



2022-2023

STUDENT HANDBOOK

CUMBERLAND | EVERETT



**ALLEGANY
COLLEGE**
— of —
MARYLAND
ENGAGE YOUR FUTURE



STUDENT SERVICES QUICK REFERENCE GUIDE

This is a partial listing of most frequently requested services.

ADVISING & ENROLLMENT SERVICES

Advising Center (Cumberland Campus)
College Center, CC-141
301-784-5654

Admissions and Registration (Cumberland Campus)
College Center, CC-143
301-784-5199

ACADEMIC ACCESS & DISABILITY RESOURCES

Humanities Building, H-1 & H-3
301-784-5234

COUNSELING PROGRAM

Office of Student & Legal Affairs
College Center, CC-12
301-784-5206

FINANCIAL AID

Student Financial Aid Office
College Center, CC-138
301-784-5213

PENNSYLVANIA CAMPUS INFORMATION

Directory, Section Twelve

PHOTO IDS

Office of Student Life
College Center, CC-12
301-784-5205

SCHOLARSHIPS

Foundation Office
College Advancement Building
301-784-5200

STUDENT & LEGAL AFFAIRS (OFFICE OF)

College Center, CC-12
301-784-5206

STUDENT HOUSING

Area Coordinator for Student Housing
301-784-5638
(Willowbrook Woods Clubhouse)

Director of Residence Life
College Center, CC-12
301-784-5368

STUDENT LIFE (Activities, Student Government, Clubs)
College Center, CC-12
301-784-5205

TESTING (Cumberland Campus)
Learning Commons
LC-Library 124
301-784-5554

TRIO/STUDENT SUPPORT SERVICES

Pathways For Success
Humanities Building, H-57
301-784-5630

TUTORING (Cumberland Campus)

Learning Commons
LC-Library 115
301-784-5669

UNITY CENTER

Humanities Building, H-66
301-784-5289

VETERANS SERVICES

College Center (CC-128)
301-784-5209

HOURS OF OPERATION:

Regular: Monday – Friday, 8:30 a.m. - 4:30 p.m.
Summer (June – August), 8:00 a.m. - 4:00 p.m.

INTRODUCTION TO ALLEGANY COLLEGE *of* MARYLAND

Allegany College of Maryland, founded in 1961, is a publicly supported co-educational community college providing numerous career, technical, transfer, general education, and continuing education programs. Our students receive Associates Degrees, Certificates, Letters of Recognition, and Transfer Credits; many students pursue specific credit and non-credit classes for career development and personal enrichment.

The College consists of two campuses: the main campus in Cumberland, Maryland and the Bedford County campus in Everett, Pennsylvania (established in 1990). The College also manages multiple teaching sites including the Bedford County Technical Center; the Gateway Center in downtown Cumberland which houses the Culinary Arts, Hotel & Restaurant Management, and the Hospitality Management programs; Garrett County Memorial Hospital in Oakland, Maryland which graduates a cohort of twenty registered nurses every other year; the Somerset Education Site which continues to offer early college; and Western Maryland Works (ie, Makerspace) in LaVale, Maryland which offers extensive industrial and technology training. Also, the College offers a wide variety of online and distance learning classes/programs, as well as extensive early college opportunities in local high schools.

The mission of the Allegany College of Maryland Center for Continuing Education and Workforce Development cultivates lifelong learners by providing superior, flexible and relevant workforce education, professional development training and personal enrichment opportunities to enhance economic



advancement and quality of life for our students, partners, and communities.

With opportunities offered at both Bedford County and Cumberland campus locations, Continuing Education Department gives countless options through customized contract trainings, open enrollment courses, professional conferences, certification and licensure courses, and job entry and advancement trainings.

The College is approved for operation by the Maryland Higher Education Commission in Annapolis (Maryland) and is accredited by the Commission on Higher Education, Middle States Association of Colleges & Schools in Philadelphia (Pennsylvania). Local governance is provided by the College's Board of Trustees – appointed members of the local community (Allegany County, Maryland); Allegany College of Maryland is proud to have a highly engaged and inspired Board membership: Kim Leonard (Chair), Jane Belt (Vice Chair), Mirjhana Buck, Linda Buckel, Eugene Frazier, Michele Martz, and James R. Pyles.

This Student Handbook details the many opportunities, services, policies, and procedures that make Allegany College of Maryland the quality institution it has always been and will continue to be.

Allegheny College of Maryland is a community resource, proud to contribute to the growth of Allegheny County and the Tri-State Area, through the development of Pennsylvania Campus in Bedford County.

Allegheny College of Maryland is accredited by the Commission on Higher Education, Middle States Association of Colleges and Secondary Schools, and approved by the Maryland Higher Education Commission.

Allegheny College of Maryland supports the efforts of the State of Maryland and the United States to provide learning centers and workplaces free of illegal drug and alcohol use. The Code of Student Conduct includes provisions making unlawful use or possession of drugs or alcoholic beverages a violation of the Code. In addition, the use of oral tobacco or tobacco substitute products or smoking, or the carrying of any lighted tobacco product or tobacco substitute is prohibited in all interior areas of all campus buildings and in all College vehicles. Allegheny College of Maryland is a tobacco free environment. Violators are subject to discipline which might include censure, restitution, probation, suspension, dismissal, or expulsion. In addition, some of the financial aid programs made available through Allegheny College of Maryland or through the State of Maryland require certification that the student recipient remain drug free and avoid the unlawful use of alcohol. Conviction of an alcohol or drug violation in a court or under the College Code of Student Conduct could mean loss of valuable financial aid or scholarships. All college students are encouraged to become familiar with the Code of Student Conduct, the College Drug/Alcohol Abuse Policy, Heroin and Opioid Prevention Awareness Policy, and the College Tobacco Use Policy, each of these policies are found in this Student Handbook. If help is needed, the College's Alcohol and Drug Abuse Resource Manual and additional information/resources can be obtained from the Office of the Dean of Student & Legal Affairs or from the College's website at www.allegheny.edu/drugs-and-alcohol. Students and employees at the Pennsylvania campus may contact the Bedford County Campus Student Services Office for resources specific to Bedford County.

A report on Allegheny College of Maryland's Campus Security Policies and Crime Statistics (34CFR Part 668) and the Clery Act, 20 U.S.C. 1092 (a) and (b) in accordance with the FBI Uniform Crime Reporting (UCR)/National Incident-based Reporting System (NIBRS) is available in the Dean of Student & Legal Affairs' Office (College Center Building room 152) or from the College's website at www.allegheny.edu.

Non-Discrimination Statement

Allegheny College of Maryland does not discriminate on the basis of age, ancestry/national origin, color, disability, gender identity/expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities.

For inquiries related to this policy, Title IX, and ADA/504, please contact:

Dr. Renee Conner
Dean of Student and Legal Affairs
Title IX Coordinator
ADA/504 Coordinator
301-784-5206 / rconner@allegheny.edu

Policy Mandates

Allegheny College of Maryland is required to inform prospective and current students of important College policies including Non-Discrimination, Title IX, Child Abuse Mandated Reports, Clery Act, Heroin & Opioid, Drug and Alcohol Use, Academic Disabilities, FERPA, Accreditation, and Medical Disclosure Procedure. For full details on these key policies, please visit the Allegheny College of Maryland website at allegheny.edu/policy-mandates.

Allegheny College of Maryland prohibits sexual misconduct and sex discrimination by or against all students, employees, and campus guests. If you have any questions or concerns or if you need to make a complaint, contact ACM's Title IX Coordinator, Dr. Renee Conner in CC-12, by email at rconner@allegheny.edu, or by phone at (301) 784-5206. For detailed information about policy, procedures, and prevention education, see www.allegheny.edu/title-ix.

Allegheny College of Maryland provides information about its programs, policies, procedures, schedules, and services in numerous publications and mediums including, but not limited to, catalog, handbooks, marketing materials, applications, web sites, and social media. This information is offered for general guidance and shall not be construed as a contract – express or implied – between the College and any person. Students and other individuals are responsible for obtaining the most current, accurate, and complete information from the appropriate College official or other authoritative source. The College reserves the right to modify, supplement, or replace any provision(s) with or without prior notice. The College is not required to offer alternatives or exceptions to any such changes. Unless otherwise stated in writing, all such changes are effective when made and apply to both prospective students and currently enrolled students. The College will comply with all local, state, and federal laws - as well as regulations. Such legislative/regulatory mandates can and do change; therefore, if any content of this Student Handbook (or other ACM publications) is inconsistent with legislative/regulatory mandates, ACM will follow the law-regulation.

Online links or references to other materials and information provided in the above-referenced sources are also for informational purposes only and do not constitute the College's adoption or endorsement of any products or services referenced.

STRATEGIC PRIORITIES

OUR VISION

We will be the college of choice that transforms lives, strengthens communities, and makes learners the center of everything we do.

OUR MISSION

We deliver diverse and relevant education centered around student success in a supportive and engaging community.

OUR VALUES

QUALITY	We improve through assessment.
INTEGRITY	We promote honesty and trust.
RESPECT	We foster dignity and worth.
OPPORTUNITY	We provide innovative choices.
WELLNESS	We promote healthy lifestyles.

OUR MISSION-BASED GUIDING PRINCIPLES

To provide convenient geographical access to post-secondary education to people within the service region of the college.

To provide financial access to a college education by assuring reasonable tuition rates, comprehensive financial assistance, and college scholarship opportunities.

To provide quality education and services, in a safe and comfortable environment, at a reasonable cost.

To support an environment that promotes quality teaching and learning.

To promote a college that enhances lives and the community through education and service.

To instill in our students a philosophy of life-long learning.

To foster a pro-learning campus environment that embraces the values of Allegany College of Maryland.

To develop the technical competence and knowledge and other essential skills that prepare students for direct entry into the workforce, for career change and advancement, or for transfer to another college or university.

To continually assess our programs and services in order to promote and encourage continuous improvement.

A MESSAGE FROM THE PRESIDENT

Welcome to the 2021-22 academic year at Allegany College of Maryland. I congratulate you on your decision to pursue your educational goals. Whether you are a new or returning student, all of us at ACM look forward to providing you with an outstanding educational experience that will benefit you for a lifetime.

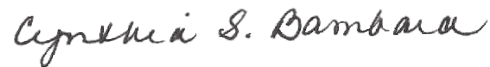
Allegany College of Maryland has a long history of serving the educational and training needs of the region. Whether you are seeking an affordable route to a bachelor's degree, credentials for the workplace or personal enrichment, ACM has something to offer you. Here you will find many opportunities to acquire the education that you need to achieve your personal and career goals.

The College is proud of the many modern and beautiful facilities which provide an ideal environment for learning. Our caring faculty and staff are committed to your success, whatever your goals may be. I encourage you to make the most of the many resources available to you.

Take the first step toward your success by exploring this student handbook. Inside of these pages, you will find basic information about the College's programs, services and activities. Should you find that you have additional questions, please contact us. Our faculty and staff are here to assist you with answers.

My best wishes for a successful year!

Sincerely,



Cynthia S. Bambara, Ph.D.
President

GREETINGS FROM THE DEAN OF STUDENT & LEGAL AFFAIRS

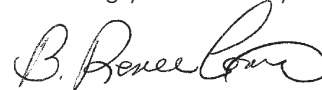
To students both new and returning to Allegany College of Maryland, we are glad you are here. Congratulations on your accomplishments so far; there are many more to come. Our college's faculty and staff are committed to helping you achieve your dreams while you study and prepare for tomorrow. We also want you to enjoy today.

I urge you to read this Student Handbook carefully and to keep it in a convenient place or bookmarked in your web browser. It contains a wealth of information to guide your success in credit programs* at Allegany College of Maryland— from academic criteria to computer/internet use to library hours to student clubs to disciplinary procedures. Consult its pages for **answers** to questions (large and small) and for **ideas** to enrich your campus life. Allegany College of Maryland has much to offer you, and we are confident you will have valuable contributions to make on your campus.

As a college student, your first priority is to obtain a meaningful education. Learning occurs both inside and outside the classroom; Student & Legal Affairs' mission focuses on the learning that occurs outside the classroom. Every experience is an opportunity to develop and grow. We are here to help you and urge you to visit our offices: Student Life, Residence Life, Student Support, and Dean. We welcome your input, suggestions, and questions. We want you to get involved. Each campus is a reflection of the lives lived upon it, and you can leave your mark for both your peers and future generations.

*Non-credit classes are available through ACM's Continuing Education and Workforce Development; their information, courses, and policies are found online and in the twice-yearly published CE catalog.

Wishing you a terrific year,



B. Renee Conner, J.D.
Dean of Student & Legal Affairs
ADA/504 Coordinator | Title IX Coordinator

ALLEGANY COLLEGE OF MARYLAND | STUDENT & LEGAL AFFAIRS EXPECTATIONS

Our Mission: Allegany College of Maryland is a lifelong learning community dedicated to **excellence in education** and responsive to the changing needs of the communities we serve. Our focus is the preparation of individuals in mind, body, and spirit for lives of **fulfillment, leadership, and service** in a diverse and global society.

EXPECTATION #1: Attend Class. Go to each of your classes each time it meets. Be on time, and stay for the entire class session. If you must miss class because of illness or emergency, check your course syllabus to know the instructor's attendance policy. Make up any missed work promptly. (It is vitally important that you read each course syllabus! It contains what you need to know to be successful in that class; it also tells you what each individual instructor's expectations are.)

EXPECTATION #2 Do the Work. It is true that for every hour you spend in class you should study two hours outside of class. (If you are taking 12 credits, you should be studying/doing homework 24 hours each week.) Read each assignment. Turn in your homework when it is due.

EXPECTATION #3: Ask for Help. If you are having problems with a class or an assignment, help is available. See the instructor. Go to the Student Success Center for a tutor. Form a study group with classmates. Meet with your advisor. But don't wait until it is too late! Waiting until the final weeks of a semester is unlikely to help.

EXPECTATION #4: Read the Handbook. The Student Handbook is full of useful information to help you negotiate the often-roiling waters of college life. It also details the responsibilities of campus citizenship. (Ignorance of the rules is NOT an excuse for breaking them.) The answer to virtually any question you have about Allegany College of Maryland is in this Handbook.

EXPECTATION #5: Respect Others. One of the College's Core Values is Respect. Showing respect means many things, including being courteous in the classroom, hallway, library, cafeteria, courtyard, parking lot – anyplace you encounter other people. Respect also means treating others as you would like to be treated; insulting, humiliating, judging, or ignoring another person hurts feelings. Shouting and cursing are always inappropriate in a learning environment.

EXPECTATION #6: Be Responsible. We trust that you meet all obligations that are part of attending college. As an adult, you must learn to read all notices given to you, mailed to you, or posted for you to read, to show up for work study assignments, to pay your bills on time, and to manage problems/issues yourself without demanding special treatment or immediate gratification.

College is about more than merely attending classes and getting grades. College is about finding and creating opportunities to grow. It is about learning independence, making your own decisions, and becoming a community citizen. We are here to help you learn those things, too.

We promise to treat you with respect, to give you quality education, to act with integrity, to provide you with opportunities to learn and to grow as a person, and to promote wellness in mind, body, and spirit. That's our part. You must do yours.

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ALLEGANY COLLEGE OF MARYLAND | STUDENT & LEGAL AFFAIRS MISSION STATEMENT

Student & Legal Affairs relies upon the College's mission statement* as a reference point whenever we undertake new projects or make decisions on unfamiliar matters.

**Allegany College of Maryland is a lifelong learning community dedicated to excellence in education and responsive to the changing needs of the communities we serve. Our focus is the preparation of individuals in mind, body, and spirit for lives of fulfillment, leadership, and service in a diverse and global society. We are committed to engaging students in rich and challenging learning opportunities within a small college atmosphere that is known for its personal touch.*

**THE MISSION OF THE
Office of Student & Legal Affairs**

is to provide direct, non-instructional support services to students, to cultivate a safe learning environment, and to support institutional compliance with laws and regulations.

SECTION ONE: GENERAL INFORMATION

I. STUDENT AFFAIRS

Student Affairs includes Residence Life, Student Life, Student Support as well as numerous non-academic services:

- Student Counseling Program
- Residency
- Conflict mediation
- Student Discipline/Safety
- On-campus housing at Willowbrook Woods
- Student Programming/Leadership
- New Student Orientation
- SGA & Student Clubs/Organizations
- Photo IDs
- Lockers
- Legal issues related to students
- Title IX, Clery Compliance
- ADA/504
- Drug & Alcohol Education, Prevention, and Compliance
- First Amendment activities, FOIA
- And much, much more!

Our staff members are dedicated to helping educate students on life issues *outside* the classroom, to cultivate a safe learning environment, and to assist students in becoming well-rounded, responsible adults. The following pages reveal the breadth of Student Affairs. If you need help, we either offer what you need or can guide you to the people who do.

A. ORIENTATION

Orientation programs are held at the Bedford County and Cumberland campuses for the Fall and Spring semesters. These Orientation Programs inform incoming students about academic, social, and safety policies/services as well as provide opportunities to engage with College staff, faculty, and other students. Participation in Orientation is critical to student success and reaching academic goals. *(Note: New Student Orientation is not the same as Admitted Student Days which are organized by the Advising Center).*

1. Cumberland Campus

Multiple orientation sessions are scheduled for each semester; dates are provided online and via email. New students register online for the session that is most convenient for them. Guests are welcome and will attend a separate information session.

In addition to the New Student Orientation, Willowbrook Woods residents must participate in mandatory Willowbrook Woods Orientation immediately following move-in.

2. Bedford County Campus

One orientation session is scheduled for each semester; the date and time is provided in advance. Guests are welcome.

3. Online, Garrett, and other students

Regardless of where/how classes are taken, any ACM students is welcome to travel to either campus to attend a "live" session; since that may not be possible, online students should complete an online Orientation session prior to the end of their first semester of attendance.

4. Specific Academic Majors/Programs of Study

Some academic majors/programs have their own, unique orientation programs that addresses content specific to that area of study; students are notified separately of any requirements by authorized personnel in the academic major/program.

B. STUDENT PHOTO IDENTIFICATION (ID) CARDS

Students at all physical locations/instructional sites are required to obtain an official Allegany College of Maryland Photo ID by the end of the second week of classes of their first semester of attendance and must display or be able to immediately produce their College-issued photo ID card upon request by an authorized College official. This policy does not apply to the following ACM students: those taking exclusively online, remote or virtual classes, or early college students taking courses exclusively in local high schools.

To obtain your student ID, simply bring a current photo ID (Such as a driver's license) and current class schedule to the Office of Student Life (Cumberland Campus, room CC-12) or Student Services (Bedford Campus).

The first ID is free and provides access to many student services, activities, sporting events, etc. Also, students who show their ACM ID receive discounts at some local businesses.

C. HEALTH & WELLBEING

While Allegany College of Maryland offers a variety of resources related to student health/wellness, the College does not offer a clinic or other on-campus medical care. Students are encouraged to review the following important information about resources to promote student health and wellbeing.

1. Medical Care

Allegany College of Maryland does not operate its own health center. Since ACM is a community college, many students already have a local doctor, dentist, or other medical provider, but for other students, the College maintains a list of local health care providers (ie., clinics) to which students may be referred for general or specific medical issues. Allegany College of Maryland does not endorse or recommend any of these health care providers. The list is provided simply as an informational service. It is the student's responsibility to choose his/her own provider and to pay for all medical services. Additionally, each county in our service region has a Health Department which provides numerous medical services/programs. The Cumberland campus is next-door to the Allegany County Health Department and across the street from the hospital: UPMC-WM students are encouraged to utilize urgent care centers for non-emergencies. Students who do not have medical insurance through employer, parent, or other source can inquire about insurance from the state's exchange: <https://www.marylandhealthconnection.gov/> .

2. Medical Emergencies

Sixteen departments throughout the College (or each building of the main campus of Allegany College of Maryland) have a First Aid Kit that is purchased, maintained, and kept current by Campus Safety/Special Police. If you are in need of minor attention (i.e. scrapes, cuts, bee stings, etc.) please go to a faculty/staff office and someone can assist you in locating the closest First Aid Kit. For medical emergencies, call 911.

Each building also has an **Automated External Defibrillator (AED)** with personnel trained to use it. All security guards are trained in AED and CPR/First Aid.

UPMC-WM's Emergency Department is located across the street from the Cumberland Campus.

If you are in need of minor attention at the Bedford County Campus, please go to a faculty/staff office and someone can assist you in locating a First Aid Kit.

3. Public Health Emergencies

Allegheny College of Maryland complies with local, state, and national public health directives in the event of any public health emergency. The Covid-19 pandemic is an example of the College's implementing safety/mitigation protocols in response to a public health emergency. When such an emergency occurs, the College will provide information to students, faculty, and staff about the emergency, changes to classes/services/operations, campus requirements, and personal health/wellness guidance. Links to local, state, and national public health resources will be provided, and the College will follow best practices to the greatest extent possible – with everyone's health and safety our top priority. Persons who have questions about any public health emergency, what is required, what has changed, or anything else should check www.allegany.edu, check their ACM email, and/or contact a College Official for help.

4. Tobacco/Smoking

Effective 8/19/2013, ACM is a smoke-free and tobacco-free college. Smoking and the use of any tobacco or tobacco substitute product (including but not limited to vapor products) is strictly prohibited on ACM property. See the Code of Student Conduct (Section 8 of this Handbook) for details.

5. Alcohol, Drugs and Other Intoxicants

ACM has clear policies* about the use and possession of alcohol and drugs (including any other intoxicant or mind-altering substance). Allegheny College of Maryland prohibits the possession and use of drugs and alcohol on all college property and in all college-affiliated activities without the express permission of the College President.

*See the Code of Student Conduct (Section D of this Handbook) and the Alcohol/Drug Abuse Resource Manual (online and in the Office of Student Affairs) for details. A new alcohol and drug policy is in development at time of publication. Final policy will be distributed to students.

Drug use, abuse, and addiction are serious issues. The life-threatening dangers associated with heroin and opioids particularly prompted a 2017 law: All new, full time students are required by Maryland law to participate in heroin/opioid training; this training is provided via D2L/Brightspace, and all incoming students must complete the training before the end of their first semester of enrollment to receive grades and to register for subsequent semesters. The college urges everyone to be informed and offers educational resources (including treatment information) at www.allegany.edu/drug-and-alcohol-information.

*Allegheny College of Maryland prohibits the possession and use of drugs and alcohol on all college property and in all college-affiliated activities without the express permission of the College President.

Additionally, all Maryland colleges are required to obtain and store Naloxone or other overdose-reversing medication to be used in an overdose emergency situation. Allegheny College of Maryland's Campus Security/Public Safety officers as well as other designated employees are trained to recognize the symptoms of an overdose and to administer Naloxone or other overdose-reversing medication.

Always call 911 in an overdose emergency.

If you have any questions or concerns or if you need help, contact the Campus Safety/Special Police by email at rcuthbertson@allegany.edu or by phone at 301-784-5252 **or** the Office of Student & Legal Affairs by email at rconner@allegany.edu, or by phone at 301-784-5206.

Please note: Unless otherwise indicated, the words "Allegheny College of Maryland," "Campuses of Allegheny College of Maryland," "The College," shall be understood to incorporate both campuses and all teaching sites of the College.

6. Nurse Managed Wellness Clinic

The Nurse Managed Wellness Clinic offers health and wellness services to students, and the local ACM and surrounding community. Services offered include Allied Health program and sports physicals, influenza vaccinations, Tuberculosis (PPD) screenings, immunity titers, cholesterol and blood sugar screenings as well as health education clinics on a variety of topics. The NMWC serves as a clinical site for nursing and allied health students, providing opportunities for hands on learning during supervised clinics. The NMWC is located on the first floor of the Allied Health Building (room 115). A full list of services with dates and times is available at NMWC 301-784-5670 and on the College website at <https://www.allegany.edu/health-clinics/nurse-managed-wellness-clinic/>

7. Student Counseling Program

Allegany College of Maryland offers comprehensive counseling services for its students – free of charge. We know that the academic pressures of being a college student and the challenges students face in their personal lives can interfere with academic success. Allegany College of Maryland is committed to supporting students, faculty, and staff when life sometimes gets in the way. For detailed information, contact the Office of Student & Legal Affairs in CC-12, by phone (301) 784-5206, or email rgibson@allegany.edu

Counseling Program Components

A. Personal Counseling – Allegany College of Maryland contracts with UPMC Western Maryland (Cumberland) to provide counseling to individual students. Individual counseling is the primary service. (Couples and family counseling are also available) All services provided by UMPC are completely confidential and provided by qualified, licensed mental health professionals. We offer 2 locations for students to see a professional counselor; on campus and at UMPC outpatient services.

On-site: UMPC Counselor is on campus when classes are in session during the Fall and Spring semesters at the Nurse Managed Wellness Clinic (Allied Health #115) weekdays. Students are urged to make an appointment by calling UPMC-WM Behavioral Health at 240-964-8585. “Walk-ins” are accepted if UMPC Counselor is available.

Off-site: Multiple counselors are available by appointment in the following situations: (1) students prefer to go off-campus to see or (2) students need counseling on days/times outside the on-site schedule above. Any eligible student is entitled to receive up to seven* (7) hours of counseling per semester for any mental health issues with which s/he needs assistance.

*14 sessions per year are paid by ACM.

(7 during the period July 1 – December 31; 7 during the period January 1 – June 30)

To schedule an appointment with a counselor at UPMC Western Maryland call 240-964-8585. Crisis Counselors are also available to speak to students over the phone and can be reached at 240-964-1399.

The Pennsylvania campus contracts separately with Bedford-Somerset Developmental and Behavioral Health Services 814-623-5166; for more information, contact the Student Services offices at the Bedford County Campus at 301-784-6200.

B. Additional On-Site Support - Students who are in need of emotional support and guidance are encouraged to contact Renee Gibson, Student Support Coordinator. In addition to students having a confidential and comforting space to express their challenges or struggles, students will also have access to information regarding Mental Health, community resources, referrals to mental health services (both on and off campus) and additional campus services that may be beneficial. Connect with Renee by calling 301-784-5206, emailing rgibson@allegany.edu or stopping by CC12.

