of such use, fully complied with all applicable rules and regulations.
- (8) Registered student organizations may receive financial support from student activity fees in accordance with duly approved policies and procedures, subject, however, to approval of the budget of the student activity fund by the president and further provided that the following student organizations, whether or not registered, are not entitled to receive such financial support, nor are they entitled to receive indirect financial support from the Student Governance Association, any other registered student organization, or the College in the form of stationery, supplies, postage, telephone, reproduction services, secretarial service, or otherwise.
 - (i) Organizations: An organization is a political organization if it is empowered to or does devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise. For this purpose, an organization will be regarded as attempting to influence legislation if the organization contacts, or urges its members or the public to contact members of a legislative body for the purpose of proposing, supporting, or opposing legislation; or advocates the adoption or rejection of legislation. The term "legislation," as used in this subdivision, includes action by the Congress, by any state legislature, by any local council or similar governing body, or by the public in a referendum, initiative, constitutional amendment, or similar procedure. An organization will not fail to meet the operational test merely because it advocates, as an insubstantial part of its activities, the adoption or rejection of legislation. An organization is a political organization if it participates or intervenes, or encourages its members to participate or intervene, directly or indirectly, in any political campaign on behalf of or in opposition to any candidate for public office. The term "candidate for public office" means an individual who offers himself/herself, or is proposed by others, as

a contestant for an elective public office, whether such office be national, state, or local. Activities that constitute participation or intervention in a political campaign on behalf of or in opposition of written or printed statements or the making of oral statements on behalf of or in opposition to such a candidate.

An organization is a political organization if it has the following two characteristics: (1) its main or primary objective or objectives (as distinguished from its incidental or secondary objectives) may be attained only by legislation or a defeat of proposed legislation; and (2) it advocates or campaigns for the attainment of such main or primary objective or objectives as distinguished from engaging in nonpartisan analysis, study, or research and making the results thereof available to the public. An organization is not a political organization solely because it invites as a speaker a candidate for public office or a person attempting to influence legislation, if it extends an equal invitation to opposing candidates and persons with opposing views regarding such legislation.

- (ii) Other Unsupported Organizations Non-registered student organizations and other organizations whose activities are not deemed entitled to receive financial support, include those which are empowered to or do devote more than an insubstantial part of their activities to:
 - (a) Solicit or invite or encourage their members or others to solicit or invite the attendance at any function or activity on College property, except a theatrical or musical performance, intercollegiate athletic event or other recognized competitive event, of more than an insubstantial number of persons who are not members of the College community or members of their families.
 - (b) Create or encourage their members or others to create disturbances interfering with or disrupting the educational processes of the College, or the peaceful conduct of the faculty, administration or other students on the campus or programs, meetings or activities of the College or other student organizations, or which interrupt guest speakers and others in addressing lawful assemblies.
 - (c) Encourage their members or others to use techniques disturbing the atmosphere of free and responsible discussion and of intellectual exploration on the campus.
 - (d) Engage in or encourage their members or others to engage in discourteous conduct to others.
 - (e) Otherwise engage in activities or encourage their members or others to engage in activities inappropriate to an academic community.

None of the foregoing shall be construed or utilized to impair or inhibit the right of any student or organization to engage in free inquiry, expression, assembly and advocacy but they are intended to safeguard the freedom to learn to which all members of the College community are entitled, and to prohibit support of any organization which denies that freedom to others.

The foregoing is not intended to authorize or condone the described conduct, or to excuse or exempt any student engaging in the described conduct from appropriate disciplinary action.

- (f) In determining whether an organization has the characteristics of a political or other unsupported organization, all the surrounding facts and circumstances, including the constitution, by-laws, and all activities of the organization are to be considered.

AB. Speech and Advocacy:

Students have the right to free inquiry, expression, assembly, and advocacy. The purpose of this article is to assure the exercise of these rights and the rights of others in the effective use of college facilities, and to minimize possible interference with the college's responsibility as an educational institution.

- (1) Discussion and expression of all views relevant to the subject matter is permitted in the classroom subject only to the responsibility of the teaching faculty member to maintain order. Information about student views, beliefs, and political associations acquired by faculty and administrative staff members in the course of their work as teachers, advisors, and counselors is confidential and is not to be disclosed to persons outside the college community, unless under legal compulsion.
- (2) Students and other members of the college community may gather at reasonable places and times on college property consistent with the orderly conduct of college affairs, the maintenance of college code, regulations, and procedures promulgated by the president, and college policies concerning use of facilities. Interference with entrances to buildings and college functions or activities, disturbance of offices, classes, and study facilities, and harm to property are prohibited.
- (3) Students may engage in orderly picketing and other forms of peaceful protest on College property provided the form and manner of student conduct does not violate any other provisions of this Code or any other College rules, regulations and policies.
- (4) Registered student organizations may invite non-college speakers to address meetings on college property only upon prior notification to the president or his/her designated representative, who may deny the use of available college facilities only if he/she deems the meeting to be incompatible with the educational objectives of the college. Individual students or student organizations that have not qualified as registered student organizations may not invite non-college speakers to address meetings on college property. Whenever the president considers it appropriate in furtherance of educational objectives, he/she may require that the meeting be chaired by a person approved by the president, and/or that the speaker be subject to questions from the audience.
- (5) A student or student organization may distribute noncommercial written material on college property without prior approval in accordance with such regulations as may be in force concerning such distribution, providing such distribution does not disrupt the operations of the college. All such material must contain thereon the name of the sponsoring student or student organization.
- (6) The student press is to be free of censorship. The editors and managers shall not be arbitrarily suspended or disciplined because of student, faculty, administration, alumni, or community disapproval of editorial policy or content. This freedom entails a corollary obligation of responsible journalism, which the editors and managers will be required to meet. In the event that disagreements arise concerning the definition of responsible journalism, appeals will be heard by a board known as "The Publication Board."
- (7) All student publications shall explicitly state that the opinions expressed are not necessarily those of the college or its student body.

AC. General Provisions

- (1) Persons who are not members of the College community, while on College property, are required to adhere to the provisions of this Code applicable to students and to abide by all other College policies, rules and regulations.
- (2) The College has consistently pursued a policy against discrimination based on race, religion, or national origin. The College community, and all organizations and groups within the College, are

governed by this policy of nondiscrimination. All organizations using College property for meetings or events shall allow participation on a nondiscriminatory basis.