Additional support services provided by the Student Support Coordinator include: intake/screening for students in crisis with a mental health need, or experiencing a personal problem; provide education and outreach to students, faculty and staff; confer with faculty/staff about students who may need mental health support and about student mental health generally; lx3 Team – identify at-risk students

and work with faculty/staff to develop intervention plans as needed regarding non-academic concerns; provide annual clery mandated statistics and end of year report; oversee the Student Counseling Program, including distributing information, tracing usage of online screening tool, and aiding off-site counseling partner(s).

C. Holistic Mental Health Network - Life can be challenging. Academic, work, and personal issues can interfere with our success. Allegany College of Maryland is committed to supporting students, faculty, and staff by offering comprehensive mental health services. This holistic network focuses on the wellbeing and resilience of each individual person, and is built upon a foundation of self-care. Picture it as a staircase; the first step begins with self-care (bottom) and builds toward crisis care (top), with steps of more help from others in-between. We urge you to see where you are on the continuum of care. Click on each "step" to see all the suggestions and resources available to you.

For Bedford County Campus Information:

- visit the BCC Holistic Mental Health Network page
- Printable PDF

For Cumberland Campus Information:

- visit the ACM Holistic Mental Health page.
- Printable PDF

D. Online Therapy for Veterans - Active duty military members and veterans experience a high rate of PTSD with as many as 34% suffering from this debilitating condition as well as other mental health issues, including addiction, anxiety, and depression. Given the troubling statistic that veterans are two times more likely than civilians to commit suicide, it's clear that not enough is being done to support our veterans and to ensure they receive the care that they deserve.

To learn more about online therapy services for veterans visit <https://www.onlinetherapy.com/therapy-for-veterans/> (Costs associated with Online Therapy are borne by the user.)

E. Family Crisis Resource Center – Allegany College of Maryland has partnered with the Family Crisis Resource Center (Cumberland) to provide easily accessible domestic violence and sexual assault support services to students. FCRC is a non-profit, nongovernmental sexual assault and domestic violence victim services organization. FCRC is available by appointment and in emergencies to help any student [or employee]. All FCRC services are free.

FCRC can be reached by calling (301) 759-9244. To learn more about Family Crisis Resource Center, visit <http://www.familycrisisresourcecenter.org/>

F. Screening for Mental Health – ACM recognizes that brief online screenings are the quickest way to determine if you, or someone you care about, should connect with a licensed professional. Think of these as a checkup from your neck up. Screenings include, depression, anxiety, alcohol & substance use, post-traumatic stress, eating habits and more. Immediately following the brief questionnaire, your results, recommendations, and key resources will be provided to better understand what you are feeling or experiencing.

Curious about your mental health? Take a free, anonymous and confidential Mental Health screening today by visiting <https://screening.mentalhealthscreening.org/allegany> .

G. Emergencies – Anyone who witnesses a medical or mental health emergency requiring immediate intervention should CALL 911 AND THEN CALL CAMPUS SECURITY @ X.5555. Health and safety are too important to hesitate, and you do not need permission to call 911. (NOTE: ACM does not provide transportation and/or hospitalization costs.)

National Suicide Prevention: 1-800-273-TALK (8255) 24/7 free and confidential support for people in distress, prevention and crisis resources for you or your loved ones, and best practices for professionals.

Crisis Text Line: Text “HOME” to 741741 (Free/confidential) A global not-for-profit organization providing free mental health texting service through confidential crisis intervention via SMS message. Available 24/7

Maryland Crisis Connect: 1-800-422-0009 / 1-866-411-6803 (or Dial 211 select option 1, for crisis help or resources.) Offers crisis intervention & linkage with local community resources, information and referral and telephone support for anyone experiencing a crisis. Assistance is available by phone, text, and chat.

Veteran’s Crisis Line: 1-800-273-8255 or 1-877-VET2VET If you’re a Veteran in crisis or concerned about one, caring & qualified VA responders are standing by to help 24/7. The Veterans Crisis Line is a free, anonymous, and confidential resource that’s available to anyone, even if you’re not registered with VA or enrolled in VA health care.

The Trevor Project: 1-866-488-7386 or text “START” to 678-678 A national organization providing crisis intervention and suicide prevention services to lesbian, gay, bisexual, transgender, queer & questioning (LGBTQ) young people under 25.

National Domestic Violence Hotline: 1-800-799-7233 Available 24/7 to talk confidentially with anyone experiencing domestic violence, seeking resources or information, or questioning unhealthy aspects of their relationship.

RAINN (Rape, Abuse, and Incest Natl. Network): 1-800-656-4673 The nation’s largest anti-sexual violence organization. Available 24/7. RAINN also carries out programs to prevent sexual violence, help survivors, and ensure that perpetrators are brought to justice.

Doctors on Demand: 24/7 access to doctors, psychiatrists, psychologists, therapists and other medical experts. Select and see your favorite providers right from your smartphone, tablet or computer. (While it’s free to sign up and check your coverage when you register, students are responsible for any costs associated with virtual care.)

H. Mental Health Resources - Resources at your fingertips! These resources will help you better understand mental health, suicide, substance use and more.

Feeling anxious, stressed, or down? Check out the Mental Health & Stress Management apps that can help to reduce stress, anxiety, and improve your mood through positive affirmations, motivational and inspirational quotes, breathing techniques, and more!

I. Private Referrals - local providers – A list of local mental health providers (Cumberland Campus) is available by contacting the Office of Student & Legal Affairs or the Nurse Managed Wellness Clinic. Selecting a private provider is the student’s choice; payment is the student’s responsibility.

8. Infectious Diseases Policy *(This policy is pending revision in FY22)*

This policy concerns infectious diseases/conditions that include (but are not limited to) measles, chickenpox, other rashes with fever, lice, hepatitis, flu pandemic, impetigo, pink eye, jaundice, and the like.

In an effort to protect the health and welfare of students, staff, and faculty at Allegany College of Maryland, students, staff, faculty, and their children who exhibit signs and symptoms of potential, acute communicable illnesses may not remain on campus and will be excluded from public areas,

classrooms, laboratories, college offices, and housing until the acute and/or contagious stage is over. (That determination must be made by a physician or Health Department official, who must provide written verification.) Exclusion from campus during this period will not only facilitate the recovery of the affected person, but it will also protect other from possible transmission to other persons, particularly those whose immunity to disease is already compromised (e.g., persons undergoing treatment for leukemia and other forms of cancer).

It is the responsibility of the infected individual to notify the Dean of Student & Legal Affairs* of the illness. The person will be asked to provide essential information such as when the illness/condition was contracted, from whom the illness/condition was contracted, and with whom the infected person has had contact. The Dean of Student & Legal Affairs will coordinate any campus-wide response that is needed with the appropriate officials (e.g., Health Department officials, the Wellmobile, the Vice President of Finance and Administration, the Senior Vice President of Instruction and Student Affairs, the Director of Residence Life, etc.) If necessary, Allegany College of Maryland will close until the medical crisis has passed.

*On the Pennsylvania campus, the Director of Student Services will accept notification and coordinate response.

Assuming hospitalization or other quarantine is not required, students will be encouraged to go to their permanent homes during this time and to contact their instructors to make arrangements for their assignments, tests, and other academic obligations. Please consult the relevant section of this Handbook and course syllabi for attendance policies.

(See Public Health Emergencies.)

D. RESIDENCY

POLICY

“Residency” is a legal designation that dictates the tuition that shall be charged to an individual credit student. Residency shall be designated for each full time, part time, and dually enrolled student. Each Allegany College of Maryland student shall have one residency classification. Allegany College of Maryland shall classify each incoming student as in-county, out-of-county, or out-of state for tuition purposes and shall create a process whereby the student may request a change in residency classification or appeal a current classification. This classification and process shall fully comply with the Annotated Code of Maryland and COMAR (including terms and definitions where applicable). Students who are under the age of eighteen years or who are financially dependent upon another person shall be classified in accordance with the residency of the parent, legal guardian, or person upon whom s/he is financially dependent. This policy applies to all Allegany College of Maryland students regardless of which campus or instruction site the student primarily attends.

A student’s residency shall be classified upon enrollment at Allegany College of Maryland by the Office of Admission & Registration; this classification shall be determined using information provided by the student on his/her admissions application. This classification upon enrollment creates a rebuttable presumption, and the classification remains in effect as long as the student remains enrolled at the College unless/until the student’s domicile changes. If the student disagrees with the classification or if the student’s domicile changes, the student may petition for a change in residency and has the burden of showing by clear and convincing evidence that the classification is inaccurate. Petitions to change the residency classification shall be made to the Office of Student & Legal Affairs and must be submitted before the end of the semester for which the change is requested; the student shall be required to submit the necessary documentation with the petition to change residency.

To be eligible for a change in residency, the student must satisfy the following criteria:

- 1.) That the student’s domicile or the domicile of the person upon whom the student is financially dependent is located in the locality being claimed; and

- 2.) That the student or the person upon whom the student is financially dependent has maintained this domicile for three months prior to the start of the semester for which the change is requested; unless
- 3.) The student or the person upon whom the student is financially dependent qualifies for an exception or special provision.

After reviewing all the information and any documents provided by the student, the Vice President of Student & Legal Affairs shall determine whether the residency criteria being requested has been met; the decision shall be made in writing and communicated to the student in person, in writing, or electronically. Any student who wishes to appeal this decision may petition the Student Services Appeal Committee via existing committee procedures; the committee's decision is final.

Any student who provides incomplete, false, and/or misleading information related to residency may have his/her residency classification reverted to its original classification and may be subject to disciplinary action pursuant to the Code of Student Conduct. If a reduced tuition rate was obtained as a result of the incomplete, false, and/or misleading information provided, the College reserves the right to retroactively adjust the correct tuition rate for each semester affected.

The Offices of Admissions & Registration and Student & Legal Affairs shall create procedures to implement this policy as it applies to their specific responsibilities. The procedures must be consistent, and all residency determinations must be documented and stored for no less than five years.

Students are required to notify the College of any address change.

The definitions noted below apply to this policy.

DEFINITIONS

DOMICILE is a student's permanent place of abode, where physical presence and possessions are maintained with the intention of remaining indefinitely, or the permanent place of abode of any person or persons contributing more than ½ of the student's financial support during the most recently completed year. (This definition is derived from COMAR.)

Requirements for domicile to be established:

- a. The student* has made the new place of abode his/her permanent home;
- b. The student* has abandoned his/her former home state/county;
- c. The student* intends to reside in the new place of abode indefinitely; and
- d. The student* intends to reside in the new place of abode for a purpose other than attending Allegany College of Maryland.

*or the person or persons contributing more than ½ of the student's financial support during the most recently completed calendar year.

FINANCIALLY DEPENDENT means another person provided 51% or more of the student's financial support and/or claimed the student on the most recent year's tax return.

COUNTY means a political subdivision of the State that supports a community college and the total of all counties that support a regional community college under Annotated Code of Maryland Education Article 16-302. (This definition is derived from COMAR.) (Allegany College of Maryland is not a designated regional community college.)

COUNTY RESIDENT means a student who has maintained a domicile in the county or region served by the college for at least 3 months before the date of enrollment at a college. (This definition is derived from COMAR.)

MARYLAND RESIDENT means a student who has maintained a domicile in Maryland for at least 3 months before the date of enrollment at a college. (This definition is derived from COMAR.)

Special Provisions to qualify for Maryland residency unless the designation is changed by law or state regulation:

- Active duty military personnel and their dependents where the active duty member is stationed in Maryland, resides in Maryland, or is domiciled in Maryland;
- A dependent of an active military member who remains continuously enrolled after the active duty member no longer qualifies.
- Honorably discharged military veterans and their dependents within four years of the veteran's discharge and where the veteran can document (1) evidence of attending a public or private secondary school in Maryland for the last three years and graduated from a public or private secondary school in Maryland or received a high school equivalence diploma in Maryland and (2) resides or is domiciled in Maryland;
- National Guard member who is a member of the Maryland National Guard and who serves to provide a Critical Military Occupational Skill or is a member of the Air Force Critical Specialty Code.
- Military veterans in accordance with federal law and regulations;
- A student enrolled in a program designated by the Maryland Commission on Higher Education as a health manpower shortage or statewide designated program;
- A student from outside the State who enrolls as part of a reciprocity agreement negotiated between Maryland and another state;
- A student from outside the State who enrolls in an education program leading to licensure in nursing and who furnishes a surety bond or guaranteed promissory note in accordance with COMAR rules;
- A student who resides in Maryland but does not otherwise meet in-state residency requirements and is a full-time public school teacher employed by Allegany County Board of Education for less than one year and the course/program is required by the state or Allegany County to maintain the teacher's position with the Board of Education; and
- A student who has moved to Maryland as an employee or family member of an employee as part of Base Realignment and Closure process.
- A student who is qualified under the Maryland Dream Act.
- A returned Peace Corps volunteer who is domiciled in the State of Maryland.
- Any other designation pursuant to federal or Maryland law or regulation.

ENROLLMENT means a student has processed the registration forms and the [course] schedule is either provided to the student or made available to him/her online. (This definition is derived from the College's FERPA policy; however, the Office of Admissions & Registration may classify an applicant's residency upon receipt of the admissions application, and this classification becomes the formal designation when a course schedule is received.)

OUT-OF-STATE RESIDENTS shall be any other person for residency purposes. Students whose domicile is located anywhere except Maryland shall have their residency dictated by the laws of their respective state or commonwealth unless a special provision for Maryland residency applies.

REQUIRED TERM OF RESIDENCY: three (3) consecutive months immediately prior to enrollment.

BURDEN OF PROOF: the student has the burden of proving by clear and convincing evidence that s/he satisfies the requirements for the requested residency change.

*Approved by Advisory Policy Team(s) 10/01/14 (S&LA)
12/04/14 (AEM)*

Approved by President's Advisory Team 02/10/15

Approved by Board of Trustees 02/23/15

Implementation Date 07/01/15

Revised per Maryland law 2022

Approved by Board of Trustees 06/20/22

E. STUDENT LIFE

1. Introduction

Student Life incorporates a broad range of social, cultural, and educational programs in an attempt to meet the needs of the diverse student population at Allegany College of Maryland. The Director of Student Life serves as a liaison between the Student Government Association and other areas of the College community including the administration, faculty, and staff members. Each year the Office of Student Life distributes funds to support the following areas: recognized clubs/organizations on campus, athletics, intramurals, scholarship programs, tutorial services, and numerous student activities sponsored throughout the school year. Additionally, the Office of Student Life coordinates: New Student Orientation programs, Red Cross Blood Drives, Drug, Alcohol and AIDS Awareness programs, and more. All student activities sponsored by the Student Government Association and the Office of Student Life are offered to students for free or at a reduced cost with a valid ACM student ID.

As a student of Allegany College of Maryland, your activity fee supports:

- Campus clubs and organizations that are officially recognized by the Student Government Association (SGA);
- Varsity sports for men and women;
- Co-Ed Intramural Program
- Tutoring Program;
- All SGA sponsored activities (including picnics, performances, speakers, etc.);
- Blood Drive (hospitality area);
- Student Advocacy Day;
- All-College Awards Reception.

You receive:

- Free or reduced admission to all Student Government Association sponsored events (w/valid ACM student ID);
- Free admission to all sporting events (w/valid ACM student ID);
- Gymnasium privileges (gym, pool, and Wellness Center);
- Free rental of gym clothes and equipment;
- Free tutoring in all subjects;
- Counseling Services
- Online Health/Mental Health Resources

A student on academic probation may not hold appointive or elective offices in any student organization. During the period of probation and unless the grade point average was at least 1.50 for the preceding semester, a student may not perform any task in an extracurricular activity which requires more than three hours during any one week.

2. Orientation

All incoming first semester students are expected to participate in an orientation program. The purpose of these orientations is to inform students about academic, social, and general College policies affecting their growth and success at the College. Orientation is hands-on, interactive, and conducive to making new connections. Interested students may register online; additionally, orientation programs are available to students attending the Bedford County Campus.

3. Student Government Association

At Allegany College of Maryland, the Student Government Association (SGA) functions as the governing organization of the student body. It serves as a means of participation in College governance with the faculty and administration, and it acts on behalf of the students. Additionally, SGA allocates student activity funds, supervises elections, coordinates campus social activities, and approves new campus student organizations.

Any student of Allegany College of Maryland who plans to seek office or serve on the Student Government Association must maintain a cumulative grade point average of 2.5 or higher. In addition, a minimum of six hours of credit instruction must be attempted and successfully completed each semester in order to serve. Students elected to serve must not be on academic or disciplinary probation.

Supplemental Information

In addition to serving as liaison between the student body and College administration, the SGA allocates student activity funds, coordinates campus social/educational activities, and approves new campus student organizations. The student activity program is developed according to student interest and available resources. Social life is important to the college student, and a number of informal and formal activities make up the social calendar of the College. The SGA also funds a wide variety of clubs and organizations, including many of those listed below.

Students are welcome to attend any Student Government Association meeting and may contact any SGA member with ideas for new activities. Volunteers staff student activities, such as picnics and "Stress Busters" and "willing workers" should contact any SGA member or Erin Yokum, Director of Student Life. Written suggestions and comments can be sent via campus mail to Erin Yokum. The Student Government Association meets weekly. Contact Erin Yokum for meeting dates and times.

During the Spring semester, prospective members are nominated by students, faculty, and staff for the following academic year term. Once nominations are received, the Advisor determines eligibility as defined above. A total of 15 students may serve on the SGA in any given year. If there are more than 15 qualified nominees, the nominee's names will be placed on a ballot and students will have the opportunity to vote to determine the 15 representatives. Should positions still be available at the beginning of the Fall semester and/or Spring semester, the Advisor may extend the opportunity for nominations over the Summer and into the first 2 weeks of the Fall and/or Spring semester. 1st semester students may be considered for appointment if there are not 15 members currently serving. They may petition the SGA, and must be voted on by simple majority of current SGA membership. At the end of their first semester, they must have completed at least 6 credit hours and earned a GPA of 2.5 or higher to continue to serve on SGA during the Spring semester.

For students at Bedford County Campus, contact the student services office for more information about the specific services, activities, and events organized at this location.

4. Student Clubs/Organizations

The SGA funds a wide variety of student organizations/clubs. Clubs are listed below as either non-academic, which means that they are open to all students, regardless of the students program of study or academic, which means that membership is based on the student being enrolled in that specific program of study. New groups are welcomed, too!

If your interest(s) are not reflected in the list below, you could start a new student club/organization. Interested students should see section 5 for the club recognition process, or contact, Erin Yokum, Director of Student Life, at her office in the college center, room CC-12, or email @ eyokum@allegany.edu.

*= Clubs/Organizations pending submission of required club/organization paperwork to and approved by SGA.

Non-Academic Clubs (<i>Open to All Students</i>)	Club Advisor	Advisor email: xx@allegany.edu/ phone extension: 301-784-XXXX
STUDENT GOVERNMENT ASSOCIATION (SGA)	Erin Yokum	eyokum / 5205
Advocates 4 Christ	Levi Feaster	lfeaster / 5329
Alpha Sigma Lambda, Kappa Theta Chapter	Melody Gaschler	mgaschler / 5697
Choir	Melody Gaschler	mgaschler / 5697
Culture Club	Miheala Wood	mwood / 1594/5301
Cyber Security Club	Jerry Hoover/ Richard Soderman	jhoover2 / 5103 & rsoderman / 5330
Honors	Meloday Gaschler	mgaschler / 5697
Peace Club	Diane McMahan / Dr. Stephen Gibson	dmcmahon / 5306 sgibson / 5208
Phi Beta Lambda (<i>Future Business Leaders of America</i>)	Josh Leibfreid	jliebfreid / 5125
Phi Theta Kappa, Omicron Pi Chapter (Comm. College Honor Society)	Melody Gaschler / Erin Yokum	mgaschler / 5697 eyokum / 5205
Philosophy & Ethics Club	Jason Brady	jbrady / 5302
P.R.I.D.E. (GLBTQ/Ally Club)	TBD	Contact eyokum / 5205 until advisor named
Psychology Club	Patsy McKenzie	pmckenzie / 5114
Science Club	TBD	
Veteran Support Club	Erin Yokum / Beth Nightengale	eyokum / 5205 bnightengale / 5209
Volunteer Club	Diane McMahan	dmcmahon / 5306
Academic Clubs (<i>Membership based on Program of Study</i>)		
C2J (Criminal Justice & Criminology Club)	Scott Golub	sgolub / 5172
Forestry Club	Marie Perrin-Miller	mperrin / 5256
Human Services Club	Annette Clark	aclark / 5558
Medical Assistant Club	Amanda Hoover / Lisa Humbertson	ahover5 / 5686 lhumbertson / 5319
Medical Laboratory Technology/ Biotechnology Club	Stacey Rohrbaugh / Windi Wilson	srohrbaugh / 5547 wwilson / 5548
Nurse's Christian Fellowship Club	Karisa White / Michelle Harvey	kwhite4 / 5089 mharvey / 5570
Paralegal Student Association	Brandon James Hoover	bhoover / 5265/5300
Physical Therapy Assistant Club	Dr. Karin Savage	ksavage / 5535
Psi Beta (Community College National Honor Society in Psychology)	Patsy McKenzie	pmckenzie / 5114
Respiratory Therapy Club	Paula Fuller	pfuller / 5522
SAHDA (Student American Dental Hygienists' Association)	Jennifer Thompson	jthompson / 4452/5546
Student Nurses Association	Karisa White / Michelle Harvey	kwhite4 / 5089 mharvey / 5570
Student Occupational Therapy Assistant Club (SOTA)	Laurie Deckers	ldeckers / 5626
TEACh (Teacher Education Club)	Robin Seddon / Kate Tummino	rseddon / 5362 ktummino / 5310

NOTE: If your interest(s) are not reflected here, you could start something new and exciting. For further information on the particulars of starting a new club or about the various programs listed above, please see Erin Yokum, Director of Student Life (College Center Room 12) or email eyokum@allegany.edu

5. Procedures for Recognition of Student Organizations

Holding an Interest Meeting

Any student with an interest/hobby/passion not reflected in the above list of student clubs/organizations is strongly encouraged to explore forming a new student group by following these steps.

First, submit a Proposed new Student Club/Organization Interest Meeting Request Form to the Director of Student Life. This form must identify at least one (1) current ACM student in good standing (not on academic probation, continued academic probation, or suspended) and the signature of an ACM faculty or staff member to serve as the proposed organization's advisor. The Director of Student Life will review the request and can authorize an interest meeting (or multiple meetings if requested on the form). Permission to hold an interest meeting does NOT give the group official recognition by the College or the SGA.

Next, the student(s) and the designated advisor will reserve a campus room, schedule the interest meeting, and promote the meeting to fellow students. All such meetings must be open to any interested student. See "Student Communication and Publications" below for information about how to publicize the interest meeting.

Next, at the interest meeting, the organizers explain the intended group's purpose, solicit other interested students to join, select a group name (if not already selected), and start writing a constitution & by-laws to govern the group's activities. By the conclusion of the interest meeting(s), the organizers should decide if they are prepared to apply for recognition as an ACM club/organization.

Applying for Recognition as an ACM Student Club/Organization

The following is the process for becoming a Recognized Student Club/Organization by Allegany College of Maryland:

1. Submit the Application for Recognition as a New Student Club/Organization to the Director of Student Life. The Application for Recognition as a New Student Club/Organization contains the following information:
 - a. the Name & Purpose of the Organization;
 - b. the Constitution & By-laws for the Organization, which will govern the Organization's operations;
 - c. the Officers for the Organization;
 - d. the names, student ID#s, and email addresses of all proposed members who are current ACM students in good standing at the College (a minimum of five (5) students is required);
 - e. the signature and contact information of the proposed faculty or staff advisor;
 - f. the names of the ACM faculty and/or staff members that should have access to the Organization's College account in WebAdvisor; and
 - g. the information regarding national, state, or local affiliations with any group or persons not connected with the College, if applicable.
2. Once received, the Director of Student Life then presents the Application to the Student Government Association for consideration. The SGA shall consider and verify the Application and may request that the petitioners appear before them to provide information and answer questions regarding the proposed organization.
3. The SGA will then vote to either approve or deny the Application. **The name of the College may not be used by the organization until the organization has been officially recognized by the College.**
4. Once approved, the Organization is then considered to be officially recognized by the College and may begin to conduct business as such. A Club Account will be created through the Finance Office, which the Organization will then use to account for any monies raised/spent by the Organization.
5. If denied, the SGA will notify the petitioners of the reasons that the proposed Club/Organization was denied. The students that proposed the new student Club/Organization may then make any changes necessary and resubmit their Application if desired.
6. Any changes to the Club/Organization's Constitution and/or By-Laws **MUST** be approved by the SGA.

Privileges of Official Recognition

Official recognition by the College grants the following privileges to College organizations, subject to College procedures and regulations:

- the use of College facilities rent free;
- the use of a College Account to deposit all funds for the Organization;
- the right to request a funding allocation from the SGA;
- the right to publicize events on campus (see Policy on Student Publications and Sales);
- the right to establish dues and money-raising projects within the limits of College rules and regulations.

Maintaining Recognition

At the beginning of each Fall and Spring semester, the club/organization must submit to the Director of Student Life, a Member Update Form, which contains an updated list of club/organization members and officers, as well as the signature of the club/organization's advisor. Any changes to the club/organization's Constitution/By-Laws or outside affiliations must also be filed with the Director of Student Life.

"Students may join any club/organization at any time during a semester; the club/organization officer(s) are responsible for maintaining an accurate roster of all members for submission at the start of the next semester."

Student Club/Organization Status

The College via the SGA (which bestows College recognition as detailed above) reserves the right to modify the recognition and status of a student club/organization. Any person with a concern about the operations/ activities of an ACM student club/organization shall contact the Director of Student Life, who may request a written statement detailing the concern. Any modification by SGA must be done by majority vote in an open meeting to which the club/organization officers are invited; absent a showing of misconduct, SGA decisions are final.

Recognized/Active: the club/organization has submitted all the paperwork and been approved by the Student Government Association. At the beginning of each Fall and Spring semester, the club/organization must submit a Member Update Form to the Director of Student Life. The Member Update Form contains a list of all the student members, a list of officers, certification that there have been no changes to the Constitution/By-Laws, and the advisor's signature.