- (3) Student records are “public records,” access to which shall be denied except as provided by federal statute, the Annotated Code of Maryland, and the College’s educational records policy

Alternative Procedure for Dealing with Disruptive Student Behavior in Instructional Areas

1. **Purpose.** The purpose of this rule is to implement the Policy on Student Rights and Responsibilities by providing a procedure that an instructor may elect to follow in dealing with disruptive student behavior in instructional areas, as an alternative to, or in addition to, the procedures contained in the Code of Conduct. This procedure is designed to provide an efficient, informal process for resolving student-instructor classroom conflicts.
2. **Definitions.** As used in this rule, the following definitions shall apply:
 - (i) “Disruptive behavior” and “disruption” mean any behavior that willfully disturbs the orderly conduct of the learning environment. There are two levels of disruptive behavior and disruption. Level I includes, but is not limited to, unwarranted talking, noisemaking, discussing, or demonstrating about matters that are not relevant to the subject matter of the class or activity; interrupting the instructor or other students; unnecessary physical activity or movement in an instructional area, or persistent tardiness that interrupts an instructional activity. Level II, in addition to behavior that disrupts the instructional area, is behavior that presents a threat to the safety of those present, and may include, but is not limited to, being under the influence and/or in possession of alcohol or illicit drugs, fighting, assault, battery, threatening others with assault or physical harm, carrying a gun or other deadly or dangerous weapon, or engaging in other verbal or physical conduct that creates an intimidating, hostile, or threatening educational environment. Any student whose behavior falls into a Level II category will automatically be subject to a charge of a violation of the Code of Conduct.
 - (ii) “Instructional area” means any area of the college where instructional activities take place. This includes, but is not limited to, classrooms, laboratories, studios, gymnasias, library facilities, faculty offices, clinical practice facilities, or field trip sites.
 - (iii) “Instructor” means any person performing an instructional function for the college. This includes, but is not limited to, instructors, tutors, counselors, advisors, librarians, co-op coordinators, and mentors.
 - (iv) “Interim suspension” means exclusion from the college and all classes, authorized by the president, for a limited period of time pending adjudication of a charge of alleged violation of the Code of Conduct.
3. **Nondiscrimination.** This procedure is to be applied in a nondiscriminatory manner, without regard to a person’s gender, race, age, color, religion, veterans status, disability, ancestry, marital status, sexual orientation, or national origin.
4. **Election.** If a disruption occurs in an instructional area, the instructor may elect to take either or both of the following actions:
 - (i) proceed under this rule as described in the following procedures, and/or
 - (ii) file a charge with the office of the vice president for student services, in which event the matter will proceed under the Code of Conduct.

5. Procedure for Dealing with Disruptive Behavior.

- (i) Level II: If a student's behavior, in addition to disrupting the instructional area, presents a threat to the safety of those present, which may include, but is not limited to, being under the influence and/or in possession of alcohol or illicit drugs, fighting, assault, battery, threatening others with assault or physical harm, carrying a gun or other deadly or dangerous weapon, or engaging in verbal or physical conduct that creates an intimidating, hostile, or threatening educational environment, the instructor should:
 - (a) order the student to stop the disruptive behavior and leave the area;
 - (b) call, or assign someone to call, the emergency phone number (ext. 0111) for the campus police to remove, and if necessary, arrest the student; and
 - (c) notify the department chair and dean and file a charge under the Code of Conduct with the vice president for student services.
- (d) If the instructor believes that the student's presence within the college presents an immediate threat to the safety of the college community, the instructor should request, through the dean and vice president for student services, that the student be placed on interim suspension.
- (e) Unless interim suspension has been imposed by the Vice President of Student Services, the disruptive student will be required to meet with the dean and/or the vice president for student services prior to being permitted to return to class. The instructor also will be present at the meeting unless specifically excused for good cause by the dean and/or vice president. The meeting will be held at the earliest time practicable, but in no event later than three working days subsequent to the instructor's action. The meeting shall be informal in nature. The official conducting the meeting shall seek to determine whether the student should be permitted to return to the instructional area or should be excluded pending resolution of the matter, and provide the student with an explicit warning as to the consequences of any future disruption. The results of this meeting will determine the student's access to work missed.
- (f) In addition, the instructor may file charges under various criminal laws, such as §26-101 of the Education Article of the Maryland Code, which provides criminal penalties for persons found guilty of willfully disturbing activities at an institution of higher education.
- (ii) Level I: Except for disruptive behavior provided for under section (i) above, the following procedures should be used:

FIRST VIOLATION: The first time a particular student causes a disruption, the instructor, depending on the seriousness of the infraction, should:

- (a) order the student to immediately stop the disruptive behavior and give the student a verbal warning;
- (b) make a written note of the warning for the instructor's files; and
- (c) talk with the student after class to explain the consequences of any further disruption.

SECOND VIOLATION: The second time a student causes a disruption, or if a student fails to stop behavior that constituted the first violation, the instructor should:

- (a) inform the student of the infraction and order the student to leave the instructional area;

- (b) if the student leaves voluntarily, the instructor shall select from the following options for possible readmission into the class, and, to the extent practicable, inform the student of the option before the next class period:
- [1] permit the student to return the next class period, whether or not a charge is filed under the Code of Conduct; or
 - [2] require that the student meet with one or more responsible officials, including the department chair, the dean, and/or the vice president for student services, prior to being permitted to return to class, whether or not a charge is filed. Classes missed during the time period in which the student fails to attend this meeting will be recorded as unexcused absences and will be handled as such in accordance with the official course syllabus. The meeting, which will be held prior to the next class, if possible, shall be a mediation/problem-solving session and shall produce a written warning establishing the consequences of any future infraction, or alternatively, an agreement binding the student to specific penalties or sanctions in the event of any future infractions. There will be no student advisor at this meeting. Following this meeting, the student will be allowed to return to class. Notwithstanding any prior discussions or agreements between the student and the instructor, the vice president, for good cause, including, but not limited to, any record of previous infractions at Prince George's Community College, may impose further conditions or sanctions that he/she may deem warranted, and/or may institute proceedings under the Code of Conduct.
 - [3] Failure or refusal by the student to attend the scheduled meeting will result in the matter being referred to the vice president for student services for such further action that the vice president deems appropriate, and the student shall be excluded from class until the matter is settled.
- (c) If the student refuses to leave, the instructor shall advise the student that the failure to leave voluntarily renders the student liable for immediate suspension, dismissal, or expulsion, as well as criminal prosecution for trespass. If the student still refuses to leave, the instructor shall call the campus police to have the student removed.
- (d) If the student has had to be removed by the campus police, the instructor is obligated to file a charge under the Code of Conduct, and unless interim suspension has been imposed, the student will be required to meet with the dean and/or the vice president for student services prior to being permitted to return to class. The instructor will also be present at the meeting unless specifically excused for good cause by the dean and/or vice president. The meeting will be held at the earliest time practicable, but in no event later than three working days subsequent to the instructor's action. The meeting shall be informal in nature. The official conducting the meeting shall seek to determine whether the student should be permitted to return to the instructional area or should be excluded pending adjudication of the charge. The results of this meeting will determine the student's access to work missed.

- THIRD OR SUBSEQUENT VIOLATION, OR VIOLATION OF AGREEMENT:** If the instructor determines that the student has been disruptive for the third time, or has violated any agreement as a result of a second violation, a charge against the student under the Code of Conduct is mandatory on the part of the instructor; in addition, the instructor shall:
- (a) order the student to leave the instructional area, and if the student refuses to leave, call the campus police, who will remove the student;
 - (b) notify the department chair and dean of the infraction, and bar the student from further attending class until the matter has been finally resolved by the vice president for student services. An informal meeting will be convened by the vice president for student services and shall include the student, an advisor chosen by the student, if the student desires one, the instructor, and others as determined by the vice president for student services.
 - (c) The role of the advisor is limited to observer of the proceedings and counselor to the student, and does not extend to legal representative for the student. The advisor is not an advocate and may not comment, question witnesses, or present argument, and may be excluded from doing so. The student will be given a reasonable opportunity during the course of the meeting to confer in private with the advisor. If the student has selected an advisor with personal knowledge of the events leading to this meeting, he/she may give his/her recollection of the events. No continuances will be granted to allow the advisor to attend.
 - (d) The conditions for readmission to class, if permitted at all, shall be determined by the vice president for student services and communicated through the dean to the instructor.
6. **Appeals.** A student may appeal to the vice president for student services any adverse action taken or decision made under this rule, except that appeals from decisions of the vice president shall be to the president, who may appoint a designee to consider the same. A student may also seek redress through the department chair of any adverse academic impact of an absence from class imposed under this rule.
- (i) Any such appeal must be in writing and delivered to the vice president for student services (or president, if the appeal is from the vice president's decision) not later than two working days after the student receives notice of the decision. Notice may be delivered to the student or mailed to the student at his or her last address recorded in the Office of Admissions and Records. Notice by mail shall be conclusively presumed to have been received by the student five days after the date it is deposited in the mail, first class, postage prepaid, properly addressed.
 - (ii) The party considering the appeal will expeditiously conduct such investigation as he or she deems appropriate to determine whether or not the decision appealed is supported by substantial credible evidence, and will give the student an opportunity to present his or her side of the case before deciding the appeal.
 - (iii) The decision will be affirmed if supported by substantial credible evidence and if consistent with college policies, procedures, regulations, and rules.
 - (iv) A student otherwise barred from attending class will not be permitted to attend class pending appeal except with the written permission of the vice president for student services or president, if the appeal is from the vice president's decision.
7. **Evaluation.** The vice president for student services will seek faculty and student participation in a periodic review of this alternative procedure and recommend appropriate changes to the president.

Discrimination, Sexual Harassment and Sexual Misconduct Policy

A. Policy.

It is the policy of the Board of Trustees that no member of the College community shall be subject to any form of unlawful discrimination, sexual harassment, or sexual misconduct. Sexual misconduct includes, but is not limited to: sexual harassment, sexual assault, intimate partner violence/abuse, sexual exploitation and sexual intimidation.

The College is an equal opportunity institution with respect to both education and employment. The College is committed to maintaining an environment free from illegal discrimination and sexual misconduct. The College will not tolerate discrimination or harassment whether verbal or physical, flagrant or subtle, related to any individual's race, color, religion, gender, national origin, age, disability, sexual orientation, marital status or genetic information. The College will not tolerate behavior that contributes to creating a hostile work or learning environment.

B. Delegation To The President.

The President is authorized to make, promulgate, issue, rescind and amend reasonable rules, regulations and procedures to carry out this policy.

C. Rules.

- (1) **Purpose:** The purpose of this policy is to define a coordinated and consistent process that all members of the College community, and visitors, must adhere to in regards to discrimination, sexual harassment, and sexual misconduct.
- (2) **Scope.** The policy applies to all College community members, including: students, faculty, administrators, staff, volunteers, vendors, independent contractors, visitors and any individuals regularly or temporarily employed, studying, visiting, conducting business or having any official capacity with the College or on College property.
- (3) **Definitions.**
 - (i) "Discrimination" means the unfavorable or unfair treatment of an individual or group on the basis of race, color, religion, ancestry or national origin, sex, age, marital status, sexual orientation, gender identity, disability, or genetic information. Employment discrimination is the unfavorable or unfair treatment of an individual or group in hiring, promotion, compensation, discipline, termination, and any other terms and conditions of employment.
 - (ii) "Employment Practices" means the College is committed to a policy of equal opportunity in employment to the end that this institution will not discriminate against any person on the basis of race, color, national origin, sex, sexual orientation, political affiliation, marital status, religion, age, genetic information, or status as a qualified disabled person, or as a qualified disabled veteran or Vietnam-era veteran.
 - (iii) "Hostile Work/Learning Environment" means an environment in which unwelcomed sexual or other harassing conduct unreasonably interferes with an individual's job performance or ability to learn, or creates an intimidating or offensive work or learning environment. This harassment does not necessarily result in tangible or economic job consequences, such as the loss of pay or a promotion, or a lower grade. A hostile environment might include but is not limited to:
 - (a) Repeated requests for sexual favors;
 - (b) Demeaning sexual inquiries and vulgarities;
 - (c) Offensive language;

- (d) Other verbal or physical conduct of a sexual or degrading nature.
- (e) Sexually or otherwise offensive, explicit or sexist signs, cartoons, print materials, clothing, literature or photographs displayed in plain view.
- (f) Offensive or vulgar graffiti
- (iv) “Retaliation” means the College will not tolerate retaliation against any person who, in good faith, makes a complaint of harassment or participates in an investigation. Employees and students will be expected to report situations of any form of harassment, whether they are the subject of such behavior or whether they observe or know of a fellow employee or student, or group of employees or students, who are subjected to such behavior.
- (v) “Intimidation” means implied threats or acts that cause an unreasonable fear of harm in another person(s).
- (vi) “Sexual Harassment”
 - (a) Sexual harassment involves unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when submission of such conduct is made, either explicitly or implicitly, a term or condition of employment; a condition to receive a passing grade; or when submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting an individual; or when submission to or rejection of such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working or learning environment. This conduct is prohibited regardless of whether it involves employees or students of the same or different genders.
 - (b) Sexual harassment can include, but is not limited to:
 - [1] Conversations with unwelcome sexual innuendo such as sexually suggestive comments or jokes, or comments of a sexual nature, or derogatory comments about gender;
 - [2] Improper questions about an employee’s/student’s private life; requests for sexual favors; or graphic, degrading or condescending comments about an employee’s/student’s appearance, dress or anatomy;
 - [3] Repeated social invitations when the invitee has previously indicated that he or she is not interested in accepting such invitations;
 - [4] Circulating material (by any method, electronically or otherwise) which ridicules a gender or which is sexually suggestive, or other forms of discriminatory ridicule or insults, regardless of whether the ridicule is directed at specific individuals;
 - [5] Undesired, intentional physical contact (e.g., embracing, touching, pinching), or any threats or suggestions of such contact;
 - [6] Display of sexually suggestive print materials, objects, cartoons, computer applications or similar displays
 - [7] Abuse of familiarities or inappropriate behavior such as whistling or catcalls, offensive gestures or leering
 - [8] The awarding of favorable grades, ratings, promotions or salary considerations based on sexual favors or acceptance of social invitations, regardless of whether the employee/student welcomes the invitations.