Probation: the club/organization has not submitted its Member Update Form for the semester. Probation status allows the club/organization to continue functioning with rights and privileges but serves as notice that the club/organization's status is in jeopardy.

Inactive: the club/organization has not submitted its Member Update Form 2 semesters in a row. Rights and privileges are suspended pending submission of a Member Update Form, at which time its status is restored to Recognized/Active.

Defunct: the club/organization has been designated as "Inactive" 2 semesters in a row, has lost all rights and privileges, and has lost all funds accrued. (Any funds in the club/organization's account will be transferred to the SGA.) The club/organization must reapply for recognition following the same process described above.

Suspended: the club/organization violated ACM policy or SGA rules/procedures. Rights and privileges are suspended pending submission of an action plan addressing the violations and appropriate corrective action.

Revoked: the club/organization has engaged in improper fundraising/sales (see below) or has violated other ACM policies or SGA procedures while on probation or suspension. Revocation means the club/organization has lost all rights and privileges and has lost all funds accrued. (Any funds in the club/organization's account will be transferred to the SGA.) The club/organization must reapply for recognition following the same process described above.

6. Student Communication (General Information)

Students have multiple venues for communicating with other students, faculty, and staff. Aside from face-to-face conversations, students may receive and/or issue information via WebAdvisor, the College website (www.allegany.edu), email, telephone, student newsletter(s), bulletin boards, fliers/notices, D2L/Brightspace, social media, and faculty-staff mailboxes. (NOTE: with the exception of Willowbrook Woods residents, students do not have mailboxes on campus.) When engaging in verbal or written communication, all students are bound by relevant ACM policies such as the Student Communication Policy, Technology Resource Policy, First Amendment Policy, Code of Student Conduct, and other policies contained elsewhere in this Student Handbook. Federal, state, and local laws also apply (eg. copyright).

Communications related to an academic course should be managed as directed by the particular instructor and/or course syllabus. *See Student Communication Policy (Section H).

7. Student Publications

ACM events, programs, activities, and publications may be promoted by a student club/organization via some/all of the tools listed above. Such materials must identify the authorized club/organization before being communicated on or off-campus. Whenever possible, ACM events, programs, activities, and publications should utilize the College's Desktop and Print Shop services.

Non-ACM events, programs, activities, and publications (eg., fliers) must be approved by the College's Advancement/Public Relations Office which has discretion to determine whether the item(s) may be promoted, consistent with other ACM policies/procedures. All such notices/fliers/posters must be stamped by that Office; generally, they are approved unless they conflict with College policy/procedure, conflict with the College's interest in promoting an educational atmosphere, contain obscenity, promote illegal activity, or endanger the safety/security of persons or property. (Exception: for handbill distribution, political signs, religious tract dissemination, and the like, refer to the First Amendment Policy and the Office of Student & Legal Affairs.)

Business solicitations and commercial sales are not permitted on campus.

Authorized notices/fliers/posters may be posted on designated bulletin boards throughout the campus; anyone wishing to post a notice on a special purpose bulletin board (eg., faculty office boards) must obtain the proper College Official's permission. notices/fliers/posters may not be hung on walls, windows, or other areas without advance permission from the proper College Official (often the Physical Plant Director). The person/entity posting notices/fliers/posters is responsible for removing the materials immediately following the event, program, or activity being promoted.

The College reserves the right to refuse any promotional endeavors. Any person who disputes a decision by the College to refuse or restrict campus communication and publication may challenge that decision via the Employee Complaint Policy, First Amendment Policy, or similar recourse.

8. Fundraising and Sales *A college-wide policy on solicitation (including any club fundraising/sales) is pending final approval. When official, the new policy will guide the procedures for clubs.*

Students may engage in fundraising or sales of goods/services only in the following circumstances:

- Student club/organization – with approval by the Director of Student Life
- Charitable organization / cause directly affiliated with student(s) for a specific, identified purpose – with approval by the Director of Student Life
- One-time sale/lease of personal property
- Special or unique situations – with approval by the College President

All funds raised by student clubs/organizations must be for a designated (and approved) club/organization purpose; all funds must be deposited into an approved ACM account; no funds may be dispersed for the personal benefit of any club/organization member; and all financial transactions must be conducted in compliance with guidelines established by the Director of Student Life in consultation with the Finance Department.

Business solicitations and commercial sales are not permitted on campus.

NOTE: Financial Aid accounts in the campus Bookstore are for the direct educational expenses of the student whose name is on the account or for whom a Financial Aid refund is anticipated. Misappropriation of those dollars for any other purpose is not permitted.

Student clubs/organizations who violate these provisions are subject to the suspension or revocation of their privileges and/or recognition status. Any student who violates these provisions is subject to disciplinary action under the Code of Student Conduct.

F. FIRST AMENDMENT POLICY

BACKGROUND AND PURPOSE

Allegany College of Maryland honors the United States Constitution and recognizes its responsibility as a public institution to protect the rights articulated in the First Amendment: freedom of speech, religion, assembly and association within the context of its educational mission and without preferential treatment. This policy highlights how persons can exercise their speech and expressive rights with reasonable time, place, and manner restrictions free from discrimination or unconstitutional content-based restrictions by the institution. Allegany College of Maryland values the exchange of ideas and encourages all students, employees, and community members to value the principles of free speech and expression – including speech and expression with which an individual might disagree, which is controversial, or which an individual might find personally offensive.

POLICY

I. Scope of the Policy

This policy applies to constitutionally protected expressive activity as defined herein. This policy applies to all students, faculty, staff, and any person lawfully on College property which includes all campuses, instructional sites, and any property owned or managed by Allegany College of Maryland including – but not limited to – buildings, parking lots, access roads, vehicles, and fields/lawns. The words “on campus” encompass all such properties. This policy applies to both planned and spontaneous events/activities as well as any College-sponsored or College-sanctioned activity or event which creates a public forum.

II. Policy Statement

Allegany College of Maryland shall not interfere with the rights of persons lawfully on campus to engage in constitutionally protected expressive activity subject to reasonable time, place, and manner restrictions which are designed to preserve health, safety, orderly operations, and fairness in managing campus events and activities. No constitutionally protected expressive activity shall be restricted based on content or viewpoint.

III. Expressive Activity

Protected expressive activity includes any event/activity that is covered by the First Amendment and First Amendment law. Examples include: speeches in the public square, demonstrations, rallies, vigils, distribution of literature/pamphlets, collecting signatures on petitions, art, performance art, chalking, symbolism of protected expressive activity, funding of student clubs/organizations, and campaigning for public office.

Unprotected expressive activity includes any event/activity that is unlawful or designed for commercial benefit. Examples include threats, inciting violence, inciting lawlessness, “fighting words” designed to incite a breach of peace or violence, discriminatory harassment, obscenity, libel/defamation, vandalism, advertising, and for-profit sales.

IV. Events

Planned protected events must be sponsored by a College employee constituency group, academic program, credit course, or recognized student club/organization. The individual or group must be identified as the sponsor or host and must comply with planning procedures including facility usage and risk assessment.

Spontaneous, protected events are permitted; a person or group must identify himself/herself/itself as the organizer or responsible party upon request by a College Official if communication becomes necessary or if a health or safety issue arises.

Events which are supported by college funds must be open to all employees and students unless seating or space capacity is limited; in such cases, the individual or group is responsible for managing occupancy and access.

All events, planned and unplanned, must comply with the time, place, and manner restrictions described herein.

V. Time, Place and Manner Restrictions

In order to maintain healthy, safe, and orderly learning as well as institutional operations, the College adopts the following reasonable time, place, and manner restrictions on protected expressive activity:

- Sponsor(s)/Organizer(s) are responsible for the event/activity including any materials; the College is not required to provide any equipment, materials, supplies, publicity or personnel.
- Events/activities are not permitted when the College is closed.
- Events/activities are not permitted in classrooms, study labs, libraries, or other learning spaces.
- Events/activities are not permitted in private offices.
- Events/activities may not disrupt educational activities or orderly operations.
- Events/activities may not endanger the health or safety of any person.
- No person may be compelled to participate.
- Events/activities may not interfere with the free flow of pedestrian or vehicular traffic.
- College property may not be defaced or damaged; banners, signs and the like may not be permanently affixed or attached to any College property, and they must be removed at the conclusion of the event/activity.
- Participants must comply with health/safety directives from authorized College Officials or local officials.

VI. Institutional Requirements, Permissions, and Prohibitions

The College must

- Approve a planned event request event/activity unless the expressive activity event violates College policy, presents an imminent, credible threat to the community, or is deemed unhealthy/unsafe pursuant to risk management assessment; if the event/activity request is denied, the College must notify the sponsor(s), provide the reasoning, and provide an opportunity to appeal.

The College may

- Prevent or cancel any activity/event if there is an imminent and credible threat to the community that cannot otherwise be mitigated.
- Take action during any event if protests or counter-speakers undermine the rights of speakers or their sponsors. The College will not allow a lawful First Amendment activity to be interfered with by others. Reasonable steps will be taken to preserve the speech/expressive rights of all persons.
- Charge facility rental fee – as long as the fee and process are consistent for all persons/groups
- Assess other fees/costs as necessary. Examples include restitution for damaged property.

The College may not

- Make decisions based on the content of any speech/expressive activity related to:
 - > First Amendment activities/events
 - > Student club/organization funding
 - > Facility use or rental
 - > Funding, grants, procurement, and/or
 - > Personnel decisions
- Take adverse action against an employee who speaks/acts in their individual capacity on a matter of public concern.

VII. Procedures

Allegheny College of Maryland shall adopt necessary procedures to implement this policy.

VIII. Other Provisions

The exercise of any right or activity covered by this policy by a person or group does not constitute endorsement by Allegheny College of Maryland, and Allegheny College of Maryland reserves its own rights under the First Amendment. Only persons authorized to speak or act on behalf of the College may claim to represent the views of the College or use College logo, letterhead, or other copyrighted/trademarked property.

The College assumes no liability for the event/activity or the actions of any participant.

Nothing in this policy shall be construed to limit or infringe on academic freedom as understood and applied in higher education.

Nothing in this policy shall be construed to limit or silence the expression of an individual's personal opinion/beliefs in casual conversation, in the classroom, in assignments, in chartered student organizations, in College committees, in private actions that are not intended for public viewing/consumption in attire, with jewelry, or other symbolic means as long as the activity does not violate policies as described below, laws, or course syllabi or endanger the health/safety of any person.

Application of this policy may directly or indirectly require the application of other institutional policies; nothing in this policy shall be construed to prohibit the application of related policies which include, but are not limited to the policies listed here. If the application of this policy conflicts with the application of another institutional policy, the College will make a good faith effort to comply with all mandates and legal requirements. Related policies: Non-Discrimination, Sexual Misconduct and Sex Discrimination Policy (Title IX), Safety Risk Policy, Code of Student Conduct; Alcohol and Drug Policy, HR policies, Academic Regulations, Personal Electronic Account Privacy Protection Policy, FERPA Policy.

Criminal act(s) may be reported to law enforcement for criminal investigation/prosecution, and the College has discretion to pursue a criminal charge(s) via local court. Nothing in this policy shall be applied or interpreted to restrict or interfere with any police investigation, criminal prosecution, or civil legal action initiated by law enforcement or third parties.

V. Administration of Policy

The Dean of Student & Legal Affairs is responsible for the implementation, administration, and oversight of this policy in consultation with other College Officials and/or General Counsel as needed. Questions, concerns, and reports of non-compliance should be promptly reported to the Office of Student & Legal Affairs.

IX. Changes

Substantive changes to this policy require approval by the Board of Trustees; editorial changes, title/ position changes, and/or changes to its implementation procedures may be made as required by federal or state mandate and/or institutional need with timely notice to students and employees.

G. STUDENT COMMUNICATION POLICY

Background

Allegany College of Maryland must have efficient and timely methods of communicating with students. The advancement of technology facilitates communication while simultaneously saving money. These advances permit information to be shared quickly and easily for the benefit of students and the College generally; the College is committed to promoting effective communication campus-wide.

Allegany College of Maryland recognizes importance, frequency, and ease of students' communication with fellow students, College officials, and members of the public. Allegany College of Maryland also recognizes the widespread use of the internet and electronic devices to interact with other people through text, images, and sound. While these media have numerous positive benefits for students, technology carries risks such as:

- interference with orderly academic endeavors,
- inappropriate disclosure of confidential information,
- inappropriate disclosure of personal information and/or photographs,
- inappropriate and/or unauthorized publication(s),
- dilution of professional, academic relationships,
- damage to the College's reputation in the community,
- damage to personal relationships,
- violations of the Code of Student Conduct,
- violations of local, state, and federal laws such as copyright or trademark infringement,
- civil liability for torts such as defamation,
- violations of website rules / terms of service, and
- jeopardizing future employment.

POLICY

Whenever possible, Allegany College of Maryland will communicate with students electronically. Examples include email, E-safe, college website, other internet presence, and student portal; this policy shall apply to new technological methods of communication as they are developed and adopted. The College will provide the necessary infrastructure for appropriate tools. (See Technology Resources Policy for details.) Such methods of communication shall constitute official communication by the College and may replace paper communication wherever paper communication had previously been required and/or used.

** All College employees are strongly encouraged to use electronic means to communicate with students.

** All students are required to monitor their College electronic communication tools regularly and frequently; it is the students' responsibility to read all communications and to respond as necessary.

As members of the College and the larger community, students are expected to communicate with others using the means and manner consistent with the standards of an institution of higher education; Allegany College of Maryland is a place of learning, and activity which inhibits or interferes with learning or other College functions will not be permitted.

Students shall not use any means of communication to abuse, harass, threaten, bully, or otherwise harm any person. (See Code of Student Conduct for details.)

Students shall not use any means of communication to disrupt instruction, learning, or other College functions; likewise, priority shall be given to uses of electronic communications and/or technology which promote academics.

The personal use of the internet and/or electronic devices by students **outside the classroom or other learning sites** shall not be infringed; such **personal** use shall not constitute official College communication, and the College is not responsible for the content of students' personal communications. However, the College reserves the right to act upon personal student communications when such communication has a negative impact upon any official function of the College including instruction, health, safety, and public relations. Nothing in this policy shall be construed to restrict any person's right to avail themselves of civil remedies.

Students shall not use the College's logo(s), trademarks, letterhead, or other intellectual property without prior consent from the authorized College official. Students shall not create an internet presence or a publication that purports to be official or authorized by the College without prior consent from the authorized College official.

Related Allegany College of Maryland policies maintain their full force and purpose (eg., Technology Use Policy, First Amendment Policy, FERPA, HIPAA, career program curricula/handbooks, Code of Student Conduct, etc.).

H. RESIDENCE LIFE

Allegany College of Maryland offers on-campus student housing for full-time students. Willowbrook Woods is a garden-style apartment complex comprised of five apartment buildings of three floors as well as a Clubhouse. *Each apartment includes a kitchen, living room, balcony, four private bedrooms, and two bathrooms. The Clubhouse has a lounge area with TV, vending machines, and laundry facilities for residents.* Residence Life Staff offer a multitude of services for on-campus residents such as educational and social programs, academic support, campus and community referrals, and more. Residents and eligible guests are permitted to enter Willowbrook Woods via the Gatehouse, which is staffed 24 hours a day by Campus Security Staff when the complex is open. Tobacco, alcohol, and other drugs are prohibited at Willowbrook Woods. *Detailed information about Residence Life and living in Willowbrook Woods is located in the Housing Guide found online.*

Applications are available by visiting <https://allegany.edu/student-housing/>

I. OFF-CAMPUS HOUSING

For students looking for living accommodations off campus, the Office of Student & Legal Affairs maintains a list of off-campus housing options. This list is a collection of off-campus, private housing from area landlords. The College maintains the list for convenience purposes and the College assumes no responsibility for the condition of housing listed and does not make inspections. The College is not involved in any way with the contractual relationship between the student and the landlord/manager. Upon request, the list is mailed (or emailed) to prospective students and/or can be picked up at the office. Students are also encouraged to check with the local newspaper and realtors for additional listings. For further information on off-campus housing, please contact the Student & Legal Affairs' office at 301-784-5206.

All College policies – including the Code of Student Conduct – apply both on and off campus.

J. CALENDAR OF EVENTS

A calendar of events is created and publicized on the calendar on the College's website under ACM Events. Students are encouraged to use the online calendar to plan their activities – recreational, sporting, and educational. Students are also notified of upcoming events sponsored by the office of student life and the student government association via their student email.

K. VOTER REGISTRATION

Allegany College of Maryland supports full civic engagement by its students. Whatever your position on matters of public interest, VOTE! Staff members in the Admissions/Registration Office, Business Office, and the Continuing Education Registration Office can supply the voter registration form. Help is available if you need it (to register or to change your information). Maryland residents can also register to vote

online at http://www.elections.state.md.us/voter_registration/students.html ; if you live in another state, you can register to vote online via <http://www.rockthevote.com/voter-registration/online-application-system/online.html> .

It is easy and free!

To learn more, email dmcMahon@allegany.edu or eyokum@allegany.edu .

L. USING PUBLIC TRANSPORTATION

As a student at Allegany College of Maryland who does not have your own vehicle or use of a vehicle sometimes, you may use public transportation to get to/from campus. Please use this resource to help you manage your transportation needs as affordably and peacefully as possible.

Allegany County Transit offers Allegany College of Maryland students a Semester Pass with unlimited rides on the fixed bus route for \$180.00 per semester. Passes can be purchased by mail, in person at the Transit office, or online. For more information about bus routes, passes, hours of operations, and more, contact Allegany County Transit at (301) 722-6360 or visit their website www.gov.allconet.org/act

Bus / Allegany County Transit

- Information: <https://www.alleganygov.org/315/Transit>
- The bus stops at “the circle” by the flagpoles outside Humanities
- Bus schedules are posted on bulletin boards on campus and can be found on their website
- Be on time for the bus you need; drivers cannot wait for you.
- Have your fare ready. You need exact change
- **It costs \$2 (one way) to ride the bus.**
Frostburg State University students pay their fares via a fee through the university, so they simply show their FSU ID to board.
- Board the bus one at a time. The driver needs to verify that each passenger has paid the fare.
- Not paying your fare is stealing!
- You can purchase a bus pass in the ACM Bookstore.
- You must wear a seatbelt – ACT regulations.
- You must be able to hold/secure all property/packages/parcels.
- Eating, drinking, and smoking/tobacco use are not permitted on the bus.
- Do not distract the driver or interfere with the bus’ safe operation.
- Be courteous at all times and follow directions.
- If you do not follow the rules, you will not be allowed to ride the bus. Some violations could be reported to ACM and result in disciplinary action.

Taxis / Crown, Frostburg, Queen City

- Only call for a taxi if you need one; don’t call a cab and then decide to get another ride. It costs gas for them to come to you!
- Find out how much your total fare will be or get an estimate if possible.
- If sharing a taxi, agree in advance how much each passenger will pay; then be sure to pay your fair share.
- Not paying your fare is stealing!
- Do not distract the driver or interfere with the taxi’s safe operation.
- Be courteous at all times and follow directions.
- Violations could be reported to ACM and result in disciplinary action.

Uber / Lyft / Ride-Sharing

Students should exercise extreme caution using these forms of transportation. The cost is the student’s responsibility, and students should be absolutely certain that the person operating the vehicle is the person/company with whom they made arrangements. Never get into a vehicle unless you know it is a legitimate driver. Never get into a vehicle if the driver is under the influence of any intoxicating/mind-altering substance. Never accept a ride from someone you do not know. Be sure you know the cost of the ride and how to pay. Follow personal safety practices at all times.

M. ANIMALS ON CAMPUS POLICY *Created 2021, Approved by Board of Trustees 9/21/21, Implementation Date 10/01/21***Background and Purpose**

Allegany College of Maryland has had a long-standing practice prohibiting animals from campus; campus signage prohibits dogs, and other institutional policies (i.e., the Code of Student Conduct 2006 and 2020 revisions as well as Willowbrook Woods Housing Guide) restrict animals. However, the College has not had a written, comprehensive policy addressing animals on campus and college owned/managed property until now. For purposes of ADA/504 compliance as well as campus safety, health, and efficient operations, a policy is needed. This policy closes that gap.

STANDARDS**I. Scope**

This document applies to any property or facility owned or managed by Allegany College of Maryland and to all persons who enter such property.

II. Policy Statement

Allegany College of Maryland prohibits animals on college owned or managed property unless specifically exempted by law, this policy, or other policies/procedures. Permitted exemptions are:

- A. Service Animal on any ACM property;
- B. Emotional Support Animal in Willowbrook Woods which have been approved pursuant to that policy and procedure to request an Emotional Support Animal;
- C. Fish in Willowbrook Woods;
- D. Police dogs conducting law enforcement business or as part of an educational program when accompanied by its designated law enforcement handler; and
- E. Special Requests which have been approved pursuant to Section VIII below.

II. Exemption Standards

- A. For any animal whose presence on campus is required or permitted, the person responsible for the animal must satisfy the following requirements:
 1. Person must have lawful possession of the animal.
 2. Animal must have current vaccinations
 3. Animal must have required state licenses.
 4. Person must have control of the animal at all times
 5. Third parties are not permitted to assume responsibility for the animals.
 6. Person is responsible for the care, cleanliness, health, and wellbeing of the animal.
 7. Person is responsible for any repairs, damages, or cleaning required to maintain the College property due to any action by the animal.
 8. Animal may not be permitted to make excessive noise or other disturbances.
 9. Animal may not be aggressive or dangerous.
 10. Under no circumstances may a person abandon the animal on ACM property.
- B. Violations of these standards and/or operational procedures could result in the animal's removal and/or adverse action by the College in accordance with relevant policies/procedures. Exceptions may be made for police dogs engaged in lawful and necessary law enforcement activities as directed by their law enforcement handlers.
- C. Other persons with health/wellbeing restrictions will not be required to interact with an animal. Medical needs relative to any animal required or permitted on campus should be referred to the ADA/504 Coordinator.

IV. Definitions

Service Animal: a dog or miniature horse that has been individually trained to do work or to perform a specific task(s) for an individual with a documented disability. The task(s) must be directly related to the person's disability. The Service Animal must already have completed training to qualify as a Service Animal under this policy. Service Animals are permitted on college property.

Emotional Support Animal (ESA): an animal that provides therapeutic benefit for an individual with a documented mental or psychiatric disability to have equal opportunity to use and enjoy a dwelling. It is not a pet. ESAs are not, by law, service animals. Unlike a Service Animal, ESAs do not perform work or tasks under the Americans with Disabilities Act; ESAs alleviate or mitigate symptoms of the

documented disability. There must be a relationship between the disability and the assistance or therapeutic benefit the animal provides in the dwelling. They are permitted only in Willowbrook Woods if approved pursuant to that policy and procedure. ESAs are not permitted on any other college property.

V. Permitted Acts

- A. The following actions are permitted by individuals who have a service animal on campus property:
1. To take the service animal wherever the individual is permitted to go. Any restricted access that applies to the person also applies to the service animal.
 2. To provide information or to educate other persons about the service animal.
- B. The following actions are permitted by College Officials who encounter a service animal on campus property:
1. To ask if the service animal is required because of a disability,
 2. To ask what work or task the service animal has been trained to perform
 3. To contact the ADA/504 Coordinator with any questions or concerns about the service animal.
- C. The following actions are permitted by individuals who have a law enforcement or military dog on campus property:
1. To take the dog wherever the individual is permitted to go. Any restricted access that applies to the person also applies to the dog.
 2. To perform their duly assigned law enforcement or military duties.
 3. To provide information or to educate other persons about the dog's work.

VI. Prohibited Acts

- A. The following actions are prohibited by individuals who have a service animal on campus property:
1. To violate the Exemption Standards listed in III above.
 2. To attempt entry to any location to which the individual is not permitted access.
 3. To insist or pressure any other person to interact with the service animal.
- B. The following actions are prohibited by College Officials who encounter a service animal on campus property:
1. To ask the person any questions about the nature of the disability.
 2. To ask the person for proof of certification for the service animal.
 3. To ask the person to produce a service animal vest, patch, special harness or other device.
 4. To ask the service animal to demonstrate the service it performs.
 5. To prevent the person and service animal from entering any location to which the person has access.
- C. The following actions are prohibited by individuals who have a law enforcement or military dog on campus property:
1. To violate the Exemption Standards listed in III above.
 2. To attempt entry to any location to which the individual is not permitted access.
 3. To insist or pressure any other person to interact with the dog.

VII. Public Etiquette toward Animals

Members of the College community are required to abide by the following practices:

1. Do not touch or pet the animal unless invited to do so.
2. Do not harm the animal or interfere with the animal in any way.
3. Do not feed the animal.
4. Do not separate the person from their animal.
5. Do not inquire for details about the person's disabilities. The nature of the person's disability is a private matter.

VIII. Special Requests

Other animals may be permitted on campus property upon the submission of a written request to the Office of Student & Legal Affairs no less than 7 business days in advance. The written request must state the reason for the request, a description of the animal(s) such as species and size, the specific date/time requested, a description of where the person and the animal(s) will be on campus property, a description of the planned activity, and proof of current vaccinations. Requests shall be considered on their merits and in consultation with appropriate College Official; decisions shall be entirely within the College's discretion to approve, modify, or deny. Approved requests

are privileges, not rights. Access may be restricted to designated campus locations. Any animal(s) permitted on campus under this provision must comply with the Exemption Standards listed in III above. Any violation of the Exemption Standards or false information provided in the written request will result in the animals' immediate removal.

IX. Wildlife

Wild animals will be seen on campus. The policy does not apply to roaming wildlife over which no person has asserted ownership, custody, or control. Any person who has asserted ownership, custody, or control over a wild animal is subject to this policy and should consult federal, state, and local laws regarding such ownership, custody, or control. Persons who encounter wildlife on campus shall not handle the animals, harass the animals, or otherwise interfere with their presence on campus unless the animal is dangerous. Dangerous animals or wildlife should be reported to Campus Safety/Special Police and/or local authorities.