(vii) “Sexual Misconduct”

(a) Domestic Violence—

- [1] The actual or threatened physical, sexual, or psychological harm by a current or former family or household member.
- [2] The pattern of assaultive or coercive behaviors is characterized by the control or domination of one person over another.

(b) Assault—

- [1] An act that places a person in fear of imminent serious bodily harm;
- [2] An act that causes serious bodily harm;
- [3] Rape or sexual offense;
- [4] Attempted rape or sexual offense; or Stalking.

(c) False imprisonment—

- [1] Interference with freedom;
- [2] Physically keeping you from leaving your home, any College facility or kidnaping you.

(viii) “Intimate Partner/Dating Violence”

(a) The actual or threatened physical, sexual, or psychological harm by a current or former partner or spouse. The pattern of assaultive or coercive behaviors is characterized by the control or domination of one person over another.

(b) The existence of such a relationship shall be determined based on a consideration of the following factors:

- [1] The length of the relationship;
- [2] The type of relationship;
- [3] The frequency of interaction to include all electronic forms between the persons involved in the relationship.

(ix) “Harassment” means unwelcome verbal or physical conduct based upon gender, race, color, religion, national origin, age, disability, sexual orientation or marital status that has the purpose or effect of unreasonably interfering with an individual’s work performance or learning experience, or creating an intimidating, hostile or offensive working or learning environment. Conduct of this type between employees and/or students, is prohibited regardless of where it occurs. Examples of prohibited racial harassment include derogatory comments, taunting, slurs, jokes, cartoons, or graffiti about or motivated by a person’s race. Unprofessional actions and remarks become harassment when they are unwelcome. Individuals who believe they have been harassed by supervisors, co-workers, peers or students are encouraged to effectively address their concerns or objections regarding the incident directly with the person demonstrating the harassing behavior. In as professional a way as possible, make it clear that such behavior is offensive. If the unwelcome behavior continues, follow the process outlined in section IV under Complaint and Investigation Procedures in this document.

(x) “Stalking” means a course of conduct directed at a specific person because of his or her gender or gender identity/expression that is unwanted and unwelcomed and that would cause a reasonable person to fear for his or her safety, security or well-being. Stalking includes repeated implicit or explicit harassing or threatening behaviors. Examples may include but are not limited to:

- (a) following a person;
 - (b) appearing, or leaving messages or objects at a person's home, place of business, classroom, or other places a person is known to frequent;
 - (c) making harassing phone calls;
 - (d) sending messages by mail or electronic means, including e-mails or texts;
 - (e) vandalizing personal property
- (xi) "Sexual Exploitation" means when an individual takes non-consensual or abusive sexual advantage of another for their own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses.
- (xii) "Sexual Assault" means any type of sexual contact or behavior that occurs by force or without consent of the recipient of the unwanted sexual activity. Included in the definition of sexual assault is sexual activity such as forced sexual intercourse, sodomy, child molestation, incest, fondling, and attempted rape. It includes, but is not limited to, sexual acts against people who are unable to consent either due to age or lack of capacity.
- (xiii) "Consent" means informed, knowing and voluntary. It is active, not passive. Silence, in and of itself, cannot be interpreted as consent. For that reason, relying solely on non-verbal communication can lead to misunderstanding. Consent can be given by words or actions, as long as those words and actions create mutually understandable permission regarding the conditions of sexual activity. Consent to one form of sexual activity cannot imply consent to other forms of sexual activity and previous relationships or consent cannot imply consent to future sexual acts. Consent must be present throughout sexual activity and may be withdrawn at any time. If there is confusion as to whether there is consent or whether prior consent has been withdrawn, it is essential that the participants stop the activity until the confusion is resolved. Consent cannot be given by someone known to be—or should be known to be—mentally or physically incapacitated. In order to give consent, one must be of legal age. Consent is the responsibility of the person who wants to engage in the activity. Consent cannot be obtained by use of physical force, compelling threats, intimidating behavior or coercion.
- (xiv) "Coercion" means unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure used. When someone makes clear that he/she does not want sex that he/she wants to stop, that he/she does not want to perform certain acts or that he/she does not want to go beyond a certain point, continued pressure can be coercive.
- (xv) "Non-consent: Non-consensual contact—any intentional sexual touching, however slight, with any object, by a person upon a person that is without consent and/or by force. Sexual contact includes, but is not limited to, intentional contact with the breasts, buttocks, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.
- (xvi) "Non-consensual sexual intercourse" means committed by physical force, coercion, threat, or intimidation, actual or implied, by a person(s) known or unknown to the victim. Sexual intercourse can involve anal, oral, or vaginal penetration, no matter how slight.

(4) **Complaint and Investigation Procedures.**

- (i) Any member of the College community who believes he or she has been subjected to, or has observed or been informed of, discrimination, sexual harassment, or sexual misconduct prohibited by this policy, should promptly report it to the one of the designated reporting authorities:
 - (a) College Police
 - (b) Title IX Coordinators
 - (c) Affirmative Action Officer
 - (d) Dean of Human Resources, or
 - (e) Coordinator of Violence Prevention Center

Affected member may also report to employee's supervisor, department chair or department head.

- (ii) Any member of the College community who is advised of discrimination, sexual harassment, or sexual misconduct prohibited by this policy, including any reports made anonymously, or who otherwise has reason to believe that a violation of this policy has occurred, should promptly notify the designated reporting authorities as noted above.
- (iii) Human Resources or the affirmative action officer is responsible for promptly investigating and resolving all employee complaints. The vice president for student services, or designee, is responsible for promptly investigating and resolving all student complaints. Ordinarily this should include:
 - (a) Meeting with the complainant, documenting the complaint and explaining that the complaint will be investigated as confidentially as possible. Employees or students involved in the complaint may be asked to document their version of the incident.
 - (b) Notifying the accused employee or student of the allegations and giving him or her an opportunity to respond.
 - (c) Interviewing other potential witnesses, if necessary.
 - (d) Advising all employees or students involved in the investigation, including the complainant, that the complaint and investigation should be treated as confidential.
 - (e) Informing both the complainant and the accused of the results of the investigation and ensuring that appropriate corrective action is taken if warranted; and
 - (f) Maintaining a confidential record of the complaint, including a summary of the allegations and the accused's response, and the manner in which the complaint was resolved.
 - (g) Although anonymous complaints may be difficult to investigate, Human Resources, the affirmative action officer, or the vice president for student services, nevertheless, should investigate such complaints, to the best of their ability, and take appropriate corrective action if it is determined that a violation of this policy has occurred.