X. Procedures

Allegany College of Maryland shall adopt necessary procedures to implement this policy

XI. Other Provisions

Application of this document may directly or indirectly require the application of other institutional policies; nothing in this document shall be construed to prohibit the application of related policies which include but are not limited to the policies listed here. If the application of this document conflicts with the application of another institutional document, the College will make a good faith effort to comply with all mandates. Related policies: Willowbrook Woods Animal Policy/Procedure, Code of Student Conduct, Non-Discrimination, Safety Risk Policy, HR policies, and relevant College policy regarding ADA/504 compliance.

XII. Administration of Policy

Dean of Student & Legal Affairs is responsible for the implementation, administration, and oversight of this policy in consultation with other College Officials and/or General Counsel as needed. Questions, concerns, and reports of non-compliance should be promptly reported to the Office of Student & Legal Affairs.

XIII. Changes

Substantive changes to this policy require approval by the Board of Trustees; editorial changes, title/position changes, and/or changes to its implementation procedures may be made as required by federal or state mandate and/or institutional need with timely notice to students and employees.

II. ATHLETICS, INTRAMURAL & RECREATION

Allegany College of Maryland offers an athletic program of intercollegiate and intramural sports activities. Allegany College of Maryland is a member of the Maryland JUCO Conference, which is composed of member institutions of junior and community colleges throughout the State and Region XX, which comprises Maryland, West Virginia, and western Pennsylvania junior colleges. Allegany College of Maryland plays a full schedule of intercollegiate competition in basketball (men's and women's), volleyball, baseball, softball, Men's and Women's soccer, and Men's and Women's cross country. The Physical Education Building provides excellent facilities in support of athletics and physical education instruction. Bob Kirk Arena is the home court for basketball and volleyball teams. The Fitness Center holds a full complement of cardio equipment, such as treadmills, stair climbers and elliptical trainers, as well as free weights and a complete circuit of Nautilus machines. Outdoor on the Cumberland campus are tennis courts, running/walking tracks, and playing fields for intramural sports. The College provides a variety of competitive athletic activities and encourages student participation in its sports programs. More information on Allegany College of Maryland's athletic programs can be found on the College's homepage under "Athletics."

For information regarding the graduation rate of student athletes, see "Admissions and Enrollment" in the front of this catalog. Additional information about the Athletics program is available by contacting the Athletics Office at (301) 784-5265. Students who have an interest in playing a sport not currently offered may contact Athletics.

Staff Contacts

Staff/Coach	Position/Team	Phone
Tommie Reams	Director of Athletics, PE & Health	301-784-5264
April Higson	Administrative Associate	301-784-5265
Megan Oliver	Women's Volleyball	301-784-5265
Dustin Wise	Men's and Women's Soccer	301-784-5265
Tommie Reams	Men's Basketball	301-784-5267
Larae Allen	Women's Basketball	301-784-5265
Rick Twigg	Softball	301-784-5265
Mason Heyne	Baseball	301-784-5267
Ben Schlotler	Men's and Women's Cross Country	301-784-5264

1. Eligibility Rules of NJCAA Intercollegiate Athletics (not inclusive)

- a. A student must be making satisfactory progress within an approved college program or course as listed in the College Catalog. (Developmental courses count toward satisfactory progress.)
- b. Students must maintain 12 hours during each term of athletic participation.
- c. To be eligible the second semester of participation, a student must have passed at least 12 hours with a 2.00 G.P.A. or higher.
- d. Prior to a second season of participation, a student must have passed and accumulated 24 hours with a 2.00 G.P.A. or higher.
- e. After the third semester of the sophomore year, a student must maintain either a 2.00 G.P.A. on 12 hours the third semester or accumulated a 2.00 G.P.A. on 36 hours.
- f. Eligibility for a former Allegany College of Maryland student or a transfer student is determined on the basis of previous academic record.
- g. A student may participate in athletics for two seasons.
- h. An annual medical examination by a Physician is required.

(Team managers are exempt from the above requirements.)

2. Title IX of the Education Amendments of 1972

Title IX of the Education Amendments of 1972 protects people from discrimination based on sex in education programs or activities which receive Federal financial assistance. Title IX states that:

"No person in the United States shall, on the bases of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

The United States Department of Education maintains an Office for Civil Rights which is responsible for enforcing Title IX.

Allegany College of Maryland's Title IX Coordinator is Dr. Renee Conner, Dean of Student & Legal Affairs. (See Section Two: Safety and Security as well as www.allegany.edu/title-ix for details.)

3. Reporting Concerns

Students who have concerns about athletic programs and activities are encouraged to report them, so the college can respond properly and timely. Students should contact the director of athletics promptly; anonymous reports can also be made via the college's website at www.lighthouse-services.com/allegany

III. UNITY CENTER

Located in Room 66 of the Humanities Building, the Unity Center is a dynamic space for multicultural learning opportunities that engage students, faculty, and staff in meaningful ways. It offers comfortable seating for conversations, independent study, and small group interactions as well as computers for student use. The Center serves as an educational space for the College's many campus groups and clubs, including Aspiring Young MENTors (AYM) who use it as their headquarters for activities. The Center's schedule is maintained by the Humanities Department's administrative assistant. It is managed by the Institutional and Student Affairs Office in coordination with the Academic Development Department.

AYM, founded in 2018, is a group of African American male mentors, and emerging mentors who help guide, encourage, and support other African American male students on campus. AYM mentors emphasize connection and a sense of belonging for student-mentees who may be having a hard time adjusting socially to college or struggling to adapt to the demands of college courses. Students receive training in accessing campus resources, time-management, goal setting, and other topics they identify as important to their success.

IV. CAMPUS STORE

The Campus Store provides students, faculty, and staff convenient and affordable access to course materials, academic supplies, and campus life merchandise. Online ordering and textbook look up is available at www.bookstore.allegany.edu. You have the option of picking up your order at the Cumberland or Bedford campus or having the order shipped directly to you (subject to shipping charges).

The Campus Store offers a virtual sellback where students request an online quote and print out a free shipping label to sellback books. Contact the Campus Store at 301-784-5348 for information regarding services. Textbook information and prices are available on our website approximately three weeks before classes begin.

A. FALL & SPRING HOURS

Pick-Up Window

Monday-Friday..... 8:30am - 4:30pm

Walk-In Hours

Monday-Friday..... 10:00am - 4:00pm

SUMMER HOURS

Pick-Up Window

Monday-Friday..... 8:00am - 4:00pm

Walk-In Hours

Monday-Friday..... 10:00am - 4:00pm

We can be reached by phone: 301-784-5348

We can be reached by email: acmbookstore@allegany.edu

Online Ordering: www.bookstore.allegany.edu

B. PROCEDURE FOR BUYING BOOKS

In order to help the Campus Store staff identify the correct books/materials for each of your courses, please bring a printed copy of your course schedule with you. Online ordering is available 24/7 at <https://bookstore.allegany.edu/>.

C. PAYING BY CHECK/CREDIT CARD/GIFT CARD

All checks must be made payable to “Allegany College of Maryland Bookstore” for the amount of purchase only and the student’s phone number should be written or printed on the face of the check along with the student’s ACM ID number. Students should note there is a charge for all returned (“bad”) checks.

Books may also be paid for with credit cards, check cards, or gift cards. We accept Visa, Mastercard, and Discover.

D. PAYING BY FINANCIAL AID

Students planning to use their Financial Aid as payment must provide their ACM Student ID number and a photo ID.

V. INFORMATION TECHNOLOGY

A. COMPUTER LABS FOR STUDENTS

The Information Technology Department supports computer laboratories spread across the college campuses. The Cumberland Campus labs are located in the following campus buildings: Technology, Science, Allied Health, Humanities, Automotive Technology, and Continuing Education. An additional campus lab is located at the Gateway Center in downtown Cumberland; the Bedford County Campus labs are located in Room 19 and 21. Although priority is given to scheduling labs in accordance with the courses taught in the respective buildings, any lab can be scheduled for use by any department. Internet access is available in all computer labs and in the Library at both campuses. In addition to the computer laboratories noted above, the Library and various academic departments have personal computers available for use.

Additional information on lab locations and availability can be found at www.allegany.edu/computer-labs

B. LAB HOURS

The student computer lab in room T-114 will be open Monday through Friday from 8:00 a.m. to 4:00 p.m. This lab is always open for students, unlike other computer labs which are at various times reserved for classes. As the semester progresses these times will be extended to include evening and Saturday hours.

The science lab in room S-63, computer labs in the Humanities Building (rooms H-27 and H-37) and the Allied Health lab (room AH-267) vary depending on class usage. Open lab times will be posted daily in each of these labs.

Computer labs at the Bedford County Campus maintains daily hours but may vary depending on class schedule. Please check the lab schedule at the Everett campus.

C. STUDENT HELPDESK

The IT HelpDesk provides assistance for students seeking help with technology related questions. The HelpDesk can help you obtain your student ID number, student username, student passwords, student email and assist with connecting to our campus wireless system. The student username and password will provide the student with access to student email, D2L/Brightspace, webadvisor, and WiFi on campus.

Once a student has obtained their username and password, the most commonly used links (by students) can be found on our college homepage www.allegany.edu. These links include D2L/Brightspace, webadvisor, student email, and IT HelpDesk.

During the semester, the IT HelpDesk is available Monday – Friday 8:00 a.m. to 6:00 p.m. IT HelpDesk can be found in the Technologies building, room T-115.

We can be reached by phone: 301-784-5444

We can be reached by email: ithelpdesk@allegany.edu

D. TECHNOLOGY RESOURCES POLICY *(This policy is pending review in FY23.)*

Policy Overview

Allegany College of Maryland makes every effort to provide students, faculty, and staff with the best technologies available. In this effort, Allegany College of Maryland has installed and maintains technology resources that support diverse and ever-growing learning and administrative functions. These technology resources include computer systems, information systems, telephone systems, and network systems.

This policy has been constructed to advise on the acceptable uses of Allegany College of Maryland technology resources, including but not limited to, computer equipment, the Internet, electronic mail ("email"), computer labs, voice mail, computer-based information systems, and the college computer network including wireless Ethernet.

This policy also covers the subject of access to and disclosure of computer-stored information, voice mail messages and e-mail messages (created, sent, or received) by Allegany College of Maryland's employees, and the College's rights and responsibilities in providing access to and control over its property. Technology resources and their uses are governed by college policy as well as federal, state and local laws. Individuals who inappropriately or illegally use college technology services and resources may suffer all applicable college and legal penalties for such misuse.

Access to and use of the College's technology resources are privileges granted solely to Allegany College of Maryland faculty, staff, students, and those with special accounts. These privileges can be modified, limited, extended, or revoked at the discretion of the college with or without prior warning or consent.

Scope

This policy and additional guidelines for using resources apply to the use of all technology resources at Allegany College of Maryland.

Policy

1.0 Governance of General Use

- 1.1 All College technology resources are designed and intended for academic and administrative use. Alternate uses may be restricted or prohibited at the discretion of the college, especially when these uses conflict with or interfere with academic and administrative functions.
- 1.2 College technology resources are not to be used to create any threatening, abusive, or disruptive messages. Allegany College of Maryland does not discriminate against any individual for reason of race, sex, color, religion, national/ethnic origin, age, veteran status, condition of disability, or sexual orientation. Allegany College of Maryland also has "Principles of Conduct" for all employees; among these principles are prohibitions on immoral/unethical conduct, offensive/brutal treatment of students and colleagues, and disparagement of colleagues. Finally, the College has a Sexual Harassment policy that prohibits – among other things – conduct that has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive work environment. The College's computers, Internet, email, and voice mail systems may not be used to violate these standards.

2.0 Access to Technology Resources

- 2.1 An individual shall only use the technology resources assigned to him or her. This includes use of computer-based and network-based user accounts (including email mailboxes and voicemail mailboxes), assigned passwords, and computer/network identities.
- 2.2 Users may not attempt to obtain login credentials or passwords that are not specifically assigned to them. A user's attempt to disguise or otherwise obscure the identity of the credentials or resources he or she is using is prohibited. Attempts to gain unauthorized access to technology resources are prohibited.

- 2.3 All persons shall abide by the terms of all software licensing agreements and copyright laws. Unauthorized copying of copyrighted software is prohibited. The copying of site-licensed software for distribution to persons other than Allegany College of Maryland faculty, staff, and students, or the copying of site-licensed software for use at locations not covered under the terms of the license agreement is prohibited.

3.0 Deliberate Malicious Acts

- 3.1 Any deliberate act which may impact the operation of technology resources is prohibited. Such acts include, but are not limited to, tampering with computer, network, and telephone systems, launching software attacks (viruses, denial of service, or other malicious software), and tampering with or otherwise modifying College software and systems.
- 3.2 Any deliberate act which may circumvent hardware and software security systems or data protection schemes is prohibited.
- 3.3 Unauthorized attempts to uncover or exploit security loopholes are prohibited. If such a loophole is discovered, the user is required to report his or her findings to the Computer Services department.
- 3.4 Deliberate acts which are wasteful of computing/information network resources or which unfairly monopolize resources to the exclusion of others are prohibited. These acts include, but are not limited to, sending mass mailings or chain letters, creating unnecessary multiple jobs or processes, obtaining unnecessary output, or printing or creating unnecessary network traffic.

4.0 Creation and Use of Data

- 4.1 The College observes all federal, state, and local laws pertaining to the protection of user data, including those specified by FERPA and HIPAA regulations. To the best of its ability, the College maintains the privacy of stored data including, but not limited to, user-created files, log entries, and electronic communications utilizing multiple levels of security and data protection schemes.
- 4.2 The College maintains multiple levels of data backup and data loss prevention systems. At no time should a user expect that a file he or she deletes has been completely destroyed, but the College does not guarantee the ability to recover any specific file or files in the event of accidental or unwanted deletion.
- 4.3 The College maintains the right to, but does not regularly monitor voice mail or electronic mail messages. The College will, however, inspect the contents of computers, voice mail or electronic mail in the course of an investigation triggered by indications of unacceptable behavior or as necessary to locate needed information that is not more readily available by some other less intrusive means. The contents of computers, voice mail, and electronic mail, properly obtained for some legitimate business purpose, may be disclosed by Allegany College of Maryland. Allegany College of Maryland's President or his/her designee will grant or deny any request for access to the contents of an individual's computer, voice mail, or electronic mail prior to access being made without the individual's consent. With exception to the College's right to retrieve and read electronic mail messages, such messages should be treated as confidential and should only be accessed by intended recipients.
- 4.4 The following types of information cannot be created or stored on any College technology resource:
- a. Information that infringes upon the rights of any other individual or group of individuals.
 - b. Information that infringes on the copyright of any other individual or group of individuals including, but not limited to, copied or "pirated" software, music, videos, et al.

- c. Information that may injure someone else and/or lead to a lawsuit or criminal charges including, but not limited to, viruses, malware, pornographic materials, or libelous statements.

- 4.5 Any data or network traffic exiting the College is subject to the acceptable use policies of the network through which it flows (AllCoNet, etc.), as well as to the policies listed here.

5.0 Additional Restricted Uses of College Technology Resources

- 5.1 Use of College technology resources for personal or financial gain is prohibited. The College reserves the right to offer systems and services that allow for the promotion of personal goods and services, but does not sponsor, endorse, or support said goods and services.
- 5.2 The College reserves the right to offer systems and services that allow for the promotion of charitable goods and services, and to solicit for charitable contributions, but does not sponsor, endorse, or support said goods, services, and solicitations.
- 5.3 Use of the College's technology resources to monitor another user's data communications, or to read, copy, change, or delete another user's files or software without the user's permission is prohibited.
- 5.4 Use of the College's technology resources to operate any unauthorized network server is prohibited. This includes, but is not limited to chat, file, print, web, and application servers.

6.0 The College's Right to Recourse

- 6.1 Access to and use of College technology resources are privileges. These privileges can be modified, limited, extended, or revoked at the discretion of the college with or without prior warning or consent.
- 6.2 Individuals who inappropriately or illegally use college technology services and resources may suffer all applicable College and legal penalties for such misuse.
- 6.3 Individuals who violate Allegany College of Maryland Technology Resources Policy may be subject to discipline, up to and including termination or dismissal.

User Responsibilities

The Computer Services department and the President should be notified about violations of laws and policies governing information use, intellectual property rights, or copyrights, as well as about potential loopholes in the security of the College's technology resources.

The user community is expected to cooperate with the College in its operation of technology resources as well as in the investigation of misuse or abuse. Existing College policies including Sexual Harassment policies, policies on Student Conduct, Academic Integrity, Facilities Use, etc. will be enforced as they relate to a violation of the *Allegany College of Maryland Technology Resources Policy*.

E. PERSONAL ELECTRONIC ACCOUNT PRIVACY PROTECTION POLICY**Background and Purpose**

The Maryland General Assembly passed legislation that became law which requires all institutions of higher education to adopt and implement policy to protect students' personal social media privacy. This policy prohibits certain acts by the College and grants rights of civil recovery and damages for violations of the policy. In short, the policy prevents College officials from requiring or requesting students to allow the College access to their personal social media.

Policy**I. Scope of the Policy**

This policy applies only to students' personal accounts and not to accounts created, owned, or managed by College or officials acting on its behalf. This policy's protections apply to current students, prospective students, and applicants to the College whether classes are taken for credit or non-credit. Where the word "student" is used, it encompasses current students, prospective students, and applicants. Acts prohibited by this policy apply to all College employees and/or any person authorized to act on behalf of the College in any capacity.

II. Prohibited Acts

Allegany College of Maryland will not require, request, suggest, or cause a student to grant access to, allow observation of, or disclose information that allows access to or observation of the student's personal electronic account.

Allegany College of Maryland will not compel a student, as a condition of acceptance or participation in curricular or extracurricular activities, to add to his/her list of contacts associated with a personal electronic account any individual or to change the privacy settings associated with a personal electronic account.

Allegany College of Maryland will not take any action or threaten to take any action to discharge, discipline, prohibit from participating in curricular or extracurricular activities, or otherwise penalize a student as a result of the student's refusal to do any of the following:

- Grant access to, allow observation of, or disclose any information that allows access to or observation of a personal electronic account;
- Add any individual to his/her list of contacts associated with a personal electronic account; or
- Change the privacy setting associated with a personal electronic account; or

Allegany College of Maryland will not fail or refuse to admit an applicant as a result of the applicant's refusal to:

- Grant access to, allow observation of, or disclose any information that allows access to or observation of a personal electronic account;
- Add any individual to his/her list of contacts associated with a personal electronic account; or
- Change the privacy setting associated with a personal electronic account.

III. Permitted Acts

This policy may not be construed to prohibit Allegany College of Maryland from requesting or requiring a student to disclose access information to allow the college to gain access to an electronic account opened at the college's behest or provided by the college;

This policy may not be construed to prohibit or restrict Allegany College of Maryland from viewing, accessing, or utilizing information about a student that can be obtained without access information, is available in the public domain, or is available to the college as a result of actions undertaken independently by the student.

This policy does not create a duty requiring Allegany College of Maryland to search or monitor the activity of any personal electronic account;

This policy may not be construed to make Allegany College of Maryland liable for failing to request or require a student to grant access to, allow observation of, or disclose information that allows access to or observation of the individual's personal electronic account.

This policy may not be construed to prohibit a student from allowing an athletic coach or administrator to view the student's publicly accessible communications.

This policy does not apply to an investigation of suspected criminal activity into the publicly accessible communications of a student that is performed by Allegany College of Maryland's Office of Campus Security/Public Safety.

This policy does not apply to an investigation, inquiry or a determination relating to the publicly accessible communications of a student that is conducted in accordance with the college's health or public safety administration assessment policy or protocol.

This policy authorizes College employees to request a student, in order to complete an academic or career-based activity, to create a generic personal electronic account.

IV. Other Provisions

Nothing in this policy shall be construed to restrict or limit the College's ability to create, own, or manage its own electronic accounts.

Nothing in this policy shall be construed to restrict or limit College employees ability to create, own, or manage their own personal electronic accounts; such accounts shall not be deemed official accounts for the College, nor shall content be deemed authorized or published on behalf of the College. Nothing in this policy shall be construed to permit any person to use a personal electronic account to violate other College policies or to violate local, state, and laws including but not limited to harassment, sexual misconduct, sex discrimination, and other illegal discrimination.

Application of this policy may directly or indirectly require the application of other institutional policies; nothing in this policy shall be construed to prohibit the application of related policies which include, but are not limited to the policies listed here. If the application of this policy conflicts with the application of another institutional policy, College will make a good faith effort to comply with all mandates. Related policies: Technology Resources Policy, Student Communication Policy, Code of Student Conduct, Sexual Misconduct and Sex Discrimination, Personnel/HR policies, Non-Discrimination Policy, Admissions Policy, Safety Risk Policy, FERPA Policy, and First Amendment Policy.

V. Procedures

Allegany College of Maryland shall adopt procedures to implement this policy. Such procedures shall include but are not limited to the following elements: definitions of terms, education and training, and how to report a violation of policy.

VI. Changes

Substantive changes to this policy require approval by the Board of Trustees; editorial changes, title/ position changes, and/or changes to its implementation procedures may be made as required by federal or state mandate and/or institutional need with timely notice to students and employees.

[Policy mandated by Maryland law]
Reviewed by Presidents Advisory Team (electronically)
Submitted to Board of Trustees 10/19/16
Action by Board of Trustees 10/24/16
Implementation Date 11/1/16

VI. FOOD SERVICES

The Café, located in the College Center on our Cumberland Campus, offers convenient and delicious food. In addition to offering reasonably priced food, we offer additional savings for students through our pre-payment plan. Pre-payment plans are available for purchase in the cafeteria.

Although meal offerings change daily, some favorite staples include: egg sandwiches, French toast, muffins, pasta dishes, deli sandwiches, soups, pizza, salads, and Chef's Specials.

Café hours are 8:00 a.m. to 2:30 p.m. Monday through Friday. The College reserves the right to change these hours when it is deemed necessary.

In addition, numerous vending machines are located in the following buildings on the Cumberland Campus: College Center, Humanities, Science, Technology, Continuing Education, Physical Education, Learning Commons, Automotive Technology, and Allied Health. Vending machines are also available in the student lounge area at the Bedford County Campus. Fresh supplies of snacks, hot and cold beverages, candy, and many other items are available daily.

VII. DOTTIE AND DANNY THOMAS WELCOME CENTER

The Thomas Welcome Center, named after her husband Danny, is considered the front door of the Cumberland Campus. Housed in the Donald L. Alexander Library, the Welcome Center provides an inviting atmosphere to prospective and current students, parents, donors, alumni, community members, and visitors. The Welcome Center includes a presentation room, lounge area, and staff office. For more information regarding services provided by the Welcome Center, visit www.allegany.edu/facilities.

VIII. INCLEMENT WEATHER/COLLEGE CLOSING POLICY

If inclement weather or an emergency forces the College to close or have a delayed opening, you may call the College directly at **301-784-5000 in Cumberland or 814-652-9528 in Bedford County** for cancellations or delayed opening announcements. Another option is to log onto the College's website at www.allegany.edu. Information will also be given to area radio and television stations. In addition, ACM offers e-SAFE, a text messaging service. To sign up, please log onto our website at www.allegany.edu/esafe.

Whenever probably that a delay or cancellation is necessary, a decision will be made the evening before. Evening announcements will be transmitted at approximately 8:30 p.m. Announcement for daytime classes will be transmitted at approximately 5:15 a.m., and by 2:00 p.m. for classes beginning at 4:00 p.m. or later.

There are generally three types of announcements given to the media:

- "Allegany College of Maryland will open at _____ (time)."
- "Allegany College of Maryland's classes scheduled to begin at or after _____ (time) are cancelled."
- "Allegany College of Maryland _____ Campus (es) is (are) closed today."

When classes are delayed or cancelled due to inclement weather, the media outlets listed below will be making the announcements. This list can also be found on our website at www.allegany.edu/inclement-weather/. Students should park their vehicles in any parking lot that has been cleared of snow/ice. Precautions need to be taken on inclement weather days including wearing appropriate shoes, and walking and driving slowly around campus.

Students are discouraged from coming onto campus when the College is closed due to inclement weather. Students who come to campus on these days do so at their own risk.

Website: ACM Homepage – www.allegany.edu

Text Message/Email: e-SAFE – Sign up is available on our website at www.allegany.edu/esafe

Facebook: www.facebook.com/alleganycollegeofmaryland

Twitter: twitter.com/alleganycollgmd

WEATHER ANNOUNCEMENTS WILL BE COMMUNICATED THROUGH THE FOLLOWING MEDIA OUTLETS:**Cumberland Campus: 301-784-5000**

WTBO	1450 AM	105.7 FM	Cumberland
WRQE		106.1 FM	Cumberland
WFRB-Big Froggy	560 AM	105.3 FM	Cumberland
WCBC	1270 AM	107.1 FM	Cumberland
WQZK		94.1 FM	Cumberland
WDYK – Magic		100.5 FM	Cumberland
WDZN – ZROCK		99.5 FM	Cumberland
WVMD – the WOLF		100.1 FM	Cumberland
WCMD – ESPN Radio	1230 AM		Cumberland
WKLP – ESPN Sports	1390 AM		Cumberland
WMSG - WKHJ	1050 AM	104.5 FM	Oakland
WDVM-TV		Channel 12	Hagerstown

If you are reporting to the Bedford County Campus, you'll need to call that campus directly. Announcements about the Cumberland Campus are included with the Bedford County Campus announcements.

Bedford County Campus: 814-652-9528 (from the main campus dial ext. 6200)

WBFD –News Talk	1310 AM		Bedford
WAYC – Star	1600AM	100.9 FM	Bedford
WBVE – B-Rock		107.5 FM	Bedford
WZSK/WSKE	1040 AM	104.3 FM	Everett
WFGY/Froggy 98		98.1 FM	Altoona
WRKY		104.9 FM	Altoona
WWOT		100.1 FM	Altoona
WFBG	1290 AM		Altoona
WALY		103.9 FM	Altoona
WVAM	1430 AM		Altoona
WTAJ-TV		Channel 10	Altoona
WJAC-TV		Channel 6	Johnstown

Somerset Education Site: 814-445-9848

WFGI - Froggy		95.5 FM	Johnstown
WKYE - Key		96.5 FM	Johnstown
WRKW - Rocky		99.1 FM	Johnstown
WJHT - Hot		92.1 FM	Johnstown
WCCL – Cool		101.7 FM	Johnstown
WLKH		97.7 FM	Johnstown
WNTJ	1490 AM		Johnstown
WJAC-TV		Channel 6	Johnstown

IX. SPECIAL INFORMATION FOR STUDENTS AT THE BEDFORD COUNTY CAMPUS

* See also PA directory in Section Twelve.

Much of the information in this Handbook pertains to students enrolled at any Allegany College of Maryland Campus. But, there are some differences. Not all of the student services are available at the Bedford County Campus, but they can be accessed by contacting appropriate offices on the Cumberland Campus. Sometimes a telephone call can provide the needed information. If you plan to visit a main campus office, making an appointment in advance will help assure that the needed assistance will be available. All of the student services offices, the Library and Bookstore, and the assistance of instructional department chairmen and directors are available to Bedford County Campus students.

The Bedford County Campus's staff plans student activities at that campus. However, students are encouraged to attend athletic and cultural events and other student activities scheduled at the main campus. In some cases, an admission fee is charged. Students of Allegany College of Maryland's Bedford County Campus are required to pay a student services fee. This fee is used to underwrite tutoring and other student support services at that campus.

Telephone Contact with the Cumberland Campus

Main Campus Telephone Number	301-784-5000
Local Number from the Everett Area	814-652-9528
Facsimile Device (FAX) Numbers:	
Admissions Office.....	301-784-5027
Continuing Education.....	301-784-5025
Library.....	301-784-5017
Financial Aid.....	301-784-5010

Student Services of Pennsylvania Campus

Support services are available to students attending the Bedford County Campus. Services available include transfer and career advising, placement assessment, peer tutoring, and assisting students with disabilities.

Students should call the Bedford County Campus at 814-652-9528 for assistance / Fax: 814-652-9775.

Bedford County Technical Center: ACM students taking classes at the Bedford County Technical Center (BCTC) are expected to adhere to the policies of the BCTC.

SECTION TWO: REGISTRATION FOR COURSES AND ADDING/DROPPING COURSES

I. REGISTERING FOR COURSES

All students are expected to register for classes within the registration dates listed in the College calendar. Students are requested to make appointments with their advisors or the Advising Center prior to beginning the registration process. Registration Deadlines will vary for courses with beginning and ending dates different from the regular semester calendar.

II. ADDING A COURSE

Courses added after the first week of classes require permission of the instructor and the approval of the advisor. To Add a course(s), the student must prepare a Course Registration Form, have it signed by the advisor, and have it recorded in the Registration Office.

The College reserves the right to cancel a course in which there is insufficient enrollment.

III. DROPPING A COURSE

Course drop or withdraw process is available to the student on-line and in office prior to the first day of the semester. Once the semester begins, the process requires the student to complete the Course Registration Form and have it recorded in the Registration Office based on the below time-frame:

A course dropped or withdrawn prior to the first day of the semester or within the first 20% of the course will not be included on the student's transcript.

A course dropped or withdrawn after the 20% and before 60% of the course will be recorded with a "W" grade on the student's transcript.

A course may not be dropped by a student after 60% of the course.

A course dropped by the instructor after 60% of the course will be recorded with an "F" grade on the student's transcript.

Students indebted to the College at the time of withdrawal will be obligated to fulfill the financial obligation. Extenuating circumstances, such as illness, must be documented and will be reviewed individually.

IV. REPEATING A COURSE

Except where noted differently in the course descriptions, a student may take the same course for credit no more than three times. Additional attempts will require the approval of the Department Chair and instructor of the course. (For purposes of this section, "take" shall include courses in which the student receives a grade of A, B, C, D, F, W, R, or X).

To receive quality points for any course previously taken at Allegany College of Maryland, that course must be repeated and passed at this institution.

For Student Financial Aid the Department of Education regulations state that federal student aid funds can only be used to pay for one repeat of a previously passed course. Successful completion includes grades of "D" and above. This regulation must be followed even though our academic policy noted above allows some courses to be repeated for credit up to 3 times. Failed classes which are repeated will be paid for indefinitely.

V. **ACCESSING INFORMATION USING SELF-SERVICE WEBADVISOR**

What is Self-Service?

Self Service is a user-friendly access point to your academic and financial records that allows you to monitor your path towards graduation, plan and schedule classes, and keep track of your finances.

Access

Find the MYACM tab at the top of the ACM homepage, select WebAdvisor from the drop down menu and log into WebAdvisor using your username and password. Click on the blue Student bar. Under Academic Profile, select Student Planning, Enrollment, and Grades. Students will have the option to review their progress toward graduation and plan/schedule classes. Students can review their bill, determine their financial aid status including documentation needed and awards received, and make a payment and/or sign up for the Nel-Net payment plan.

How to Plan and Register your Courses

- Find the MYACM tab at the top ACM homepage, then select WebAdvisor from the drop down menu.
- Log on to WebAdvisor with your USERNAME and PASSWORD.
- Click on the blue STUDENTS bar.
- Under ACADEMIC PROFILE select Student Planning, Enrollment, and Grades.
- Select Option 1 - My Progress.
- Review your path toward graduation. Classes that display green are those you are currently in or have completed. Classes that display red are those you still need to complete. Once you have decided on the class you want to schedule you can click directly on the course link, or from the Academics drop down menu at the top of the screen select the Course Catalog.
- In Course Catalog you can search by subject, term, location, instructor, etc.
- Once you find the course and section you want, select Add Section to Schedule. Continue this process until you have selected all your classes.
- Click on the Student Planning drop down menu at the top of the screen and select Plan & Schedule.
- Select the term (Fall, Spring, Summer) with arrow in upper left corner. Planned classes will display yellow in calendar or list form.
- Click the blue Register Now button on the upper right of the screen to register for all the planned courses at once.
- Once successfully registered your classes will display green instead of yellow.

How to View Your Bill and/or Establish a Payment Plan

- Find the MYACM tab at the top ACM homepage, select WebAdvisor from the drop down menu
- Log on to WebAdvisor with your USERNAME and PASSWORD
- Click on the blue STUDENTS bar
- Under ACADEMIC PROFILE select Student Planning, Enrollment, and Grades
- Click on Bank Icon to the left of the screen
- Select Student Finance
- Select Account Summary
- Click on the semester you want to view
- Click on View Statement

To pay your bill in full:

- Click on the Bank Icon to the left of the screen
- Select student Finance
- Select Make Payment

To Establish a Payment Plan:

- Click the Bank Icon to the left of the screen
- Select Student Finance
- Select Payment Plan
- This will redirect you to the Nelnet page. You can then follow the prompts to establish your payment plans by the required dates.

How to View and Print your Schedule:

- Find the MYACM tab at the top of the ACM homepage, then select WebAdvisor from the drop down menu.
- Log on to WebAdvisor with your username and password.
- Click on the blue Students bar
- Under Academic Profile, select Student Planning, Enrollment, and Grades
- Select Option 2 – Plan and Schedule
- Select the term (Fall, Spring, Summer) with arrow in the upper left corner. Select print in the middle of the screen (under where you selected your term.)

How to Drop and/or Add a class:

- Find the MYACL tab at the top of ACM homepage, then select WebAdvisor from the drop down menu.
- Log on to WebAdvisor with your USER ID and PASSWORD
- Click on the blue STUDENTS bar
- Under ACADEMIC PROFILE select Student Planning, Enrollment, and Grades
- Select Option 2 - Plan and Schedule
- Select the term (Fall, Spring, Summer) with arrow in upper left corner
- To drop a class before the semester starts, scroll down course bar on left, select class and click on the blue Drop button, a prompt will then ask you to confirm
- To add a class, make sure that it is added to your plan, select the course from the course bar on left, and click on the blue Register button
- Planned classes once registered will turn green
- Dropped classes will turn yellow and can be removed from your plan by clicking on the x on upper right corner of course tab
- **NOTE: Students cannot drop or add on self-service once the semester begins. Please contact the Registration Office at 301-784-5198 or email admissions@allegany.edu for help with dropping/adding after the semester starts.**

How to View your Past Grades or Current Midterm Grades:

- Find the MYACM tab at the top ACM homepage, select WebAdvisor from the drop down menu
- Log on to WebAdvisor with your USERNAME and PASSWORD
- Click on the blue STUDENTS bar
- Under ACADEMIC PROFILE select Student Planning, Enrollment, and Grades
- Click on the Graduation Cap Icon to the left of the screen
- Select Grades on the drop down menu
- Select the semester you wish to see your grades
- You can also opt to download your unofficial transcript

How to View Your Unofficial Transcript:

- Find the MYACM tab at the top ACM homepage, select WebAdvisor from the drop down menu
- Log on to WebAdvisor with your USERNAME and PASSWORD
- Click on the blue STUDENTS bar
- Under ACADEMIC PROFILE select Student Planning, Enrollment, and Grades
- Click on the Graduation Cap Icon to the left of the screen
- Select Unofficial Transcript on the drop down menu
- Click on the Unofficial Transcript hyperlink
- Your downloaded unofficial transcript can be printed or saved to a file

VI. TRANSFER ADVISING

Students planning to transfer should visit: <https://www.allegany.edu/advising-center/transfer.html>
Students are encouraged to meet with an advisor for assistance. Each college or university has a unique series of required courses. Students are responsible for understanding the process of transfer and the importance of planning.

The Bedford County Campus's Student Services office can help you head in the right direction with your education. Our Career Development Program is designed to help our students be aware of their interests, skills and personality traits in order to pursue educational majors/careers that are well suited for them.

Any student planning to transfer Allegany College of Maryland credits to another college or university needs to register for classes with our Transfer Advisor to ensure a successful transition. To contact a career advisor in Student Services Office at the Bedford County Campus call 814-652-9528, ext. 6224.
Check with Tina Imes.

VII. VETERAN'S SERVICES

The Office of Veteran Services serves the needs of individuals eligible for educational benefits either through the Department of Veterans Affairs (VA) or the Department of Defense (DoD - Tuition Assistance). The Veteran Service's office is here to serve all veterans, military service members, veteran's dependents and others eligible for educational benefits with concerns or questions regarding benefits, enrollment certification or other matters relating to VA or DoD benefits. The office is located in College Center, in the Advising Center on the Cumberland Campus. The Veteran Services phone number is 301-784-5209. It is prudent for new, re-entering or returning students, who are or may be eligible for VA benefits, to contact the Office of Veterans Services prior to registration to ensure that all necessary VA paper-work is properly initiated. Please remember, eligibility for educational benefits is determined by the VA or the DoD. Eligibility for VA or DoD educational benefits bears no relationship to an individual's indebtedness to Allegany College of Maryland.

According to Public Law 94-502, a veteran needs to consider the following:

1. Audited Courses ("R") - These courses do not result in credit being granted toward graduation. Because no credit toward an educational objective can be earned for such a course, it is not properly part of the student's approved educational program. Subsequently, no benefits can be earned for taking audited courses.
2. Nonpunitive Grades - At Allegany College of Maryland, nonpunitive grades are "W" and "X." These grades, whether upon completion of the course or at the time of withdrawal, have the effect of excluding the course from consideration in determining progress toward fulfillment of requirements for graduation. No credit toward graduation is granted for such a grade, nor is there any effect on other graduation factors imposed by school policy, such as grade point average. Courses in which "W" and "X" grades are received are equivalent to audited courses for purposes of advancement toward graduation.
 - a. The "W" Grade - A "W" grade (withdrawal grade) is granted to students up until the first week after mid-term. If you receive a "W" grade (for instance, going from twelve to nine credit hours; nine to six credit hours; or to six or less credit hours), the difference has to be repaid to the V.A. depending on the amount of benefits paid. However, if there are mitigating circumstances, this policy may be waived.
 - b. The "X" Grade - In relation to the "X" grade, veterans no longer have the opportunity to use the "X" grade. In the event you receive an "X" grade at the end of the semester, you have to repay the difference accrued between twelve or nine credit hours, or six or less credit hours. There are also a number of mitigating circumstances that can affect the recipient of an "X" grade.

3. Punitive (Failing) Grade - This is a grade assigned for pursuit of a course which indicated unacceptable course work and no credit granted toward graduation for that pursuit. Although this type of grade results in no credit, it is distinguished from a nonpunitive grade by the fact that it is considered in determining overall progress toward graduation in that a penalty is exacted in a school graduation requirement, such as a grade point average. A course for which a punitive failing grade is assigned is not equivalent to an audited course because the grade is computed into a graduation requirement.
4. Changes of Academic Status - All Veterans must report any changes of academic status to the Veterans Affairs Coordinator located in the Registration Office.

Allegany College of Maryland, which has a long history of helping military veterans transition to rewarding civilian careers, has recently opened a new Veteran's Center on campus that gives these students a place to call their own. The Veterans Center is located in the Humanities Building and features several Internet-linked computer stations, a seating lounge and a small kitchen.

SECTION THREE: STUDENT FINANCIAL AID

I. INFORMATION AND POLICIES

By distributing funds according to need, Allegany College of Maryland's financial aid program makes it possible for the greater number of students, regardless of their financial circumstances, to continue their education. Currently, 90% of all enrolled students at Allegany College of Maryland receive some form of financial aid.

In addition to having its own funds, Allegany College of Maryland participates in most federal programs. Residents of Maryland and Pennsylvania are also eligible to receive state scholarships from their respective states. Last year, Allegany College of Maryland disbursed more than \$15,000,000 in funds from local, state, and federal programs.

Students applying for financial aid are considered for all programs for which they are eligible. The amount of financial aid awarded is generally a combination of grant, loan, and employment monies. The financial aid package is based on the financial need of the student and/or parents as determined by a federally mandated formula. Need is determined by subtracting the resources of the student and his/her parents from the total student expenses. All financial aid awards to students are determined by the Director of Student Financial Aid.

Financial Aid Sources

The College participates in seven federally funded student financial aid programs where completing the FAFSA (fafsa.gov) is the initial step for applying:

Federal Pell Grant - gift aid, not to be repaid; full-time, part-time (6-11 credits), and less than part-time (1-5 credits) students eligible.

Federal Supplemental Educational Opportunity Grant (FSEOG) - gift aid, not to be repaid; full-time and part-time (6 to 11 credits) students eligible.

Federal Work-Study (FWS) - Part-time employment on or off campus; pay rate is \$13.25/hour; full-time or part-time (6 to 11 credits) students eligible. Students employed in the America Reads Program receive \$15.25 per hour. Funds are also available for summer; and students must complete the summer work-study application which is available in the Student Financial Aid Office or on our website.

William D. Ford Federal Direct Loan Program – Subsidized Stafford Loan – A low interest loan that enables students to borrow up to \$3,500 at the freshman level, \$4,500 at the sophomore level, and \$5,500 at the junior and senior undergraduate level, and \$8,500 for graduate study. Aggregate limits are: \$23,000 for undergraduates and \$65,500 for graduate and professional degree work. Interest rate is expected to be 3.73% for loans disbursed after July 1, 2021; however, the rate is subject to change as determined by Congress. Students must show need in order to be eligible to borrow. The Federal Government pays full interest on the loan while the student is in college; however, interest begins to accrue at the time the student graduates, withdraws, or drops below 6 credit hours. Repayment of the principal and interest begins 6 months after the student is no longer enrolled in at least 6 credits, although students can elect to make payments at any time after the loan is disbursed. Deferments are available. Students are also required to pay a 1.057% default fee on the principal amount of the loan, which is proportionately deducted from each loan disbursement.

William D. Ford Federal Direct Loan Program – Unsubsidized Stafford Loan – A low interest loan that enables students who show little or no eligibility to borrow under the Subsidized Stafford Loan to borrow at those same levels plus an additional amount of \$2,000 for dependent students and \$6,000 for independent students. A student whose parents are unable to borrow under the Parent PLUS Loan program can borrow an additional \$6,000. Interest rate is expected to be a fixed rate of 3.75% for loans disbursed after July 1, 2021; however, the rate is subject to change as determined by Congress. Unsubsidized loan recipients are responsible for payment of interest during in-school, grace, and deferment periods. Students are also required to pay a 1.057% default fee on the principal amount of the loan, which is proportionately deducted from each loan disbursement.

Federal PLUS Loans (Parent Loan for Undergraduate Students) - Enables parents of dependent students to borrow funds to assist with their student's education. Parents may borrow up to the student's estimated cost of attendance minus any financial aid. Interest rate is expected to be 6.28% for loans disbursed after July 1, 2021; however the rate is subject to change as determined by the Federal Government. There may be an origination fee of up to 4.228% of the loan amount. Repayment usually begins 60 days after the loan is fully disbursed; however, parents can elect to delay repayment on the Parent PLUS Loan until 6 months after the dependent student for whom they borrowed ceases at least half time enrollment. Checks are made copayable to parent and school and disbursed to the institution.

How to Apply

Students must complete the Free Application for Federal Student Aid (FAFSA). Parent borrowers (PLUS) must visit www.studentloans.gov to complete the parent loan application process. Students should apply for financial aid as soon after October 1 as possible for each academic year for which they will be enrolled, i.e., October 1, 2022 for 2023-2024 academic year. Applications received by March 1 for Fall semester and November 1 for Spring semester will be given first consideration for all types of financial assistance. The FAFSA may be obtained from the Student Financial Aid Office, guidance offices at most high schools, or on the web at <https://studentaid.gov>. Additional information, including the required forms, on student financial aid may be obtained by calling 301-784-5213, by visiting the Student Financial Aid Office located in the College Center Building, or by emailing studentfinancialaid@allegany.edu.

Satisfactory Academic Progress Policy (SAP)

Students must be making satisfactory academic progress in order to receive financial aid. SAP requires a minimum GPA, successful completion of 67% of courses, and program completion within 150% of program length. Copies of this policy may be obtained from the Student Financial Aid Office or on the ACM website at www.allegany.edu/finaid under "Student & Consumer Information." Students who fail to meet SAP risk termination, so students should always consult a Financial Aid Officer prior to dropping or not attending a class.

Refund Policy for Title IV Recipients

As required by the Higher Education Amendments of 1998, the Student Financial Aid Office will recalculate the Title IV federal financial aid eligibility for any student who officially or unofficially withdraws, drops out, or is dismissed from Allegany College of Maryland prior to completing 60% of the enrollment period.

Title IV Federal Financial Aid refers to the federal programs ACM participates in as authorized under the Higher Education Act of 1965 (as amended) and includes the following programs: Unsubsidized Federal Direct Student Loans, Subsidized Federal Direct Student Loans, Federal Direct PLUS Loans, Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, and the Iraq/Afghanistan Service Grant.

A student's withdrawal date will be determined as:

- a. the date the student began the institutional withdrawal process or officially notified the institution of intent to withdraw; or
- b. the midpoint of the period for a student who leaves without notifying the institution; or
- c. the student's last date of attendance at a documented academically-related activity.

Recalculation of federal aid is based on the percent of earned aid which is determined by one of the following:

- a. If the day the student ceased attendance occurs on or before 60% of the enrollment period, the percentage of federal aid earned is equal to the percentage of the semester that was completed. Example: Student attends 40% of the semester, he/she earns 40% of the aid disbursed or that could be disbursed.
- b. If the student ceases attendance after completing 60% of the enrollment period, all federal aid is considered to have been earned.

The difference between the earned aid and the total aid that was disbursed or could have been disbursed is "unearned aid."

Unearned aid must be returned to the appropriate Title IV financial aid program. If the calculations determine that "unearned financial aid" has been credited to the student's billing account, the institution will return those funds to the appropriate federal program. However, the student will then be responsible to the institution for any outstanding charges that remain when funds are returned.

Calculations may also show that students are now ineligible for refunds of federal grants and/or loans that they have already received.

NOTE: Students who are responsible for returning "unearned financial aid funds" must make arrangements with the Business Office for prompt repayment of the funds.

Title IV Funds must be returned in the following order as required by law:

1. Unsubsidized Direct Stafford Loan (other than Plus)
2. Subsidized Direct Stafford Loan
3. Direct Plus Loan
4. Federal Pell Grant
5. Iraq/Afganistan Service Grant
6. Federal Supplemental Educational Opportunity Grant

NOTE: Calculation worksheets and examples are available in the Student Financial Aid Office.

STUDENT FINANCIAL AID DISBURSEMENT PROCEDURE: Student Financial Aid refunds from our Billing Office will be made available to students after all tuition, fees, books, and Willowbrook Woods charges have been paid in full, meaning the first financial aid payment received by the Billing Office will pay for expenses until the account is paid in full. Students will need to budget accordingly.

In addition, students who plan to use financial aid funds to pay for Willowbrook Woods must have a completed and verified file before July 1 for the fall term.

Bedford County Campus: Representatives from the Student Financial Aid Office have regularly scheduled appointments at this campus. Please call the Bedford County Campus to make an appointment.

Allegany College of Maryland Student Financial Aid Non-Discrimination Statement

The Student Financial Aid Office of Allegany College of Maryland offers free financial aid counseling services to all persons who request such help. All students attending the College are awarded all of the student financial aid for which they are eligible. Students have the right to cancel/decline some or all of any student financial aid award at any time. ACM's Student Financial Aid Office does not discriminate on the basis of curriculum, race, color, creed, or national or ethnic origin, gender, religion, disability, age, veteran status, or citizenship status (except in those circumstances permitted or mandated by Federal Law) when awarding or disbursing student financial assistance.

SECTION FOUR: FOUNDATION SCHOLARSHIP PROGRAM

I. CUMBERLAND CAMPUS

The Allegany College of Maryland Foundation is a not-for-profit foundation organized and incorporated under Maryland law.

Its purpose is to receive private gifts, bequests, and donations, and to account for, manage, and help appreciate monies or property submitted to the Foundation or College. Such donations are tax deductible to the extent allowed by law.

Funds for the Foundation are distributed to encourage and promote the growth, progress, and general welfare of Allegany College of Maryland's students.

The Foundation administers a large number of scholarships donated by a variety of community organizations and individuals. Each scholarship has its own set of requirements which students must meet in order to be eligible to apply. Please note that it is the policy of the Foundation that all scholarship applicants and recipients must have a minimum grade point average of 2.0 at the time of application in order to be eligible for any of the Foundation scholarships, although some scholarships may require a higher grade point average.

A catalog listing details about scholarships which are available for the coming academic year may be obtained from the Foundation Office. The scholarship application form and directions on how to apply are also provided in this catalog, or visit our website at www.allegany.edu/scholarships.

Allegany College of Maryland FOUNDATION BOARD OF DIRECTORS

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Dr. Cynthia S. Bambara
President, Allegany College of Maryland

David R. Jones
Vice President of Advancement and Community Relations and Executive Director of the ACM Foundation

Sandi Foreman
Administrative Associate

Allegany College of Maryland Foundation, Inc.
12401 Willowbrook Road, SE | Cumberland, Maryland 21502
301-784-5200

II. BEDFORD COUNTY CAMPUS

The Bedford County Regional Education Foundation, Inc., was established as a non-profit foundation organized and incorporated under Pennsylvania law.

The purpose of the foundation is to receive private gifts, bequests, and donations and to account for, manage, and help appreciate monies or property submitted to the foundation or College. Such donations are deductible.

Funds for the foundation are distributed to encourage and promote the growth, progress and general welfare of the students of Allegany College of Maryland in Bedford County, Pennsylvania.

The Foundation supports students attending the college by awarding scholarships, tuition assistance, and emergency book funding. These scholarships and other financial awards are made possible through the generosity of individuals, businesses, and organizations in our community.

Students may apply for scholarships by completing the online scholarship application available at www.allegany.edu/scholarships. Each scholarship has its own set of requirements which students must meet in order to be eligible and apply. Additional information about financial support provided by the Bedford County Regional Education Foundation may be obtained by visiting the Foundation office located at the ACM Bedford County Campus, Room 22, or by calling the Foundation at 814-652-9528, ext. 6223.

Bedford County Regional Education FOUNDATION BOARD OF DIRECTORS

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Leah Pepple
Director of PA Advancement and Community Relations

Tina Imes
Director of the Bedford County Campus and Student Services

Liisa Kreydatus
Foundation & Community Relations Assistant for the Bedford County Campus

Bedford County Regional Education Foundation
18 North River Lane | Everett, Pennsylvania 15537
814-652-9528, ext. 6223

SECTION FIVE:

ACADEMIC INFORMATION

I. LEARNING COMMONS - DONALD L. ALEXANDER LIBRARY

A well-trained staff is prepared to assist students and College personnel with their learning and information needs. The Donald L. Alexander, Learning Commons | Library is considered as much a place for learning as is the classroom, with librarians providing instruction in research and information gathering skills.

The Cumberland campus Learning Commons | Library, named for the College's third president, is a comfortable place for students to study and relax, both individually and in groups. The space allows seating and study areas, a lounge where students can take refreshments, have wireless internet connectivity, as well as mobile device charging stations.

The Learning Commons | Library includes the Appalachian Collection, the popular repository of genealogy and regional history materials. The Allegany County Genealogical Society's offices and its collection are also housed in the same area. There is a collection of materials related to celebrated American author Willa Cather and other revered American and British authors. These impressive items, gathered by Dr. Gary Cook in name and memory of his late wife, Janet, an ACM English professor, are housed in the Janet Zastrow Cook Willa Cather and Rare Book Collections.

Cumberland Campus library resources include printed books and periodicals and a large selection of non-print materials such as DVDs, eBooks, and CDs. Materials are selected for their relevance to the instructional programs and for their potential to serve the cultural and recreational interests of the College community. Materials from other Libraries may be obtained, free of charge, through interlibrary loan. Adult residents of Allegany County and the surrounding area are encouraged to use the Library and may borrow materials.

PC and Mac Computers with internet access and Microsoft products allow students to work effectively in the library. Students may use the online library catalog either on campus or at home to locate materials in the library collection. To aid students and faculty in research, the library subscribes to online databases of journal articles and other electronic resources. The library's databases may be accessed from off campus by all faculty, staff, and students. In support of the College's information literacy program, general and course specific classes are offered to teach students the efficient and appropriate use of different resources and materials.