(5) **Investigative Procedures, Protocol and Reporting.**

Privacy and Confidentiality

- (i) "Privacy" generally means that information related to a report of misconduct will only be shared with a limited circle of individuals. The use of this information is limited to those College employees who "need to know" in order to assist in the active review, investigation or resolution of the report. While not bound by confidentiality, these individuals will be discreet and respect the privacy of all individuals involved in the process.

- (ii) “Confidentiality” means that information shared by an individual with designated campus or community professionals cannot be revealed to any other individual without the express permission of the individual. These campus and community professionals include mental health providers, ordained clergy, rape crisis counselors and attorneys, all of whom have legally protected confidentiality. These individuals are prohibited from breaking confidentiality unless there is an imminent threat of harm to self or others or a suspicion of child abuse.
- (iii) “Reporting”
- (a) “Voluntary Confidential Reporting” means if victims of a crime do not want to pursue action within the College or the criminal justice system, they may still want to consider making a confidential report. With victims’ permission, a designated reporting authority, such as, College Police, Title IX Coordinators, dean of Human Resources, or other College administrators, can file a report on the details of the incident without revealing their identity. The purpose of a confidential report is to comply with their wish to keep the matter confidential, while taking steps to ensure the future safety of themselves and others. With such information, the College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the College community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.
 - (b) “Limited Voluntary Confidential Reporting” means the College encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to other PGCC Campus Security Authorities as identified below.
 - (c) “Campus Security Authorities” means any official of an institution who has significant responsibility for student and campus activities, or who manages or otherwise oversees student and campus activities. For example, staff responsible for College Life Services, the Largo Student Center, or student extra-curricular activities; Program Directors and other designated reporting authority at all College extension centers; a director of athletics or a team coach; faculty advisors to student groups; staff responsible for student conduct. Check the following link for the Campus Security Authority Memorandum: http://www.pgcc.edu/Campus_Info/campus_police/Campus_Police.aspx.
 - (d) Counselors and Confidential Crime Reporting—College “Professional Counselors” and the Coordinator of the Violence Prevention Center, when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

[1] Reporting on Campus—Who to Contact?

Designated Reporting Authorities:

- [a] College Police, 301 Largo Road, Facilities Building, Room 102, Largo, MD 20774, (301) 322 0666;
- [b] Title IX Coordinator—vice president for Student Services, 301 Largo Road, Kent Hall, Room 119, Largo, MD 20774, 301 322 0412;
- [c] Office of Human Resources, 301 Largo Road, Kent Hall, Room 103, Largo, MD 20774, 301 322 0613;

- [d] Affirmative Action Officer, 301 Largo Road, Kent Hall, Room 130, Largo, MD 20774, 301 322 0170;
 - [e] Violence Prevention Center Coordinator, 301, Largo Road, Bladen Hall, Room 124-M, Largo, MD 20774, 301 583 5281;
- [2] Interim Measures will be implemented at the discretion of the College. Potential remedies, which may be applied to the Complainant and/or the Respondent, include:
- [a] Access to counseling services and assistance in setting up initial appointment, both on and off campus
 - [b] Imposition of campus “Stay-Away Letter”
 - [c] Rescheduling of exams and assignments (in conjunction with appropriate faculty)
 - [d] Providing alternative course completion options (with the agreement of the appropriate faculty)
 - [e] Change in class schedule, including the ability to take an “incomplete,” drop a course without penalty or transfer sections (with the agreement of the appropriate faculty)
 - [f] Change in work schedule or job assignment
 - [g] Limit an individual or organization’s access to certain College facilities or activities pending resolution of the matter
 - [h] Voluntary leave of absence
 - [i] Providing academic support services, such as tutoring
 - [j] Interim suspension or College-imposed leave
 - [k] Any other remedy that can be tailored to the involved individuals to achieve the goals of this policy.
- [3] Respondent Interim Suspension—
- [a] Where the report of discrimination, sexual harassment, and sexual misconduct poses a substantial and immediate threat of harm to the safety or well-being of an individual, members of the campus community, or the performance of normal College functions, the College may place a student or student organization on interim suspension or impose leave for an employee. Pending resolution of the report, the individual or organization may be denied access to campus, campus facilities and/or all other College activities or privileges for which the student might otherwise be eligible, as the College determines appropriate.
 - [b] When interim suspension or leave is imposed, the College will make reasonable efforts to complete the investigation and resolution within an expedited time frame.
- [4] Findings and Resolution—
- [a] If, after an investigation, it is determined that this policy has been violated, corrective action designed to eliminate any form of prohibited harassment should be taken. This action may range from educating the employee or student on the inappropriateness of his or her behavior, to termination of employment or expulsion from the College.

- [b] If the corrective action to be taken involves a change in an employee's employment status (i.e. transfer, demotion, or termination), the dean of Human Resources must be consulted. If the corrective action to be taken involves a change in a student's status (i.e. suspension or expulsion), the vice president for Student Services must be consulted.
- [i] If the action taken is termination of employment, regular employees maintain the right to utilize the General Grievance Procedure.
- [ii] If the action taken against a student is expulsion, students may use the Student Grievance Procedure.

(6) Options for Assistance Following an Incident of Sexual Misconduct.

- (i) The College utilizes the community partners in effort to combat sexual assault, harassment, and misconduct on the main campus and all extension centers. The campus and community resources available to faculty, staff, and students at the College are outlined below.
- (ii) Sexual Assault Response Team is a multidisciplinary interagency team of individuals working collaboratively to provide services for the community by offering specialized sexual assault intervention services.
- (iii) Resources (Community Partners)
 - (a) Domestic Violence and Sexual Assault Center at Prince George's Hospital Center, 3001 Hospital Drive, Cheverly, MD 20785, 301 618 3154;
 - (b) National Black Justice Coalition, Post Office Box 71395, Washington, DC 20024, 202 319 1552;
 - (c) Office of the State's Attorney for Prince George's County, 14735 Main Street, Suite M3403, Upper Marlboro, MD 20772, 301 952 3500;
 - (d) Prince George's County Domestic Violence Coordinating Council, 14330 Old Marlboro Pike, Upper Marlboro, MD 20772, 301 952 1440;
 - (f) Prince George's County Office of the Sheriff, 5303 Chrysler Way, Upper Marlboro, MD 20772, 301 780 8600;
 - (g) House of Ruth, 2201 Argonne Drive, Baltimore, MD 21218, 410 889 7884;
 - (i) Women's Law Center of Maryland, 305 W. Chesapeake Avenue, Towson, MD 21204, 410 321 8761;

(7) Relation to Other Policies and Rules.