Library resources are also available at the Bedford County Campus. The Bedford County Campus library offers computer stations that give access to the library online catalog and databases, and electronic resources, which are accessible through the college library webpage. These databases, online books, and select websites have thousands of periodical articles, books, and other forms of information on a wide variety of topics from nursing, psychology, science, and other disciplines.

A. LIBRARY SERVICES

- Reference and Research Assistance
- Virtual reference and research assistance offered through email at libraryhelp@allegany.edu
- Library Information Literacy instruction
- Interlibrary Loan and Inter Campus loans
- Sending Faxes (Free for students)
- Scanning

B. LIBRARY EQUIPMENT

- Internet connected desktop computers
- Wi-Fi
- B&W Printers
- Scanner
- Photocopiers
- Microfilm reader/printer
- Conference Room – for group or private study, meetings, Library instruction
- Laptops for on-campus use
- 4 group Project Rooms

C. VIRTUAL REFERENCE AND RESEARCH ASSISTANCE

Email your questions to libraryhelp@allegany.edu

Your question will be answered by an Allegany College Librarian within 24 hours Monday through Thursday. Requests received on Friday, Saturday or Sunday will be answered within 72 hours.

D. BORROWING MATERIALS

- Library Card:
 - o Any student may apply for a Library card.
 - o This card will permit you to borrow from our collection.
- Loan Periods
 - o The usual borrowing period is two weeks for books, magazines, and CDs. The borrowing period for DVDs and videos is one week. Closed Reserve material borrowing period is three hours.
 - o Renewals are allowed, unless another borrower has already placed a 'hold' on the material.
- Fines for Overdue and Lost Materials
 - o 2-day reserves \$1.00 per day
 - o Closed reserve \$1.00 per hour
 - o Lost or Damaged..... Replacement Fee minimum of:
 - \$55 per book, video, and DVD
 - \$15 for periodicals,
 - \$1,000 for Laptop Computer
 - \$20 for CDs
 - o Processing Fee \$10 per lost or damaged library material item.
 - o Mutilated \$35 mutilation fee, plus replacement price, plus processing fee.
 - o Borrowing privileges will be suspended when a student has \$3 or more in fines or charges. Semester grades, transcripts, and diplomas will be released when all Library materials are returned and fines are paid.

E. CAMPUS LIBRARY HOURS

Monday – Thursday8:00 a.m. – 9:00 p.m.

Friday.....8:00 a.m. – 4:30 p.m.

Saturday 11:00 a.m. – 5:00 p.m.

*Library hours change with the College schedule. For current hours, check the library home page or call (301) 784-5269.

For questions about materials you have checked out, call 301-784-5269.

For other questions, call 301-784-5138.

Senator Robert Jubelirer Digital Library & Learning Center located at the Bedford County Campus Library is open only when classes are in session during the Fall and Spring semester. Library hours are posted on our website at <http://allegany.edu/bedford-county-campus> , or you can call 814-652-9528 ext. 6200 for additional information.

If students need assistance during school breaks, they are encouraged to contact the circulation desk at the Cumberland Campus Library at 301-784-5269.

F. BAD WEATHER POLICY

If ACM closes due to bad weather conditions, students are NOT required to return DVDs, books or any other ACM materials and will not be charged late fees for those days ACM is closed. However, students are required to return ACM library materials the first day ACM re-opens.

Fines will be imposed for any days ACM materials could have been returned.

G. GENERAL INFORMATION

Library Policy

Library policy is created by the professional library staff in consultation with the library support staff and in accordance with the library's mission and the mission of the college.

Please direct your questions regarding the library policy to the director of Learning Commons.

Any resident of Allegany County or the surrounding counties is welcome to use the Library as a community library patron. A community library patron is any eligible person who is not currently enrolled in Allegany College of Maryland.

In accordance with College policy, children under 18 years of age who are not college students must be accompanied by an adult.

All library patrons are expected to be courteous and respectful to other patrons and library staff by:

- a. Not using cell phones or other sound emitting electronic devices in the Library. Cell phones must be turned off or set to vibrate.
- b. Not using tobacco products in the Library.
- c. Studying and talking quietly.
- d. Limiting computer use during times of heavy demand if the computer is not being used for college research or assignments.

The library reserves the right to ask any patron to leave the library.

H. LIBRARY COMPUTER USE POLICY

- Priority of computer use is given to students for class assignments and research.
- Patrons chatting online, checking e-mail, or doing non-class activities are expected to yield the computer to students doing class assignments and research.
- The Library reserves the right to schedule computers for instruction and other purposes.
- Downloading is permitted ONLY to your own storage device.
- Patrons are not permitted to install unapproved programs on the Library computers
- Patrons are not permitted to view or transmit pornography.
- Patrons should be aware that there is NO guarantee of security of any information sent or received on Library computers. It may not be safe to enter passwords, credit card numbers, account numbers, social security numbers, etc. on these computers.
- Community patrons are permitted a maximum of 2 hours per day to use the Library computers; they may print a maximum of 20 pages per day.

I. CONFERENCE ROOM USAGE

The conference room in the Learning Commons Alexander Library is for use primarily by Allegany College of Maryland students, faculty, staff, committees, and organizations.

While priority of use is first granted for specialized testing accommodations, the room may be utilized by others for various needs. ACM instructors may schedule the conference room for classes in conjunction with a library assignment. Instructors may also reserve the conference room independent of a library assignment for a period of 3 hours. Please submit any other requests, changes or extension to the Director of Learning Commons.

Non-college groups and community organizations may schedule the use of these rooms for a maximum of 3 hours and subject to availability. Requests for additional time should be directed to the Director of Learning Commons for review. Requests from Allegany College students, faculty and staff take priority over requests from the community.

The Director of Learning Commons will make the final determination regarding room usage. The arrangement is governed by and includes the fees listed in the College's Policy on Use of College Facilities and Theatre by Off Campus Organizations and On Campus Organizations.

The Library will not be held responsible for property not removed from the premises after the use of the facility. After seven days any property remaining will be disposed of at the Library's discretion.

Allegany College of Maryland strives to promote a college that enhances lives and the community through education and service. We welcome the public and service providers to our campus. All visitors are expected to conduct themselves appropriately and lawfully at all times. ACM reserves the right to deny entrance to the College or to remove persons from the College grounds who pose a safety risk to our students, faculty, staff, other visitors, or property.

II. JAMES ZAMAGIAS LEARNING COMMONS – TESTING | TUTORING

A. PLACEMENT ASSESSMENT

Cumberland Campus

As a part of advising and registration procedure, some new, incoming students may need to complete an academic placement assessment which consists of three sections: English, mathematics, and reading. Since the College prescribes to multiple measures of placement, students should contact the ACM Admissions Office to determine if they need a placement test. Placement tests are administered Monday through Friday by appointment. To schedule an assessment, call the Testing Lab at 301-784-5554 or schedule a time electronically on the College's website under placement testing. Students who live a distance from the College, may request a voucher (ticket) to take the test at another certified Accuplacer test site. To request a voucher, students should visit the ACM website under placement testing. Students are responsible for making arrangements with certified site to schedule the exam. The test site may charge a proctoring fee. As with all testing services, students must present a photo ID at all testing sites.

Students who have not completed a basic college introductory biology course (Biology 100, 101, or 109 at ACM) and wish to take an anatomy and physiology courses (Biology 121, 201, or 207) must take and have a passing score on the Anatomy and Physiology Placement Examination. Please note this test is not a part of the standard placement assessment, and students must have an active D2L/Brightspace (Formerly Blackboard) account. New students **must** schedule three days in advance, so that an account can be created. For more information please check on our College's website under placement testing.

Pennsylvania Campus

Placement assessments are administered Monday through Friday by appointment. Students should call 814-652-9528 ext. 6201 for Bedford County Campus testing information and check with Landon Defibaugh.

B. TUTORING

The Cumberland Campus Tutoring Program offers regularly scheduled study labs for students.

- The Reading and Writing Center, located in Learning Commons-115, offers assistance for students writing essays for all ACM credit courses, along with help with reading comprehension, resumes, cover letters, applications, and study strategies.
- The Math Study Lab is located in Learning Commons, L-119 and offers tutorial support for mathematics classes from beginning algebra to calculus. Support is also available for math concerns in the sciences.
- The Science Study Lab in S-15 also uses available lab space in the Science Building and offers assistance with basic sciences and anatomy and physiology courses.

A schedule of hours is available from the Learning Commons – Tutoring and the ACM website. Individual and group tutoring is available to all students through the Student Services Office at the Bedford County Campus.

Individualized and small group assistance to supplement classroom instruction is provided in some subjects through the Learning Commons | Tutoring, LC – Library 115. The goal of the tutoring program is to help students become independent learners. Tutoring is not intended to be long-term, but rather to help a student with a distinct problem in a particular course. Individual tutors may be provided for subjects not covered by study labs. Due to a limited number of available tutors, students must attend one of the study labs before applying. If tutors are not available in the requested subjects, students are assigned to a study group and/or placed on a waiting list.

To become tutors, students must be sponsored by an instructor, demonstrate academic abilities, (3.00 cumulative GPA or higher and a “B” or higher in the course to be tutored) and be in good standing with the College and community. Non-student tutors are hired only when a sufficient number of tutors cannot be recruited from the student body. Tutors are required to complete training prior to the first tutoring session.

Online tutoring is available for all ACM credit students, including those students enrolled in online courses. Learning Commons has collaborated with ThinkingStorm to create an online tutoring service designed for ACM students’ needs. Students can go to <http://www.thinkingstorm.com/acm> for assistance in the following subjects: mathematics (basic through introductory calculus), biology, chemistry, physics, statistics, writing (24 hour return on any writing assignment), and environmental science (listed under science). Appointments are required for accounting, anatomy & physiology, microbiology, economics, design software, nursing tutoring, nutrition (listed under Nursing & Health Care) and medical terminology (listed under Pre-Med). Assistance is available seven days a week from 10am – 4am (the next day) and most courses have assistance available 24 hours a day, seven days a week.

ACM Online Virtual Tutoring is available through Brightspace for the Tutoring Study Labs.

C. TESTING LAB/CLASSROOM TESTING

Testing Lab Guidelines

The Testing Lab offers placement assessments for prospective students, correspondence tests, and other tests arranged by students and their instructors.

To ensure the security of tests in the Testing Lab, the following guidelines have been instituted:

- Students must sign-in and present an official photographic identification before entering the Testing Lab. Students who do not have an ID may request that a faculty or staff member verify their identity.
- All cell phones, smart watches, laptop computers, electronic tablets, and any other electronic equipment must be turned off and secured in Testing Lab lockers or security bags. Additionally, books, book bags, purses, and other personal items must be secured in locker or security bags.

- When a staff member observes cheating in the Testing Lab, he/she will verify the activity using digital video recording. If cheating is verified, the test may be collected and the student will be asked to leave. The instructor will be notified in writing of the observed cheating and will be offered the option to review the recording. See the College's Policy Regarding Student Cheating in this Student Handbook for more information.
- Instructors using the Testing Lab to administer tests must complete a Test Administration Form. Special Instructions such as type of calculators, reason for testing, books, or aids allowed must be included. To provide greater security, instructors must provide a roster of students who will be taking the tests or indicate the students' names on the tests.
- Work/Study students and tutors employed by the Learning Commons are not allowed to handle or distribute tests. Only full- or part-time college employees of the Learning Commons can administer tests/proctor tests. Tests may not be handled by any other college employee unless designated by the instructor.
- As stated under the College's Code of Conduct Policy on Unattended Children, no child may accompany an adult into the Testing Lab. Additionally, Learning Commons staff members may not take the responsibility for watching a child while an adult takes a test.

NOTE: Testing at the Bedford County Campus is administered by the Student Services Office and done by appointment only.

D. COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

CLEP provides students with the opportunity to demonstrate college-level achievement through a program of exams in undergraduate college courses. Students planning to transfer CLEP credit should check with their college or university to see which tests and how many credits they accept via examination. To obtain information about CLEP or to schedule an exam, call the Learning Commons – Tutoring Services at 301-784-5554 or Bedford County Campus Student Services Office in PA at 814-652-9528 ext. 6204 and visit <https://clep.collegeboard.org/> to register for a test session. Non-ACM students will be assessed a proctoring fee in addition to the fees paid to CLEP.

E. ONLINE TESTING FOR OTHER INSTITUTIONS

Students who are taking online courses through another institution may make arrangements to test in one of the ACM Testing Labs. It is the student's obligation to make the arrangements. Individuals who are not currently ACM students will be assessed a proctoring fee.

F. PRAXIS EXAMS

Learning Commons Testing regularly administers PRAXIS exams for Educational Testing Services. These exams are given to students entering upper-division education courses or to educational professionals seeking certifications. PRAXIS testing may require closures or relocation of the Learning Commons Testing Lab.

III. ACADEMIC ACCESS & DISABILITY RESOURCES

Students who had an IEP or 504 plan in high school or have been diagnosed with a learning disability, ADHD, or a chronic medical or mental health disorder may qualify for academic accommodations. Those students who provide appropriate documentation of their condition to the Academic Access & Disability Resources Office (AADR) will have a set of academic accommodations established that uphold equal access to educational opportunities at ACM, such as extended time on tests, a reader for tests, or testing in a quiet environment. To assure timely acquisition of services, students should contact AADR at least four weeks prior to the start of the semester. Maryland residents who are retired from the workforce by reason of total and permanent disability as defined by the Social Security or Railroad Retirement Act may be eligible for a disability-based tuition waiver and should contact the AADR on the Cumberland Campus, located in the Humanities Building, Suite H-1 through H-3, by calling (301) 784-5234 or emailing ADR@allegany.edu.

Individuals who need assistive calling may place a call through Maryland Relay by dialing 711. See section Twelve for information about non-academic disability needs and accommodations.

IV. NON-TRADITIONAL STUDENTS

Additional support and advising is available for non-traditional student learners as they begin their journey into college. Non-traditional learners are students who have been out of school for 5 or more years, are 25 years of age or older, are parents, military veterans, dislocated workers, or GED recipients. Support is provided through the Academic Access & Disability Resources Coordinator. The coordinator recognizes that non-traditional students have different needs than students coming straight from high school and that taking college courses after being away from school for a time can be intimidating. Services provided include general support and advising, community referrals, and advocacy. The Academic Access & Disability Resources Coordinator is located in the Humanities Building, room H-1, on the Cumberland campus.

For more information or to schedule an appointment, please call Dione Clark-Trub at 301-784-5234 or email ADR@allegany.edu.

V. TYPES OF eCOURSES

Allegany College of Maryland offers the following types of eCourses (courses that are delivered in part wholly via electronic means):

Online course – an eCourse in which 100% of all required instructional activities are conducted online. Learners may be required to complete proctored exams at specified on-site locations.

Blended course – an eCourse that “blends” face-to-face and online instruction. Classroom instruction onsite is designed to reinforce, complement, and elaborate on the online instruction.

Distance Learning (DL)– an eCourse that is offered simultaneously at multiple sites that are remote from one another but linked by telecommunications equipment.

Flex course – an eCourse that is designed as an online course and delivered to provide all of the following additional attendance/learning options for students: face-to-face in a traditional classroom, live broadcasts of classroom sessions, and recordings of classroom sessions. Flex courses are scheduled in traditional classrooms with no reduction in seat time.

VI. PATHWAYS FOR SUCCESS (TRIO/STUDENT SUPPORT SERVICES)

The Pathways For Success Program at Allegany College of Maryland (ACM) is a TRIO Student Support Services (SSS) project funded through a grant from the U.S. Department of Education. Pathways For Success provides a supportive environment on campus for first-generation, income eligible students and students with disabilities. To assist Pathways For Success students in achieving their academic goals, the program offers services such as academic and transfer advising, tutoring, career advising, and financial aid advising/literacy, among other services. Pathways For Success serves 140 eligible, enrolled students annually at ACM.

To be eligible for Pathways For Success (TRIO SSS), a student must

1. Be a citizen or national of the United States OR meet residency requirements for federal student financial aid;
2. Possess a GED or high school diploma;
3. Be enrolled in a credit certificate and/or associates degree program OR be accepted for enrollment in the next academic term;

4. Have a need for academic support in order to successfully pursue a postsecondary educational program;
5. Be income-eligible, a first-generation college student, OR a student with a documented disability; and
6. If applicable, students need to successfully complete English 92 before applying to the program.

Please check with the Pathways For Success office for additional eligibility and participation criteria.

The Pathways For Success program office is located in the Humanities Building, room H-57, on the Cumberland Campus. For more information, please contact the Pathways For Success office at 301-784-5630, or go to <https://www.allegany.edu/pathways-for-success/>

To assist student participants in achieving their educational and career goals, the program offers a variety of services that include:

- Tutoring
- Academic advising
- Career advising
- Transfer advising
- Financial aid and scholarship assistance
- Peer mentoring
- Support groups
- Workshops on topics like financial literacy and study skills
- College visits to 4-year institutions
- Leadership opportunities

Enrollment Process

To be considered for enrollment, interested students must complete an application. Once program eligibility is determined, applicants will be invited for an interview. Decisions on program admission will be based on the student's eligibility, motivation to succeed, and space available. Upon admission to the program, accepted students will be assigned to a Pathways for Success advisor to develop their individualized Student Success Plans. Additional students may be placed on a wait list for later admission.

VII. CHEATING/PLAGIARISM *(a new Academic Integrity Policy is pending for FY23)*

Definition - Cheating is defined as an act of conscious deception done in order to obtain an undeserved grade; or the aiding or abetting of deception in order to obtain an undeserved grade.

Types of Cheating:

1. dishonestly obtaining and using copies of examinations;
2. using "crib sheets" or previously prepared materials during examinations;
3. impulsive exchange of information or copying from another's paper during examinations;
4. plagiarism:
 - a. the submission, as your own work, of papers or parts of papers actually written by another;
 - b. the inclusion in your own work of a passage **written by another person** without giving due credit; i.e., quoting or paraphrasing without proper citation of source.
5. falsifying records and/or the forging of an instructor's signature on clinical or laboratory evaluation papers.

If cheating and/or plagiarism occurs or is believed to occur, faculty have the discretion to determine the most appropriate sanction. Students who disagree with the response of the faculty to incidents of cheating and/or plagiarism should refer to the Academic Grievance Policy found on page 85 of this Student Handbook.

VIII. SOME NOTES ON ACADEMIC SUCCESS

GUIDELINES FOR STUDENTS FROM FACULTY

An Opening Note

The following “tips” were designed for you by faculty to help you in your transition from being a high school student to being a college student. Take advantage of them and you’ll increase your chances of success in college.

And since college and the work world have much in common, many of these suggestions apply to both and help to ensure success in both.

As a college student, you are an adult. That means that you are primarily responsible for your work, behavior, and grades. You have the opportunity to establish your priorities, work independently, and assume responsibility for your life.

Course Load, Study Time, and Work

You will need to spend a minimum of two hours of study for each hour in class per week. Therefore, multiply the total number of credit hours you’re taking by two to determine the minimum amount of time to commit weekly to out of class study. Budget time well to allow time each day (including weekends) for each subject. So if you are taking 15 credits, budget a total of 45 hours for class and study time. As you can see, this is certainly a full-time job! And if you are employed, you may need to adjust the number of hours you work. Don’t forget to arrange work schedules, appointments, and child care so they do not interfere with class meetings and study time.

Assignments, Preparation, and Study

Find an atmosphere for study to enhance concentration. Many students find it helpful to study with a partner or in groups. Do assignments to learn and master the skill or objective, not just to “get it done.” Look over your class notes or relevant text material and do the assignment as soon after class as possible. Exam preparation is an on-going process, not just a cram session at the last minute.

Some Specifics on Reading and Note Taking

When taking notes in class, outline the main points and record any examples given by the instructor. Do not try to record everything said by the instructor. As soon as possible after having taken the notes, update and review them while the material is clear in your mind. Periodically update and review notes.

Do assigned reading daily. DO NOT underline anything in your textbook the first time you read the material when almost everything will look important. Instead, ask yourself what you think was important in the paragraph you just read. Then selectively underline the information that answers your question, generally no more than ten percent of the text, or—better yet—note the important information in the margin. You will find it helpful to read the “Summary” section of a chapter before you begin reading the chapter. Outlining the chapter and answering study questions at the end of the chapter also will benefit you.

Attendance and Responsibility for Content Missed if Absent

The course goes on even if you are not able to be there. If you are committed to learning, you’ll keep absences to a bare minimum. It is very difficult to catch up if you miss even one class, not to mention two or more in a row. (Missing one class in college is like missing a week or more in high school.) If you must be absent, contact a fellow classmate to obtain notes or assignments. It is solely your responsibility to catch up, not the instructor’s. Research indicates that “A” students generally miss zero or only one class per semester. Attendance is very important in any course. So is promptness.

Faculty and Students

While faculty members are experts in their field, they are also fellow human beings employed to help you achieve expertise and/or professional credentials. So contact each faculty member whose courses you’re taking during office hours or make an appointment to review tests/assignments, clarify information, pursue more information, or deal with problems—early in the semester.

Enhancing Learning

Use available teaching aids such as computer programs, video tapes, and the college library to reinforce course content.

The library has special resources such as the video “Where There’s A Will, There’s an A.” The College’s developmental education program can help you in study skills and related matters. Your instructor or advisor may refer you to such courses. They are invaluable!

Gaining From the Classroom

Come to class prepared. But participate also. Being involved in class deepens and expands your knowledge. It also makes learning easier. Try to relate the class material to your interests, everyday life, and/or current events. Faculty members aren’t “mind readers,” so ask questions if you don’t understand material or assignments. Instructors often use a variety of teaching methods and means of evaluation to help you learn as easily and pleasantly as possible.

Learning From Library Research

In a library paper, you may discuss, compare, contrast, and critically evaluate material. It is not enough simply to record, without comment, conclusions or a synthesis from the material located. You must cite sources internally (footnotes of APA or MLA format) and in a bibliography. Failure to do so is plagiarism, a kind of theft.

Academic Freedom

In college, students are exposed to a variety of information, philosophies, and ideas. Some are controversial. This exposure, leading to awareness and understanding, is part of becoming an educated person. Freedom to express relevant ideas in the classroom is called “Academic Freedom” and the right to do so is protected not only by tradition but also by law.

Attitudes Toward Learning

College is different from high school. You choose to attend college to learn and gain important knowledge and skills for life and career. The TV/movie image of “nerds” and “geeks” belongs to fiction. Adults are serious students, interested in broadening education and in doing quality work—attitudes needed for success in today’s complicated, demanding, and technical job market.

An Important Footnote

These “tips” are meant to contribute to your progress in general and to every course you take. But they are merely general guidelines and neither overrule nor limit specific directions on any syllabus.

(Since “tips” are applicable to all courses, they are general. Your course syllabus may provide more specific help. Read it carefully and review it often. It will answer many of your questions and prove to be invaluable.)

***Turnitin.com**

Students may be taking classes that use services at www.turnitin.com. Students understand that papers may be subject to submission for textual similarity review for the detection of plagiarism. All submitted papers will be included as source documents in the www.turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. Use of the www.turnitin.com service is subject to the Usage Policy posted on their website.

SECTION SIX: ACADEMIC REGULATIONS

Academic Regulations (2019 Revision)

Allegany College of Maryland has adopted the following policy regarding academic regulations:

1. An academic regulation is hereby defined to be a rule, which applies to student enrolled in the credit programs of Allegany College of Maryland, which directly affects the academic standards of the College.
2. It shall be the duty of the Academic Standards Committee to recommend adoption of such amendments of the regulations, as it deems necessary.
3. For purpose of organization, the regulations are classified in the flowing sections:

Section A:	Admission as a Degree or Certificate Candidate
Section B:	Admission as a Non-Degree Student
Section C:	Readmissions
Section D:	Students with Advanced Standing
Section E:	Academic Responsibility
Section F:	Graduation
Section G:	Honors
Section H:	Grades and Scholastic Honors
Section I:	Reporting and Recording Grades
Section J:	Quality Point Average
Section K:	Academic Probation
Section L:	Removal from Academic Probation
Section M:	Suspension for Poor Scholarship
Section N:	Student Classification
Section O:	Course Repetition
Section P:	Registration
Section Q:	Academic Load
Section R:	Withdrawal from Courses
Section S:	Instructional Programs
Section T:	Course Substitutions
Section U:	Class Attendance
Section V:	Student Records and Confidentiality
Section W:	Petition and Appeal to Waive Regulations

(When a regulation fits equally well into two classifications, it has been listed in both classifications.)

4. Except in cases of urgency, any recently revised academic regulations shall become effective only at the beginning of the succeeding fall semester and only after the approval outlined in the Academic Standards Committee Bylaws.
5. In cases of urgency, the College may take action to supersede or augment the academic regulations without regard to paragraph (4). Such actions shall be classified as temporary regulations and shall take effect immediately and only be effective for the remainder of the academic year, unless otherwise specified.
6. It shall be the responsibility of the Academic Standards Committee to review such cases as specified in the regulations and consider cases in which the application of an academic regulation to an individual may not be in

the best interest of the College and the student. As a general policy, an exception to the Academic Regulations shall be made only when (1) there are cogent and compelling reasons that an exception should be made, and (2) the consequences of the exception will contribute to the overall achievement of the objectives of the College.

7. It shall be the responsibility of all College employees to see that the Academic Regulations are followed and to report any non-compliance and/or deliberate attempt on the part of a student to evade compliance to the Senior Vice-President of Instructional and Student Affairs.
8. Each Student shall be held accountable for the understanding and compliance with the Academic Regulations of the College.

The following is a complete list of academic regulations for Allegany College of Maryland.

SECTION A: ADMISSION AS A DEGREE OR CERTIFICATE CANDIDATE

A1 An applicant for admission is required to:

- a. File an application for admission.
- b. Furnish official final transcripts covering all previous high school and college records.
- c. Be a graduate of an accredited high school or possess a GED or be admitted in accordance with the minimum requirement for degree-granting institutions as issued by Maryland Higher Education.
- d. Provide documentation for one of the approved multiple measures to determine course placement or take the College Placement Assessment. Students who transferred in a college-level English composition course or College Algebra course at an accredited college/university are exempt from taking the respective portion of the assessment. Students transferring in more than 6 credits of general education courses are exempt from taking the reading portion.
- e. Selective admission programs may have additional requirements for admission.

A2 Academic Development

Academic Development includes all courses with course numbers lower than 100.

- a. Degree applicants will be placed into college level or developmental courses based on several factors. These factors may include, but are not limited to, high school GPA, grades in specific high school courses, SAT, ACT and ACM placement scores.
- b. Students who require developmental education courses must speak to an advisor to ensure appropriate course selection.
- c. In order to complete developmental coursework, students must pass the required course(s) with a minimum grade of "C".
- d. While enrolled in a developmental course, students may retake the corresponding section of the placement assessment with permission from the Division Chair of Mathematics or the Chair of Academic Development. If a student achieves a score high enough to exit that course, then the student will be given a grade of "C" for the course.
- e. Except where noted differently in the Courses Catalog Course Descriptions, a student may take the same developmental course for credit no more than three times. (For purposes of this section, "take" shall include courses in which the student receives a grade of A, B, C, D, F, W, R, or X.). (See Regulation O1)

A3 Probationary Admission

- a. An applicant for admission or readmission with previous college experience will be admitted on academic probation if the most recent college record reflects a probationary status.
- b. An applicant for admission or readmission that has been suspended from any college may be admitted on academic probation with the approval of the Admissions Committee.

A4 Selective Program Criteria

Admissions, enrollment, and retention in selective admission programs will be determined according to program criteria.

A5 Admission as an International Student

Admission as an International Student shall be governed by such policies and procedures maintained in the Office of Enrollment and Advising Services.

SECTION B: ADMISSION AS A NON-DEGREE STUDENT

B1 Non-degree applicants that include the following must meet all prerequisite requirements to enroll in a course(s) as stated in A1d.

- a. An applicant who does not wish to enter as a candidate for a degree or certificate may be admitted as a non-degree student to take courses to fit individual needs or interests.
- b. An Early College applicant is a student interested in enrolling in college courses while attending high school/homeschool. Applicants under the age of 16 must complete appropriate approval forms.
- c. A transient applicant has college credits earned elsewhere and is taking courses at Allegany College of Maryland for credit toward a degree at another college. Written authorization for the home institution is recommended to ensure transferability of credits.

SECTION C: STUDENTS

A student who has interrupted enrollment excluding the summer session must reapply for admission and meet the requirements as stated in Sections A and B regarding admission to the College.

SECTION D: STUDENTS WITH ADVANCED STANDING

D1

- a. College credits completed at other accredited institutions recognized by the Council on Higher Education Accreditation may be accepted for transfer subject to Regulations D2 through D6.
- b. College credits completed at a non-accredited college or university will be evaluated based on the general practice of the state's other accredited institutions in accepting or rejecting credits from the institution in question. Courses will be evaluated in accordance with Regulations D2 through D6.
- c. College-level work recommended for credit by the American Council on Education, such as the Armed Services, or recognition of prior learning through nationally recognized tests including but not limited to CLEP, ACT-PEP, and Advanced Placement, with minimum allowable scores consistent with state minimum requirements, will be evaluated if appropriately documented in accordance with Regulations D2 through D6.
- d. Credit-by-examination may be established on a matriculated student's record when the proper procedure is followed. This includes completion of the form, payment of fee, signatures of Program Director or Division Chair, and successful passing of the examination. Credit(s) earned in

this manner from other institutions will not be considered in meeting graduation requirements at Allegany College of Maryland.

- D2 Transferable course work includes the courses equated with the same offered at Allegany College of Maryland, meeting the conditions of D1, and meeting graduation requirements in the student's \ program of study.
- D3
- a. The College will give general education credits to a transferring student who has taken any part of the general education credits described in Regulation F1a of this document for any general education courses successfully completed at the sending institution.
 - b. Credit earned of a non-general education nature is transferable to the College if the cumulative GPA transferred averages a 2.00 or higher and if acceptance of the credit is consistent with the policies of the program.
- D4 COMAR (Code of Maryland Regulations) limits the number of credits that can be awarded for non-traditional learning to 30.
- D5 Course content must be equivalent to a corresponding course offered at Allegany College of Maryland. The credit hours granted for non-equivalent course work is subject to D4.
- D6 Neither quality points nor grades will be awarded for non-traditional or transfer credit.
- D7 A degree/certificate seeking student at Allegany College of Maryland who plans to attend another college as a transient status and wishes to transfer credits back to Allegany College of Maryland cannot be guaranteed transferability of credits unless prior approval is obtained from the Office of Enrollment and Advising Services. A student shall earn at least 15 college-level credit hours with Allegany College of Maryland to be considered as a graduation candidate for a degree as stated in COMAR 13B.02.02.16.
- D8 A student shall earn at least 30 college-level credit hours of direct instruction for conferral of a degree.
- D9 All credits earned in the state of Maryland are subject to the provisions of the Maryland Annotated Code when the students are transferring to another Maryland college governed by the regulations of MHEC (Maryland Higher Education Commission).

SECTION E: ACADEMIC RESPONSIBILITY

- E1 Faculty may impose academic consequences in accordance with any and all relevant college instructional policies, including, but not limited to, class rules and syllabi, Academic Regulations and the Code of Student Conduct.
- E2 If, in the professional opinion of the instructor, a student is disruptive to the learning environment, the instructor has the latitude to remove the student from the class on that day. If the student and instructor can arrive at a mutual agreement regarding classroom behavior, then the student (with permission of the faculty member) will be allowed to return to class. If no such agreement is reached, then the instructor will communicate the details of the situation to the immediate supervisor. The student will also be referred to the immediate supervisor. The immediate supervisor will provide support and assistance as needed to help resolve the situation. If no resolution is found through the aforementioned discourse, the student will be dropped from the course. Thereafter, the student may initiate the academic grievance process. This process is independent of any disciplinary action connected to the Code of Student Conduct.

However, if the situation is excessively disruptive, aggressive, intimidating, out-of-control, or otherwise presents a safety risk to the instructor and/or other students, the instructor should immediately direct the disruptive student to leave the classroom, call 911 as needed, and notify campus security and/or the

Office of Student and Legal Affairs. After the class session is over, the instructor's immediate supervisor will be informed of the disturbance. The instructor may choose to drop the student from the course and the student may initiate the academic grievance process. This process is independent of any disciplinary action connected to the Code of Student Conduct.

SECTION F: GRADUATION

F1

- a. An Associate of Applied Science (AAS) degree program shall include not less than 20 credit hours of required General Education arts and sciences courses, with at least one 3 credit course from each of the following 5 areas; arts and humanities, English composition, social and behavioral sciences, mathematics, and biological and physical sciences. The Associate of Arts (AA) and Associate of Science (AS) degrees require 30 credit hours from the same 5 categories.
- b. A student is required to satisfactorily complete all courses required in the program of study. The student shall follow the catalog in effect for their year of entry/reentry to or year of exit from the College or the program, provided the student's enrollment at Allegany College of Maryland is not interrupted by a break of 4 or more semesters excluding Summer sessions.
- c. A former Allegany College of Maryland student who desires to transfer credits from other institutions back to ACM to earn a degree or certificate (reverse transfer) is subject to the requirements of F1b.

F2 A candidate for graduation must:

- a. complete a minimum of 15 college-level credit hours at Allegany College of Maryland for an Associate's degree.
- b. complete a minimum 50% of college-level credit hours at Allegany College of Maryland for a Certificate.
- c. have a minimum cumulative quality point average of 2.00.
- d. not have been dismissed from the College pursuant to the Code of Student Conduct.
- e. have satisfied all obligations to the College to receive the diploma or certificate and official transcript.

F3 Each candidate for the Associate's degree or a certificate must file an online graduation application through the college website on or before the deadline. Candidates filing after this deadline will be subject to a late fee.

F4 A candidate for the Associate's degree must satisfactorily complete all requirements established by the Maryland Higher Education Commission. This regulation supersedes catalog requirements that may not reflect current state guidelines.

F5 Any waiver of course requirements for graduation must be approved by the student's advisor, the department chair or program director responsible for the content of the required course, and the Academic Standards Committee. A waiver cannot decrease the total credit hours required for the program of study. Students must still meet state graduation requirements even if a waiver is approved.

F6 Allegany College of Maryland may award a posthumous degree if the student was enrolled at the time of death, was in good academic and financial standing with the College, and completed 75 percent or more of the required courses. The posthumous degree is an honorary degree and may be awarded up to 1 year after the student's death.

SECTION G: HONORS

G1 A candidate whose final cumulative point average is 3.80 or higher shall be graduated summa cum laude.

G2 A candidate whose final cumulative point average is 3.51-3.79 shall be graduated magna cum laude.

G3 A candidate whose final cumulative point average is 3.30-3.50 shall be graduated cum laude.

SECTION H: GRADES AND SCHOLASTIC HONORS

H1 The following grade system is used:

Grade	Interpretation	Quality Points
A	Outstanding	4
B	High	3
C	Average	2
D	Below Average	1
F	Failure	0
I	Incomplete	None
P	Pass (non-credit and designated credit courses only)	None
R	Registered to audit	None
W	Withdrawn	None
X	Deferred (See Regulation H7)	None

Note: All grades with the exception of "I" (Incomplete) are permanent grades

H2 The grades of "I" (Incomplete) will only be used as a temporary grade. The decision to use the "I" grade is at the discretion of the instructor, and shall be used in such instances where the student requests and the instructor grants permission to complete required coursework, including the final evaluation after the close of a semester or summer session. The grade of "I" will not be awarded as a mid-term grade or after a final grade is verified.

If the request for an Incomplete is granted by the instructor, all work must be completed by a date specified by the instructor. All incompletes granted during the spring semester or summer sessions must be completed no later than 30 days after the first day of fall semester courses. All incompletes granted during the fall semester must be completed no later than 30 calendar days after the first day of the spring semester courses. Otherwise, the grade of "F" will be recorded by the Office of Enrollment and Advising Services. An extension of time beyond the date specified may be granted upon written request with the concurrence of the instructor and Senior Vice President of Instructional and Student Affairs.

H3 The grade of "P" (Pass) will be recorded for satisfactory work in certain credit courses as indicated in the College catalog.

H4 The grade of "R" (Registered for audit) will be recorded at the student's request at the time of registration. A grade of "R" will be recorded automatically, unless the instructor advises the Office of Enrollment and Advising Services in writing, via an appropriate form, that the student has failed to follow instructions in the course syllabus. In such an event, the grade of "W" shall be recorded on the student's transcript.

H5 A student who is registered for a course may change to audit until the final drop date with the instructor's and advisor's approvals. A student who is registered to audit may change to credit within the first week of class with the instructor's and advisor's approvals.

H6 The grade of "W" (Withdrawn) will be recorded under the complete circumstances listed in Section R: Withdrawal from Courses.

H7 The grade of "X" (Deferred) will be awarded at the instructor's discretion to those students who, in their opinion have made some progress through reasonably diligent efforts, but have not attained proficiency sufficient for a passing grade. Note: The "X" grade is a permanent grade. The grade of "X" will not be awarded at midterm.

SECTION I: REPORTING AND RECORDING GRADES

- I1 Grades for each student and for each course shall be reported by the instructor to the Office of Enrollment and Advising Services at mid-term and at the end of each semester or session. "X" and "I" grades will be issued at the end of the semester or session.

Midterm grades are issued for the fall and spring semesters.

- I2 The semester grade as reported to the Office of Enrollment and Advising Services at the end of the semester or session shall be final but may be changed within sixty (60) calendar days only if:

- (a) The instructor acknowledges in writing that there was an error in recording or computing the grade; or
- (b) the instructor explains fully in writing the special conditions or extenuating circumstances, which the instructor believes constitute sufficient justification for the grade change and obtains the written approval of the Senior Vice President of Instructional Affairs.

- I3 If a student repeats a course, the earlier grade(s) shall remain listed on the student's official transcript.

SECTION J: QUALITY POINT AVERAGE

The semester Quality Point Average and the cumulative Quality Point Average shall be computed at the end of each semester. For purposes of this section, credit hours refer only to the college-level credit courses numbered 100 and above.

- J1 A semester Quality Point Average (QPA) is the total number of the quality points earned in the semester divided by the total number of credit hours attempted.
- J2 A cumulative QPA is the total number of quality points earned in all semesters divided by the total number of credit hours attempted.
- J3 If a student repeats a course, only the later grade shall be used in determining QPA. However, in a required course, should the first grade be passing and the repeated grade failing, then the passing grade may be counted as satisfying graduation requirements for the course.
- J4 Only final course grades are used to compute cumulative point averages at the close of a semester or a summer session.
- J5 Quality points are not accepted in transfer from another institution.
- J6 To be eligible for the Dean's list, a student must have a semester QPA of at least 3.80, and the student must have carried a course load of at least 5 college-level credit hours.
- J7 To be eligible for the Honor's List, a student must have a semester QPA of at least 3.30 and less than 3.80, and the student must have carried a course load of at least 5 college-level credit hours.
- J8 A student who has discontinued attendance at Allegany College of Maryland for a minimum of five years and who re-enrolls may request grade forgiveness for a maximum of 16 credit hours. Grade forgiveness may not include any course that has fulfilled a graduation requirement, is a program requirement, or can be repeated for credit. Original grades are not expunged from the student's record; however, the courses are coded and the original grades will no longer be calculated in the student's grade point average. Grade forgiveness may be used no more than one time, regardless of the number of times a student may begin and discontinue enrollment at Allegany College of Maryland.

SECTION K: ACADEMIC PROBATION

- K1 Any full-time student or part-time student with an accumulated total of 12 or more attempted college-level credit hours must attain a semester quality point average of at least a 1.75, or a cumulative quality point average of 2.00 to avoid being placed on academic probation.
- K2 A student on academic probation may not enroll in more than 15 credit hours.

SECTION L: REMOVAL FROM ACADEMIC PROBATION

A student will be removed from academic probation if the student has attained a cumulative quality point average of at least 2.00.

SECTION M: SUSPENSION FOR POOR SCHOLARSHIP

A student who has been placed on academic probation will be academically suspended if the student fails to attain at least a 1.50 semester grade point average.

SECTION N: STUDENT CLASSIFICATION

- N1 A student carrying 12 or more credit hours is classified as a full-time student. A student carrying less than 12 credit hours is classified as a part-time student.
- N2 A student who has earned 28 or more college-level credit hours will be classified as a sophomore. A student who has earned less than 28 college-level credit hours will be classified as a freshman.

SECTION O: COURSE REPETITIONS

- O1 Except where noted differently in the course descriptions, a student may take the same course for credit no more than three times. Additional attempts will require the approval of the Department Chair and instructor of the course. (For purposes of this section, "take" shall include courses in which the student receives a grade of A, B, C, D, F, W, R, or X). The most recent repeated grade will be computed in the student's grade point average. (See Regulation J3)
- O2 To receive credit for any course in which a grade of "F" was received at Allegany College of Maryland, the student must repeat and pass the course at this institution subject to the provisions of Regulation O1 unless permission for taking the course elsewhere has been granted by the Registrar.

SECTION P: REGISTRATION

- P1 The College Calendar lists the dates for registration.
- P2 With instructor and advisor approval, a student will be permitted to enroll in a regular semester (15 weeks) course during the first five academic calendar days of the semester.
- P3 A student may change courses until the end of the third full week:
- if the change is sections of the same course, or
 - if the course is within the same department and the change is recommended by the department and advisor.
- P4 Registration deadlines will vary for courses with beginning and ending dates different from the regular semester dates.
- P5 A student who has been deregistered after the semester begins may, with instructor approval, re-register for the same course(s) with the same instructor(s) provided the student re-enrolls within five academic calendar days of being deregistered.

SECTION Q: ACADEMIC LOAD

A student may enroll for more than 19 credit hours in one semester, or for more than 12 credit hours for a summer session only upon receiving written permission from the advisor.

SECTION R: WITHDRAWAL FROM CLASSES

- R1 The course drop or withdraw process is available to the student online prior to the first day of the semester. Once the semester begins, the process requires the submission of the appropriate form to the Office of Enrollment and Advising Services based on the below timeframe:
- a. A course dropped or withdrawn prior to the first day of the semester or within the first 20% of the course will not be included on the student's transcript.
 - b. A course dropped or withdrawn after the 20% and before 60% of the course will be recorded with a "W" grade on the student's transcript.
 - c. A course may not be dropped by a student after 60% of the course.
 - d. A course dropped by the instructor after 60% of the course will be recorded with an "F" grade on the student's transcript.
- R2 A student that withdraws from all courses in a semester may receive "W" grades if supported by documentation from a medical provider. Signed documentation on letterhead must include specific dates the student was unable to attend or effectively participate in class activities.
- R3 The official date of withdrawal is the date on which the appropriate form is received in the Office of Enrollment and Advising Services.
- R4 An instructor may drop a student from the class roster in accordance with Regulation E1, E2, and/or U4 after the instructor submits the appropriate form. The Office of Enrollment and Advising Services will notify the student. When a student is dropped by the instructor, Regulation R1 will apply.
- R5 If a student dies during the course of a semester, a grade of "W" will be recorded for each course. Any unresolved "I" grades on a deceased student's record will revert to "W" grade.

SECTION S: INSTRUCTIONAL PROGRAMS

- S1 Each student will be placed in a program of study or classified as Non-Degree. (See Regulation B1)
- S2 A student wishing to change his/her program of study must submit the appropriate form to the Office of Enrollment and Advising Services.

SECTION T: COURSE SUBSTITUTIONS

- T1 A maximum of 12 college-level credit hours may be substituted in a student's program of study if approved by the student's advisor and the department chair or program director responsible for the course content. The content of the course being substituted must be at the same level or higher level than the course it replaces and both courses must be in the same department.
- T2 All course substitutions must be authorized in writing, and all correspondence citing the substitution must be forwarded to the Office of Enrollment and Advising Services for inclusion in the student's permanent record.
- T3 Within a program of study, any substitution of course requirements cannot reduce the total credit hour requirements.

SECTION U: CLASS ATTENDANCE

- U1 The student is required to attend every class session.
- U2 The student is required to follow the course syllabus and program requirements.
- U3 Permission to make up absences will be granted only at the instructor's discretion.
- U4 The instructor may require evidence to justify an absence.
- U5 Absences may adversely affect a student's grade in a course. If a student's absences endanger the progress in a course, the instructor may drop the student from the class roster. (See Regulation R4.)

SECTION V: STUDENT RECORDS AND CONFIDENTIALITY

- V1 The College will maintain student records in accordance with acceptable national standards regarding institutions of higher education.
- V2 The College adheres to a statement of the rights, privileges, and responsibilities of students, and makes this statement available to students through the catalog, student handbook, and other resources. In addition, the College maintains a statement regarding "Family Education Right and Privacy Act of 1974" in the College Catalog.

SECTION W: PETITION AND APPEAL TO WAIVE REGULATIONS

- W1 An exception to the Academic Regulations (with the exception of Admissions and Financial Aid) may be appealed to the Chair of the Academic Standards Committee through the Office of Enrollment and Advising Services. Students who wish to appeal any regulation concerning admissions may do so through the Admissions Committee and any student who wishes to appeal a financial aid regulation may do so through the Student Services Appeals Committee.
- W2 The Academic Standards Committee and the Admissions Committee are empowered by the College to act in cases involving all academic regulations. The Committee shall notify the student, the advisor and appropriate instructors in writing of action taken and shall forward a copy to the Office of Enrollment and Advising Services. The Committee shall submit a report of such cases at the end-of-year.
- W3 A student whose petition is not approved by the Academic Standards Committee or the Admissions Committee may submit a signed letter of appeal. The student, the advisor, and the Senior Vice President of Instructional and Student Affairs are required to attend the Committee meeting to appeal.

Any student whose appeal has been denied may appeal to the President. The President's decision is final and will be documented in the student's record in the Office of Enrollment and Advising Services.

Approved by the Board of Trustees 5/8/17

SECTION SEVEN: GRIEVANCE POLICIES AND PROCEDURES FOR STUDENTS

I. ACADEMIC GRIEVANCE PROCEDURE

A student having a concern with a faculty member of an academic nature arising from participation in a credit class should follow this process:

1. Review the course syllabus and Academic Regulations.

Review the requirements and/or performance standards. Please take a few moments to make sure your concern is a valid one and is not based on inaccurate or incomplete information. Also please understand that this policy addresses issues of an academic nature, such as grades, attendance, or other academic issues relating to a course. This procedure must be initiated within 10 working days after occurrence. For issues that are non-academic in nature, students should refer to the appropriate College policy, which may be found in the Student Handbook.

2. Talk with the faculty member.

You **must** talk with the faculty member about your concerns. Schedule a meeting with the faculty member and meet with him/her. Chances are good that you can resolve a misunderstanding or other concern at this meeting. If you are unable to resolve the issue with the faculty member, contact the Program Director/Division Chair/Coordinator within 10 working days after meeting with the faculty member by following the directions in Step 3. Written documentation may be requested. The faculty member has the right to meet with involved individuals throughout each step of this process.

3. Contact the Program Director/Division Chair/Coordinator.

The director/chair/coordinator will verify that a meeting was held with the faculty member and then discuss the concern with you and the faculty member, either in person at the respective campus or by conference call. If unable to resolve the issue together, you may present your grievance to the Dean of Educational Services within 10 working days after you receive the decision of the director, chair, or coordinator by following the directions in Step 4. If the faculty member is the Program Director/Division Chair/Coordinator, see step 4.

4. Contact the Dean of Educational Services.

If you are dissatisfied with the Director/Chair/Coordinator's decision, you **must** take the following actions:

- Obtain the Academic Grievance Notice from the Office of the Senior Vice President of Instructional and Student Affairs, Student & Legal Affairs, your advisor, or online.
- Complete the Academic Grievance Notice. Include an explanation of why you believe the Director/Chair/Coordinator's decision was incorrect. Be specific.
- Schedule a meeting with the Dean of Educational Services.
- The Dean will obtain signatures from the faculty member and Director/Chair/Coordinator and notify them about the meeting. In the event that the faculty and Director/Chair/Coordinator refuse to sign the form because the matter was not discussed with them, the form will be returned to the student and the student will be required to follow the procedures herein.
- Meet with the Dean of Educational Services.
- The Dean will make a decision based on the information contained in the Academic Grievance Notice and meetings with involved parties.

The Dean notes his/her decision on the Notice (with copies provided to all parties, and a copy maintained in the files of the Dean). If you are dissatisfied with the Dean's decision, you may appeal that decision to the Senior Vice President of Instructional and Student Affairs within 10 working days by following the directions in Step 5.

5. Contact the Senior Vice President of Instructional and Student Affairs.

If you are dissatisfied with the Dean's decision, you **must** take the following actions:

- Submit a copy of the original Academic Grievance Notice with the Dean's decision to the Senior Vice President of Instructional and Student Affairs.
- Include an explanation of why you believe the Dean's decision was incorrect. Be specific.
- Schedule a meeting with the Senior Vice President of Instructional and Student Affairs.
- Meet with the Senior Vice President of Instructional and Student Affairs.
- The Senior Vice President will make a decision based on the information contained in the Academic Grievance Notice and meetings with involved parties.

The Senior Vice President notes his/her decision on the Notice (with a copy to the faculty member, Director/ Chair/Coordinator, Dean, and a copy for the record). If you are dissatisfied with the Senior Vice President's decision, you may appeal that decision to the President within 10 working days after receiving the decision of Senior Vice President of Instructional and Student Affairs by following the directions in Step 6.

6. Contact the President.

If you are dissatisfied with the Senior Vice President's decision, you **must** take the following actions:

- Submit the Academic Grievance Notice with the Dean's and Senior Vice President's decisions to the President.
- Include an explanation of why you believe the Senior Vice President's decision was incorrect. Be specific.
- Schedule a meeting with the President.
- Meet with the President.
- The President will make a decision based on the information contained in the Academic Grievance Notice and meetings with involved parties.

The President notes his/her decision on the original Notice (with a copy to the faculty member, Director/ Chair/Coordinator, Dean, Senior Vice President, and a copy for the record).

The President's decision is final.

Approved by Board of Trustees 6/21/10

II. EMPLOYEE COMPLAINT/MISCONDUCT POLICY

Any person (student, faculty, or staff) who has a complaint against a College employee must be able to communicate the complaint with confidence that it will be heard and acted upon appropriately - without risk of retaliation. Any person with a complaint about how an employee has conducted himself/herself in word or deed in his/her capacity as an employee of the College shall schedule a time to meet and discuss the complaint/concern with the particular employee. Informal resolution of concerns is permitted at this stage. If, however, the person does not feel his/her complaint has been redressed OR feels uncomfortable speaking privately with the employee, s/he should speak with the employee's immediate supervisor. The supervisor shall request a written account of the incident(s) and then identify the nature of the complaint to assess what action is needed.

OPTIONS THAT **MUST** BE CONSIDERED INCLUDE

- **notification** of the employee about whom the complaint is made;
- the possibility of misinformation or **miscommunication**.
- **review** of existing college policy/ies (e.g., academic grievance, sexual harassment, etc.) with immediate referral to the designated College official,
- **consultation** with the President's legal advisor if legal implications exist;
- a **meeting** with the employee about whom the complaint is made;
- a mediated/facilitated **meeting** with the complainant and the employee;
- further **investigation** by the supervisor;
- **no action** because the complaint has no basis in fact, insufficient information is available, the matter has otherwise been resolved, or the employee acted correctly (which should be explained to the complainant); and
- **discipline** of the employee if warranted. (See the Employee Handbook's disciplinary policy for details on this process.)

The supervisor's finding(s)/action(s) shall be communicated - as privacy laws permit - to the complainant in writing. If the complainant is dissatisfied with the outcome, s/he may take the complaint to that person's supervisor and so on. The President's decision is final. All actions and/or findings shall be internally documented, including justification; however only disciplinary findings shall be noted in the employee's personnel file.

Approved by Board of Trustees 6/18/07

III. FINANCIAL AID APPEALS

Students whose financial aid is termination for not meeting the federally required standards of Satisfactory Academic Progress may appeal. The Financial Aid Termination Appeal Committee reviews petitions from current and former credit students who have extenuating, documented circumstances that were unexpected in nature and beyond the student's control but which affected the students' ability to successfully make Satisfactory Academic Progress. The Financial Aid Termination Appeal Committee does not hear other grievances or appeals which have recourse through alternative institutional procedures.