- (i) There are some intersections with this policy and the requirements outlined by other laws and regulations.
 - (a) Clery Act: The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act applies to institutions of higher education and is confined to campus crimes, which occur on campus, adjacent to campus, or off-campus when associated with the institution. Under the Clery Act the College must provide a timely warning of any crime that presents an ongoing threat to the campus community. The Clery Act also requires the College to compile and make available an Annual Security Report of all campus crimes. Reports for Title IX offenses must be included in the Annual Security Report. The report is found online at: http://www.pgcc.edu/Campus_Info/campus_police/Annual_Security_Report.asp

- (b) Family Educational and Rights and Privacy Act: The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal mandate designed to protect the privacy of students' records. It includes academic records, financial aid records, attendance records and any other personally identifiable information collected by the College that, if shared, could violate the privacy rights of students and former students.
- (c) Sex Offender Registry: The federal Campus Sex Crimes Prevention Act requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student. The state of Maryland maintains an Internet registry located at www1.dpscs.state.md.us/sor.
- (d) Academic Freedom: Evaluation of perceptions of behavior as sexually harassing assumes special importance in the context of carrying out responsibilities in the classroom, laboratory, studio, library, office, and similar contexts in fulfilling our educational objectives as related to teaching, learning, and scholarship. Speech or expression of a sexual nature, which is professional and appropriate to a lesson or teaching strategy, may be disturbing without also being harassing. Such speech or expression may, however, depart so far from professional or appropriate behavior that it is not protected by academic freedom. The professional teaching of controversial issues shall not be construed as constituting such a departure. However, speech or expression that is determined to be too far from professional, or that is, upon investigation, determined to be inappropriate behavior is unacceptable, and is not protected by academic freedom.
 - (ii) This policy is not intended to supersede any of the College's responsibilities under state or federal statutes and regulations, or other College policies and rules, such as Grievance/Review, which addresses Regulations on Nondiscrimination on the basis of handicap, Americans with Disabilities Act, as well as all Affirmative Action complaints pertaining to discrimination in employment on the basis of race, color, religion, sex, national origin, or sexual orientation.
 - (iii) Nothing in this policy is meant to preempt or foreclose the pursuit of other remedies available to alleged victims of discrimination, sexual harassment, or sexual misconduct under applicable state or federal statutes and regulations.

Mandated Acts

Clery Act

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (20 USC § 1092(f)), Prince George's Community College provides information regarding the safety and security of college community members. This information is updated annually and can be obtained from the college website by searching for Annual Security Report.

Drug and Alcohol Abuse Prevention Program

It is the policy of the Board to comply with the Drug-Free Workplace Act of 1988 and to provide for its employees and students a workplace which is drug-free. The President is authorized to make, promulgate, issue, rescind and amend reasonable rules, regulations and procedures to carry out this policy and to assure compliance with the

Drug-Free Act of 1988. In addition, the college expects all members of the college community to comply with all federal, state, and local laws pertaining to the possession, use, manufacture, distribution, or dispensing of alcohol and drugs. A more detailed overview of the college's Drug Free Policy and Prevention Statement can be found on the college's website at www.pgcc.edu, HEA Disclosures.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords you, the student, rights with respect to your education records. They are:

- (1) The right to inspect and review the education records within 45 days of the day PGCC receives your request for access.
You must submit to the director of admissions and records a written request that identifies the record(s) you wish to inspect. The director will make arrangements for access and notify you of the time and place where the records may be inspected. If the records are not maintained by the Office of Admissions and Records, the director will advise you of the college official to whom the request should be addressed.
- (2) The right to request the amendment of education records that you believe are inaccurate or misleading.
You must write the college official responsible for the record, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading.
If the college decides not to amend the record as requested, the college will notify you of the decision and advise you of your right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you at that time.
- (3) The right to consent to disclosures of non-directory, personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent.
One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees.
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 responsibility.
Directory information is information which may be released to a third party without your written consent. Directory information includes, but is not limited to, name, address, telephone number, e-mail address, date and place of birth, dates of attendance, degrees earned, and previous colleges attended. While the college does not routinely release such information to anyone who inquires, it may legally do so if the third party demonstrates a legitimate need to know such information. You may refuse to permit such disclosure without your written consent by notifying the director of admissions and records in writing of your wish to be excluded from such a release of information.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Services for Persons with Disabilities

Prince George's Community College is committed to providing reasonable accommodations and services to qualified persons with disabilities under the Americans with Disabilities Act (ADA). Individuals who need classroom accommodations should contact the Office of Disability Support Services, Bladen Hall, Room 124, or call 301-546-0838. For TTY or TDD call 301-546-0122. The e-mail address is: dss@pgcc.edu.

Accessible transportation will be provided to accommodate persons with disabilities on all college sponsored trips. Requests for accommodations must be made to the sponsoring agent a minimum of 15 days prior to the trip. Individuals with questions, complaints, or suggestions should contact the Section 504/ADA Officer, Kent Hall, Room 130, or call 301-546-0170. For TDD call 301-546-0122.

Sex Offender Registry and Access to Related Information

The federal Campus Sex Crimes Prevention Act requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student. The State of Maryland maintains an Internet registry located at www.dpssc.state.md.us/sorSearch/

Student Right to Know Act

In compliance with the Student Right to Know Act of 1990, Prince George's Community College provides information regarding the graduation/persistence rates of designated student population groups in degree and/or certificate programs. This information can be obtained from the Office of Planning and Institutional Research, Kent Hall, Room 231, or by calling 301-546-0723.

Guidelines for Use of Alcoholic Beverages on College Property

The essence of a community college suggests community participation, community needs, and community norms. In a general sense, the "laws of the land" of the community college should be consistent with the "laws of the land" of the community. Therefore, the norms of the community should be incorporated into the norms of the campus. In this respect, the use of alcoholic beverages can be a positive element when included within program elements of the institution. However, due to the primary educational mission of the community college, the use of alcoholic beverages should be considered as a secondary activity supplementing the primary educational goals of the co-curricular program.

The financial structure of the college that provides for fiscal support of co-curricular programs through mandatory student fees places certain additional constraints upon the use of alcoholic beverages at campus events. The college recognizes the legitimate concerns of those students who pay fees but do not support the use of alcoholic beverages. Therefore, no student activity fees may be used to purchase alcoholic beverages. In addition, the number of college wide events at which alcoholic beverages are permitted is limited to ensure a variety in programming consistent with the interests of the diverse student population served. Finally, alcoholic beverages will be permitted under no circumstances at certain types of events, such as concerts, which have historically presented unique programming problems both on the campus and in the larger community.

The Prince George's Community College Student Code of Conduct lists under types of misconduct subject to disciplinary action the following in Section E(4i): "Drinking or possessing any alcoholic beverage on college property, except as expressly permitted by the president." Administrative regulations defining the conditions under which the president's permission may be granted can be found in the College CODE in Title 3, Subtitle 10, § 3-1001 (Facilities Use), subsection (7) Alcoholic Beverages.

Constitution of the Associated Students of Prince George's Community College

The Constitution and By-laws of the Associated Students of Prince George's Community College are printed in the *Student Organizational Handbook*. You may obtain a copy by contacting the College Life Services Office, Largo Student Center, Room 149, or by calling 301-546-0853.

Campus Traffic Rules and Regulations

These regulations apply to all who drive motor vehicles on any part of the Largo campus. The regulations have the following purpose:

- (a) To facilitate the mission of the college by providing parking space for those who need it most.
- (b) To provide parking space for college visitors and guests.
- (c) To protect pedestrian traffic.
- (d) To assure access at all times for ambulance, fire-fighting apparatus, and the handicapped.

For information or assistance, call 301-546-0666.

Parking Appeals

The Parking Appeals Committee meets at least once monthly during the calendar year. Applications for appeals may be obtained from the Office of College Life Services in the Largo Student Center, Room 149. Applications should be submitted, along with the gold copy of the citation, within 10 business days of the receipt of the citation. Please refer to the reverse of the citation for additional information or contact the Office of College Life Services.

Traffic Information

The College Police offices are located in the Facilities Management Building and Bladen Hall. The office in Bladen Hall will issue parking permits from 9 a.m.–9 p.m., Monday through Friday. Information on all traffic and parking rules and regulations may be obtained by contacting the College Police Department on 301-546-0666, or may be picked up from the College Police Substation in Bladen Hall or the office of College Life Services, located in the Largo Student Center, Room 149, Telephone: 301-546-0853

Campus Visitors

The college hosts a wide variety of educational and community service activities throughout the year and welcomes all individuals who come to participate in college-sponsored activities or other scheduled events.

All visitors are subject to college policies and procedures governing access to, and use of, campus facilities, as well as rules regarding conduct at college-sponsored programs and events. All college personnel have the responsibility for informing the college police of any apparent infractions of college policies, procedures, or rules regarding such participation and conduct.

Children under 16 years of age who are not registered credit or noncredit students, who are not participating in an authorized college activity, or who are not attending a scheduled event shall not be left unattended anywhere on the college campus.

Only properly registered students may attend scheduled classes. Instructors should not permit other individuals, including children, relatives, or friends of enrolled students to remain during class sessions. Instructors should make their classes aware of this rule at the initial class meeting.

Notes



Strategies for Success

Chapter 6

Ten Points to Empower Students

The focused academic action list below can be used to empower one to become more academically aware, thereby avoiding some frustrating and often avoidable situations.

1. **Your Advisor**—Advisors are professionals at giving academic guidance; however, they are not mind readers. If you do not share your concerns, goals, and needs with them, then they cannot provide the best advice possible. Prepare questions and appropriate paperwork prior to meeting with an advisor. Take the time to meet with an advisor outside of the hectic registration period. Share the good and the bad, listen to their advice, and accept responsibility for your own progress.
2. **Your Catalog**—We know that the college catalog will never appear on the best-seller list, but it does have a wealth of important information in it, particularly your degree requirements and prerequisites. For an exception to any policy, you should consult your catalog first and see what the published policies and procedures are and how they could affect you. If you do not have a catalog, request one or go to the college website.
3. **Directions and Documentation**—Read all directions carefully and slowly before you begin. When given material such as curriculum guides, grade sheets or any official letter from the college read it carefully then create a file and bring the form with you if it pertains to your visit with an advisor, professor or other college employee. It is your responsibility to fill out all forms and review them for correctness and accuracy.
4. **Deadlines and Due Dates**—All academic institutions have official add/drop periods. Some also have late start and second half semester start classes. Make certain to write these on your calendar and adjust your schedule as needed within these time frames. Make special note of due dates for essays and dates of final exams.
5. **Your Grades**—Your grade point average (GPA) can determine your eligibility for certain programs, the Dean's list, financial aid, and scholarships. It can also determine your academic progress and actions like warning, probation, suspension, and dismissal. These are all serious actions and should not come as a surprise; nevertheless, students are often shocked to learn that they are ineligible to enroll in classes due to one of these actions. Talk to

your advisor (#1) about your academic progress and review your catalog (#2) to make certain you understand how your GPA is calculated.

6. **Your Body**—Try to eat some healthy food, get some exercise, and sleep regularly. Most importantly notice when your body is talking to you. If you are falling asleep in class, losing your appetite, not leaving your room, or feeling depressed, then seek help immediately. Your mind cannot perform at its best when your body is being ignored.

7. **Your Employment**—Many students have to work at least part-time while attending college. Talk to your employer about your academic goals and see how much flexibility is available. If you are working full-time, be especially careful not to attempt a full-time course load. You will likely end up missing a deadline and overstressing yourself physically and mentally.

8. **Your Finances**—Try not to get too deeply into debt. There are literally thousands of scholarship opportunities that students do not explore (due to lack of time, perhaps, or a lack of confidence). Attending school part-time and taking only the course load you can afford really can help you progress towards your degree.

9. **Your Friends**—Look out for each other and stay connected. When the end of the add/drop periods approach, for example, remind your friends to make adjustments and verify their own schedules. If you believe a friend is in trouble physically or emotionally, encourage him/her to get help as soon as possible.

10. **The Internet**—E-mail and the Web are valuable tools, but they are easily misused and can lead to misunderstandings. When e-mailing your advisor or professor, review your message for spelling and grammar, and never send an e-mail out of frustration or anger. When conducting research, keep in mind that anyone can publish his or her ideas on the Web, and that does not mean the information is well-written, truthful, or accurate. Think carefully about what you read and make certain to cite anyone else's ideas. If you take an idea from the Web without giving that person credit, you have committed plagiarism.

Walter Rankin, Ph.D., is deputy associate dean of Undergraduate Academic Affairs in the College of Arts and Sciences and affiliate associate professor of English at George Mason University.

College Anxiety Bill of Rights

I have the right to learn at my own pace and not feel stupid if I am slower than others.

I have the right to ask any questions.

I have the right to need extra help.

I have the right to ask a teacher or tutor for help.

I have the right to say I do not understand.

I have the right to feel good about myself, regardless of my abilities.

I have the right to view myself as capable of learning.

I have the right to relax.

I have the right to be treated as a competent adult.

College Success Tips

Go to class.

Ask questions.

Take notes.

Review class notes daily.

Exercise and stay healthy.

Use the college library.

Learn to use a computer.

Get to know your professor.

Visit your academic advisor.

See a counselor to resolve personal issues.

Attend job training and career services workshops.

Get involved—join a club or organization.

Attend an event on campus.

Use student support services.

Learn to manage your time.

Make new friends.



PRINCE GEORGE'S COMMUNITY COLLEGE

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NOTE: While this handbook is intended to be a fair summary of certain matters of interest to students, its readers should be aware that (1) this handbook is not intended to be a complete statement of all college procedures, policies, rules, and regulations; (2) the college reserves the right to change without notice any academic or other requirements, course offerings, course contents, programs, procedures, policies, rules, and regulations that may be contained in this handbook; and (3) departmental procedures, policies, rules, and regulations, whether or not contained in this handbook, may be applicable to students in those departments. In the event any provision of this handbook conflicts with the Prince George's Community College Code of Policies, Rules, Regulations, and Procedures, the provisions of the code shall prevail.

Nondiscrimination Statement

Prince George's Community College is committed to a policy of equal opportunity for all persons to the end that no person, on the grounds of sex, age, race, color, religion, national origin, ancestry, marital status, sexual orientation, or status as a qualified individual with a disability, qualified disabled veteran, or Vietnam-era veteran, shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity of this institution. Under this policy, this institution will not discriminate against any person on the grounds of sex, race, age, color, religion, veteran's status, disability, ancestry, marital status, sexual orientation, or national origin in its admission policies and practices or any other policies or practices of the institution relating to the treatment of students and other individuals, including employment, the provision of services, financial aid, and other benefits, and including the use of any building, structure, room space, materials, equipment, facility, or any other property. One who believes oneself or any specific class of individual to be subject to prohibited discrimination may, by oneself or through a representative, file a written complaint with the Office of Civil Rights of the Department of Education or with the college president, or both. The Chief of Staff, Kent Hall, Room 130, 301-546-0170, coordinates the college's program of nondiscrimination.

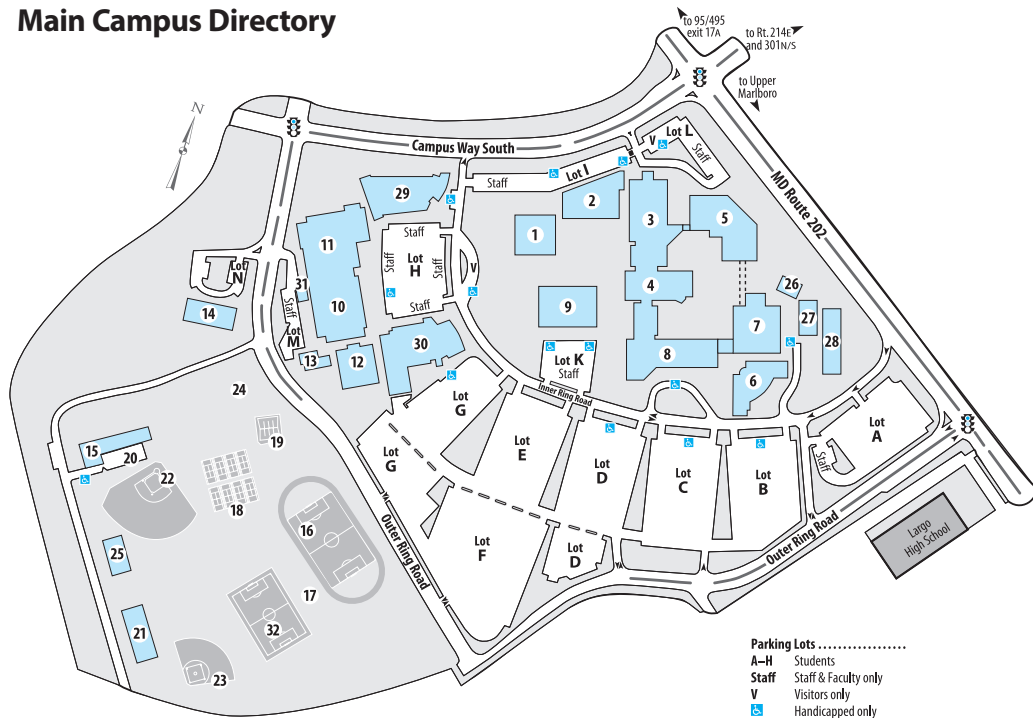
Title IX

Prince George's Community College, as a recipient of federal financial assistance, is subject to Title IX of the Education Amendment of 1972, as amended. It is college policy not to discriminate on the basis of sex in the educational programs or activities that it operates. This policy not to discriminate in educational programs and activities extends to admission to the college. The college actively encourages the enrollment of interested students, regardless of race, sex, national origin, age, color, ancestry, religion, marital status, veteran's status, or disability, in all of its educational programs, and fully supports student access to all programs without regard to sex stereotyping or other such limitations. Inquiries concerning the application of Title IX may be referred to the director of the Office of Civil Rights of the Department of Education or to the vice president for student services, Kent Hall, Room 119, 301-546-0412.

Accessible Transportation

Accessible transportation will be provided to accommodate disabled persons on all school sponsored trips. Requests for accommodations must be made a minimum of 15 days prior to any trip.

Main Campus Directory



- | | | |
|--|---|--|
| <p>1. Kent Hall
Administration
Workforce Development and Continuing Education Offices
Human Resources</p> <p>2. Accokeek Hall
eLearning
Library</p> <p>3. Bladen Hall (north)
Admissions and Records
Advising and Transfer Services
Cashier
Counseling Services
Disability Support Services (DDS)
Enrollment Services
Financial Aid Office (FAO)
Health Education Center (nurse)
International Student Services
Recruitment
Registration
Veterans Services
Welcome Center</p> <p>4. Bladen Hall (south)
Campus Police Substation
College Lab Services (<i>computer labs</i>)
Language Studies Lab
Student Assessment Services (<i>Testing Center</i>)
Tutoring and Writing Centers</p> | <p>5. Largo Student Center
Bookstore
Campus Dining
College Life Services
Community Rooms A, B, C
Rennie Forum</p> <p>6. Chesapeake Hall</p> <p>7. Lanham Hall
Service Learning</p> <p>8. Marlboro Hall
Career Services
Marlboro Gallery
Student Development
Resource Center (SDRC)
Student Support Services (TRiO)
Vocational Support Services (VSS)</p> <p>9. Queen Anne Fine Arts
Hallam Theatre</p> <p>10. Novak Field House</p> <p>11. Robert I. Bickford Natatorium
Pool
Racquetball Courts
Weight Room</p> <p>12. Continuing Education Building
Classrooms</p> <p>13. Steel Building</p> | <p>14. Annex A</p> <p>15. Facilities Management Building
College Police</p> <p>16. Track/Practice Soccer Field</p> <p>17. Golf Range</p> <p>18. Tennis Courts</p> <p>19. Racquetball Courts</p> <p>20. Auto Bay</p> <p>21. Warehouse</p> <p>22. Baseball Diamond</p> <p>23. Softball Diamond</p> <p>24. Picnic Grove</p> <p>25. Temporaries 1 and 2</p> <p>26. Temporary Services Building TS</p> <p>27. Temporary Services Building TO</p> <p>28. Temporary Services Building TZ</p> <p>29. Center for Advanced Technology
College Lab Services (<i>computer labs</i>)
Cyber Café</p> <p>30. Center for Health Studies
International Education Center
Marvelous Market</p> <p>31. Temporary 3</p> <p>32. Main Soccer Field</p> |
|--|---|--|

college students education opportunities scholarship degrees veterans offers information courses
development higher university success transfer maryland county educational campus enrollment classroom
new workforce center four-year completion aid college
academic program envision county completion aid college
education



Transforming lives.

PRINCE GEORGE'S
COMMUNITY COLLEGE

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