The committee must comply with federal financial aid standards and regulations; students must follow Committee procedures including submitting the proper petition and required documentation in a timely manner. (A published information sheet includes deadlines for submitting appeals, committee meeting dates, directions for submitting appeals, and any special instructions.) Students are required to meet with an academic advisor to create an Academic Compliance Plan which is submitted with the appeal. Students submit their appeals to the Office of Student & Legal Affairs by the deadline; deadlines may be extended and exceptions to deadlines may be made for good cause or emergencies. The committee shall determine what constitutes good cause and emergencies. Appeals are provided to the Committee which reviews and makes decisions for each petition. The committee may vote to approve or deny a petition. Incomplete petitions may be denied. If the committee holds appeal meetings to consider petitions, the petitioning student has the right, but shall not be required, to attend when his/her petition is being reviewed; the petitioning student may not be present when the committee deliberates on the merits of the petition. Third parties are not permitted in committee meetings or deliberations.

The Financial Aid Termination Appeal Committee's decisions are final.

IV. SEXUAL HARASSMENT AND SEX DISCRIMINATION COMPLAINTS. See Title IX

V. DENIAL OF DISABILITY ACCOMMODATION. See ADA/504 Policy

VI. REPORTING OTHER CONCERNS

Allegany College of Maryland relies upon students, employees, and visitors to report any concerns related to health, safety, or overall well-being to the appropriate college official*. The College will accept all reports and take the appropriate action. The College will not retaliate against any person making a report and will not tolerate retaliation by others. Students may appeal the denial of certain services to a committee; contact the Office of Student & Legal Affairs for information.

*If you are more comfortable reporting the concern to another member of the ACM faculty or staff, you may do so, and that official may accompany you or otherwise support you in making the formal report.

To report a crime, See Safety & Security.

VII. ANONYMOUS REPORTING

Allegany College of Maryland provides a third-party reporting hotline for students & employees to anonymously report any of the following incidents:

- Ethical Violations
- Improper Conduct
- Discrimination
- Internal Controls
- Wrongful Discharge
- Conflict of Interest
- Fraud
- Vandalism & Sabotage
- Violation of the Law
- Falsification of Contracts
- Unsafe Working Conditions
- Conduct Violations
- Threats
- Bribery & Kickbacks
- Quality of Service
- Alcohol & Substance Abuse
- Theft & Embezzlement
- Misuse of Company Policy
- Violation of Company Policy
- Falsification of Reports or Records

Fraud

Fraud reports are related to embezzlement, fraudulent reporting or accounting issues, auditing violations, internal control matters and any securities violations.

Compliance & Ethics

Compliance and Ethics reports are related to compliance and regulation violations, code of ethics violations, conflicts of interests, and waste and abuse of company equipment and resources.

Human Resources

Human Resources reports are related to employee relations, abuse of benefits, discrimination, harassment and work environment.

Regular business issues and matters not requiring anonymity should be directed to the employee's supervisor or HR department.

Confidential Reporting Hotline: www.lighthouse-services.com/allegany or call 877-690-0002

All calls are confidential and the identity of the caller will remain anonymous.

VIII. EXECUTIVE SUMMARY

NON-DISCRIMINATION POLICY

Non-Discrimination Statement: Allegany College of Maryland does not discriminate on the basis of age, ancestry/national origin, color, disability, gender identity/expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities.

Key Principles:

1. Allegany College of Maryland will provide equity to all persons. Discrimination is prohibited.
2. All persons providing or using College programs or activities should treat all persons without bias.
3. Hate-crimes are prohibited, will be reported to law enforcement, and will result in disciplinary action if committed by a student or employee. (Other persons can be banned from campus.)
4. Some forms of discrimination including disabilities and Title IX are addressed by specific policies and institutional practices. (See those resources.)
5. Any person who experiences discrimination by a College Official or person acting on behalf of the College on the basis of a protected class listed above may file a complaint under the College's grievance process; retaliation for filing a complaint is prohibited. (See below.)

What you need to do:

You should treat all persons with respect and courtesy. No one should commit any acts of misconduct including hate crimes. You should participate in activities and events sponsored by the College to promote cultural competence, equity, and safe/healthy relationships. If you are aware of an act of unlawful discrimination by a College Official, we urge you to contact the Office of Student & Legal Affairs. You will need to complete some paperwork, provide documentation, and meet with the designated College Official who will help you with the process to address the problem. We cannot know what you need if you don't tell us, and we want to help you.

Institutional Obligations:

Normal operations by the College include ~

- Providing equal access to programs and activities;
- Providing non-discrimination training to employees;
- Offering non-discrimination information/events to students, employees, and the public; and
- Reporting hate crimes to law enforcement and hate crime statistics annually in the Crime Report.

Upon receiving a complaint of discrimination, the College will ~

- Take immediate and appropriate action to stop the behavior; to prevent a recurrence, and to remedy the effects of any discrimination that has occurred
- Provide a prompt, equitable, reliable, and impartial investigation;
- Treat all persons with respect, dignity, and fairness.
- Follow all appropriate procedures as detailed in ADA/504 materials, Human Resources Manual, other related institutional policies, state/federal mandates, and legal standards.

Questions / Contacts / Complaints

For information or if you need to make a complaint, contact ACM's Dean of Student & Legal Affairs, Dr. Renee Conner in CC-12, by email at rconner@allegany.edu, or by phone at (301) 784-5206. For detailed information about policy, procedures, and prevention education, see <https://www.allegany.edu/student-and-legal-affairs/>.

Final Policies will be sent to students if the content is changed

SECTION EIGHT: SAFETY AND SECURITY

Alllegany College of Maryland is committed to ensuring a safe environment for students, faculty, staff and visitors. The college's Campus Safety/Special Police Department has primary responsibility for serving the safety and security needs of the campus community. Campus buildings and facilities are patrolled and inspected regularly to ensure a safe and comfortable academic environment. Every effort is made to fulfill any request for service. The CS/SP Department realizes security is also an individual responsibility and strives to educate the campus community about personal and public safety. The CS/SP Department works closely with the administration, student affairs, housing, and staff of the physical plant to ensure a safe environment. In addition, the CS/SP Department works closely with the Cumberland Police and Fire Departments to promote personal safety.

The CS/SP Department and the Office of Student Affairs ensures full disclosure of campus security information in compliance with the legal requirements of the Jeanne Clery Act. The annual report containing crime statistics is available in the Office of Student Affairs and online at www.allegany.edu. The Public Crime Log is available in the CS/SP Office and can be viewed during normal business hours.

*The CS/SP Department is located in the College Center of the Cumberland Campus, behind the theatre. The office phone number is (301) 784-5252 or dial 5252 from any campus network phone. For emergencies, call (301) 784-5555 or dial 5555 from any campus network phone.
Or call 911.

Personal Safety

Alllegany College of Maryland welcomes thousands of students and visitors to its campuses each year to enroll in credit and non-credit classes, to enjoy athletic and cultural events, to use recreation facilities, to conduct research in the Library, to dine in the cafeteria, to attend meetings, and much more. College faculty and staff are committed to making each campus environment functional and safe. Campus security is highly capable of handling many emergencies and has direct communication with the Cumberland City Police. Maintenance personnel are vigilant to correct any obstructions or damages to College property. Nevertheless, given the high volume of traffic and the extensive hours of operation, accidents and acts of misconduct are inevitable.

Happily, Alllegany College of Maryland has a low rate of both accidents and crime. We strive to keep it that way, and we emphasize prevention as an essential tool for everyone's personal safety.

Please observe the following practices whenever you are on campus:

- Always be aware of your surroundings.
- Avoid walking in areas that are isolated, poorly lit, unpaved, or containing debris/equipment.
- Do not walk alone at night. Walk in groups or call Security for an escort to your car.
- Do not leave populated areas with someone you do not know extremely well.
- If you feel uncomfortable or suspicious of a person or situation, get away!
- Do not leave your personal property unattended at any time, in any location.
- Keep a separate record of valuables (including serial numbers).
- Always lock your car, locker, and apartment door.
- Protect personal information such as social security number, locker combination, PIN numbers, etc.
- Make sure someone (a friend or relative) knows your schedule and travel habits.
- Evacuate buildings if you hear a fire alarm OR are directed by an official.
- Report dangerous situations, accidents, and crimes immediately to Police, not Security.

If there has been an accident with injuries, call 911 and Security (ext. 5555).

If there has been an accident without injuries, call Security*.

If there has been a crime with injuries, call 911 and Security (ext. 5555).

If there has been a crime without injuries, call the police, Security*, and the Dean of Student & Legal Affairs.

*Incidents on the Bedford County Campus shall be reported to the Admissions/Registration Offices.

Visit ACM's Department of Campus Safety and Special Police's webpage at Allegany.edu/campus-safety-special-police/ for educational videos that teach you to how to stay safe by following their step-by-steps guides and helpful tips.

Criminal Activity

The College strives to maintain a safe environment for students to learn, for faculty to teach, and for administration and staff to work by (1) having policies and procedures which may prevent crime, (2) reporting crimes to local law enforcement and assisting with those investigations, (3) initiating disciplinary action for any crimes committed by students, and (4) banning unsafe persons from campus. If you are the victim of a crime or if you have information about the commission of a crime, please report the crime immediately.

- Always call 911 in an emergency.
- Contact Campus Safety Special Police at (301) 784-5555
- Contact Cumberland Police Department at (301) 777-1600.
- You may also report by contacting the Office of Student Affairs at (301) 784-5206
- You can report anonymously on the Campus Security web page at www.allegany.edu

In the event of an active shooter on campus, the College will make every effort to issue alerts, warnings, and information to keep students, staff, and visitors safe. According to the Maryland State Police, who have provided direct training to College officials, an active shooter situation is when one or more suspects participate in an ongoing, random, or systematic shooting spree demonstrating their intent to continuously harm others. ACM adopts the noticeably accepted run/hide/fight protocol. Evacuate if it is safe to do so; if you cannot safely escape, barricade yourself and hide. If you are discovered, defend yourself. The best advice to help us prevent an active shooter or other danger is to be vigilant and SEE SOMETHING / SAY SOMETHING! Report anything suspicious or concerning to a College official or to the police, and let the authorities take the appropriate action. Read safety communications from the College, and attend any training/informational opportunities. Sign-up for e-Safe (details above). Follow all laws, rules, policies, and procedures; they exist to help keep you safe. If the worst happens, your goal is to SURVIVE. Always follow directions from College and law enforcement officials.

*This information provided by Maryland State Police's Active Shooter Training at Allegany College of Maryland 4/3/13.

EMERGENCY COLOR CODES:

Definition: Established color code system to be used in the event of an emergency requiring the lockdown of the campus buildings and or property.

Purpose: To have the ability to communicate a lock down color code system in the event of an emergency.

Procedures: In the event of an emergency, i.e. ACTIVE SHOOTER (**Code Red**), the Department of Safety and Campus Police shall notify all Security personnel and Maintenance department staff via two-way radios utilizing the established color code system. All on duty Campus Security and Maintenance Department staff shall physically lock all exterior doors on campus and then follow established emergency protocols. Campus Police Officers shall respond immediately to the incident and engage the perpetrator.

Lock Down Protocols: In the event of an emergency requiring a lock down of all buildings on Campus a color code shall be established and communicated via two-way radio, Emergency notification by email/text (e-safe), or PA system

Active Shooter/Hostile Person or Persons

Color Code RED: Lock Down all exterior doors/ground floor windows to prevent access into the buildings. Shelter in place.

Color Code Orange: Heightened security measures such as awareness of a possible threat and possible building evacuations or shelter in place procedures.

Color Code Yellow: Standing down after an incident or emergency but not all clear. May include evacuation and reporting to re-unification point.

Color Code Green: All Clear. Resume normal operation.

Additional instructions may be provided by E-safe, Campus Police, Safety and Security, or a Building Representative.

Cooperation with Law Enforcement Officials

Allegany College of Maryland will fully cooperate with any law enforcement official called onto any campus by College officials or by students with the support of College officials. This cooperation may include the release of student records in accordance with the FERPA exception for and the release of emergencies; the College regards CS/SP reports necessary intervention by law enforcement officials when there has been a reported crime to constitute an emergency for 24 hours after the report is made. Emergencies notwithstanding, the College will fully cooperate with law enforcement officials' requests for information that do not violate FERPA and with any properly issued court summons or subpoena. The College has memoranda of understanding with local law enforcement partners; you can see the MOUs at the Office of Campus Safety/Special Police.

EMERGENCY AND NON-EMERGENCY CONTACTS:

"Always give the location of the incident."

Cumberland Campus and the Gateway Center

Emergency:

Call **911** for police, fire, or ambulance then **5555** to report it to campus security.

Non-Emergency (safety/security issues):

Call **5555** (campus phone) for security or **301-784-5555** from off-campus.

Bedford County Campus

Emergency:

Call **911** for police, fire, or ambulance then **814-652-9528, ext. 6200** to report it to the physical plant office.

Non-Emergency (safety/security issues):

Call **6200** (campus phone) or from off-campus call **814-652-9528, ext. 6218 or ext. 6200**.

Emergency Telephones (Cumberland Campus)

Emergency telephones are conspicuously located at the athletic field/each classroom building, college center, continuing education, gym and library. They are clearly marked and are to be used to call **911** in emergencies and campus security at **5555**.

Locations:

- Allied Health: (2 phones) canteen 1st floor- top of steps 2nd floor
- Athletic Fields: on building right side of rear gym entrance
- Auto Tech: lobby
- College Center: at dining area entrance
- Continuing Education: inside main entrance
- Gym: main lobby
- Humanities: inside main entrance
- Library: lobby
- Science Building: inside southeast entrance
- Tech Building: (2 phones) canteen 1st floor- connecting hall 2nd floor

Emergency Text Messaging Service

e-SAFE (electronically sending announcements for emergencies such as weather-related closures/delays, safety issues, and more) is an alert system that allows Allegany College of Maryland to contact you during an emergency by sending text messages to your:

- E-mail (school, personal, other)
- Cell phone
- Pager
- BlackBerry

When an emergency occurs, authorized senders will instantly notify you using **e-SAFE**. **e-SAFE** is your personal connection to real-time updates, instructions on where to go, what to do, or what not to do, who to contact and other important information.



We strongly encourage students to register—it takes only a minute. This will be the surest way for you to receive public safety and/or college closing notifications.

New users may register by visiting the Allegany College of Maryland web site. Click on the **e-SAFE** logo.

e-SAFE is a free service offered by Allegany College of Maryland. Your wireless carrier may charge you a fee to receive messages on your wireless device.

Security Cameras

Allegany College of Maryland uses security cameras in designated locations in order to enhance safety. Campus Safety/Special Police is charged with their use and security. Appropriate signage will be posted where cameras are in use. Access to and use of the cameras as well as recorded material shall be restricted in accordance with ACM policy. Questions about security cameras may be directed to Robert Cuthbertson at 301-784-5252 or rcuthbertson@allegany.edu.

Missing Student

If you believe a student is missing or in danger, please report this concern immediately; both local law enforcement and the College will undertake immediate steps.

- Always call 911 in an emergency.
- Contact Campus Safety/Special Police at (301) 784-5555.
- Contact Cumberland Police Department at (301) 777-1600.
- You may also report by contacting the Office of Student Affairs at (301) 784-5206.

Student Misconduct

If you are aware of an act of misconduct under the Code of Student Conduct or other inappropriate behavior (on campus or off-campus) by a student, please contact Dr. Renee Conner, Dean of Student & Legal Affairs at (301) 784-5206 or rconner@allegany.edu. Please see the Code of Student Conduct (Section Nine) for a detailed list of the standards of behavior expected of all Allegany College of Maryland students.

Clery Act Compliance

The Crime Awareness and Campus Security Act, enacted by Congress in 1990 and commonly known as the Clery Act (named for 19 year old college student Jeanne Clery who was tragically raped and murdered in her Lehigh University dormitory in 1986) is federal law containing numerous requirements for all colleges and universities who receive federal funding. Allegany College of Maryland fully complies with all Clery Act mandates:

- Maintain public crime log
 - >> ACM's crime log is open to public inspection during business hours in the Office of Campus Safety/Special Police.
- Report crime statistics for the following crimes: criminal homicide: (murder, non-negligent manslaughter, negligent manslaughter); sex offenses (rape, fondling, incest, statutory rape), aggravated assault, robbery, burglary, motor vehicle theft, and arson
- Report crime statistics for these additional crimes: sexual assault, dating violence, domestic violence and stalking (effective July 1, 2015)
- Afford expanded rights to campus survivors of sexual assault, domestic violence, dating violence, and stalking.
- Report arrests & referrals for disciplinary actions including: liquor law violations, drug law violations, and illegal weapon possession.
- Issue timely warnings
 - >> ACM will timely notify the campus community of any crime that represents a serious or continuing threat to the safety of students or employees. The Dean of Student & Legal Affairs, in consultation with campus security, law enforcement, and/or other officials, determines if and when a "timely warning" will be issued. This decision will be made on a case-by-case basis in light of circumstances; factors to consider include the nature of the crime, the continuing danger to the community, and the possible risk of compromising law enforcement efforts. The warning shall be intended to reach the entire campus community as soon as possible after the threat becomes known. The warning shall be issued by the following means: e-SAFE, allusers email, posted notices, telephone calls using the College's Emergency Management Plan Daytime Communication Tree, and/or the local media as appropriate.
- Devise emergency response, notification, and testing policy
- Create missing student policies and procedures
- Publish annual security and fire safety report
- Implement certain policies, procedures, and training/education

Any person can **and should** report a crime or violation of the Code of Student Conduct. Every employee at Allegany College of Maryland is a "responsible employee" for compliance purposes which means that any employee with knowledge of these offenses is required to report them.

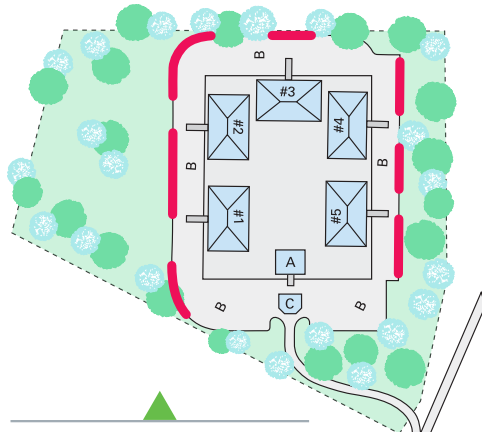
Reports should be made immediately; if not, then such reports should be made as soon after the crime as possible. The College strongly supports reporting **all** crimes to the police, and ACM has Memoranda of Understanding with our key local law enforcement partners. Reports should also be made to the College via the Office of Campus Safety/Special Police. All reports shall be documented with appropriate follow-up as determined by the Dean of Student & Legal Affairs or other designated personnel.

Questions about Clery Compliance can be directed to the Director of Campus Safety/Special Police or the Dean of Student & Legal Affairs.

CUMBERLAND CAMPUS MAP



**ALLEGANY
COLLEGE**
of
MARYLAND



WILLOWBROOK WOODS
Student Housing Complex

STUDENT HOUSING LEGEND

- 1 • Student Housing Building
- 2 • Student Housing Building
- 3 • Student Housing Building
- 4 • Student Housing Building
- 5 • Student Housing Building
- A • Club House
- B • Parking
- C • Gatehouse

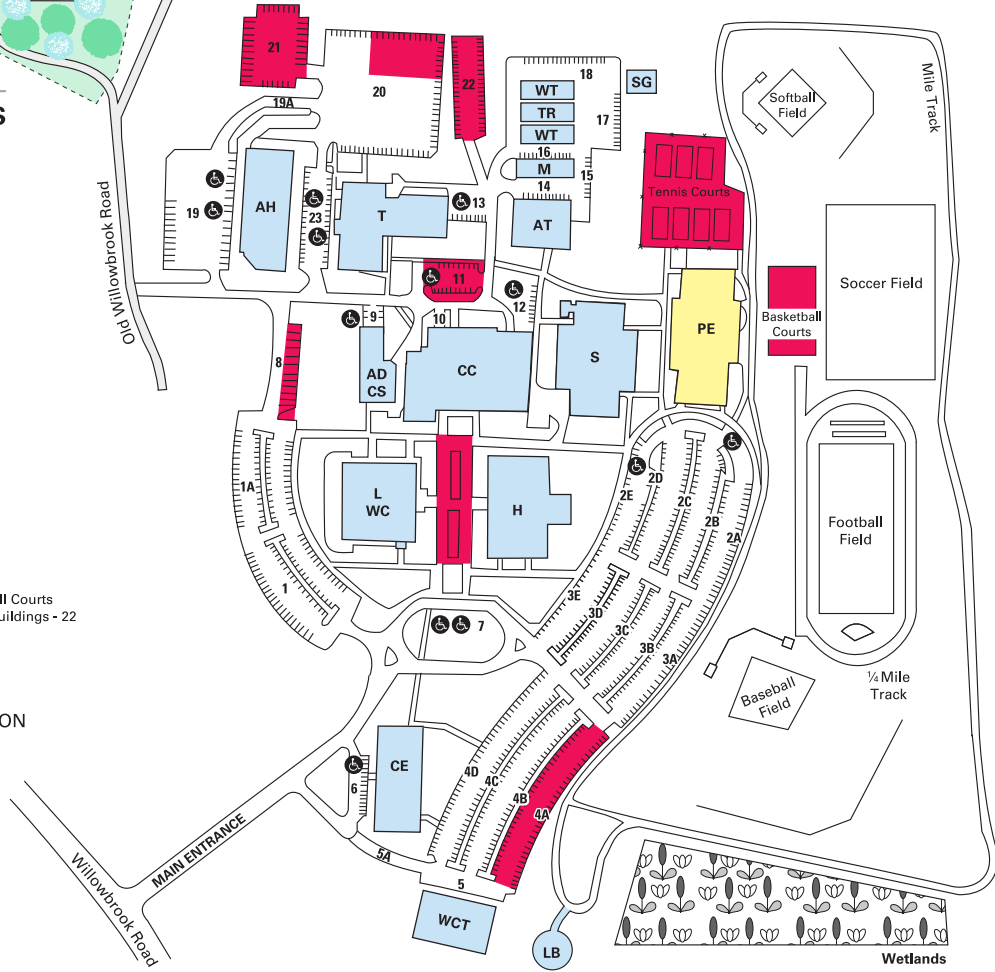
EVACUATION POINTS

- Advancement - 8
- Allied Health - 21
- Auto Tech - 11
- College Center - 8, Courtyard
- Continuing Education Building - 4A
- Humanities - Courtyard
- Library - 8, Courtyard
- Physical Education Building - Basketball Courts
- Physical Plant & Small Multipurpose Buildings - 22
- Science - Tennis Courts
- Tech Building - 20
- WRCTC (formerly WCI) - 4A

RALLY POINT / REUNIFICATION



• THIS MAP NOT TO SCALE



LEGEND		
AD Advancement (Foundation, Public Relations, Marketing)	H Humanities	T Technology
AH Allied Health	L Donald L. Alexander Library	TR Transportation
AT Automotive Technology	LB Labyrinth	WC Thomas Welcome Center
CC College Center	M Maintenance	WCT Western Region Correctional Training Center
CE Continuing Education and Workforce Development	PE Physical Education / Gymnasium (Bob Kirk Arena)	WT Workforce Training
CS Campus Store (Bookstore)	S Science	1-23 Parking
	SG Storage	Handicap Parking

Financial Aid, Admissions/Registration, Advising Center, Business and Student Housing Offices are located in the College Center (CC).

Ample parking is available, with reserved parking identified for the handicapped.

All-Gender Restrooms are available throughout the campus and are in close proximity to other restroom facilities.

SECTION NINE: SEXUAL HARASSMENT & SEX DISCRIMINATION POLICY

POLICY SUMMARY:

New Federal regulations are expected during FY23 which may change ACM policy & procedures; they will be updated as needed and posted online at www.allegany.edu/titleix

Title IX is federal law that prohibits discrimination against any person on the basis of sex in any education program or activity; it is implemented via federal regulations. The College's policy and procedures relating to sexual harassment and sex discrimination include requirements under Title IX, Clery Act, Violence Against Women Act, and other federal/state laws commonly referred to – collectively – as "Title IX"

Key Principles:

1. ACM prohibits all forms of sexual harassment, sex [gender]discrimination, and retaliation.
2. ACM's policy and *general* procedures apply to all employees and all students with some *specific* procedures which provide additional rights/protections to students only.
3. Sexual harassment includes: sexual assault, quid quo pro sexual harassment, hostile environment sexual harassment, stalking, relationship violence, and gender-based discrimination.
4. Acts of sexual harassment and/or sex discrimination should be reported. College Officials who have authority to take action are required to then report the acts to Title IX Coordinator.
5. Upon receiving a report, the Title IX Coordinator will review options and procedures with the Complainant. Formal and informal resolutions to reports are possible under certain circumstances. Supportive measures and/or immediate restrictions may be implemented right away; such measures can affect classes, housing, access to campus services and activities, and/or employment.
6. Complainants and Respondents are treated equally throughout the process including information and availability of supportive measures as well as restrictions.
7. Complainants and Respondents have the right to an advisor throughout the Title IX process; the advisor can be a person of their choosing, an ACM employee who has been trained for this role, or an attorney.
8. Formal complaints require a full investigation and hearing with the parties present; hearings have specific rules including cross examination of parties and witnesses by the other party's advisor who may or may not be a lawyer.
9. Respondents are presumed not responsible (as required by federal regulations) unless/until proven responsible; the standard of proof is preponderance of the evidence. If responsible, the Respondent will be sanctioned appropriately.

What you need to do:

Do not commit any acts of sexual harassment or sex discrimination. Period. If you are unsure what is permitted and what is not permitted, review the abundant information about healthy relationships, consent, risk reduction, Do's/Don'ts, and more on the dedicated website. (See below.) Participate in campus events and programs designed to educate students and employees about Title IX. ACM is an educational institution that is learner centered, so we urge you to LEARN. Report any acts of sexual harassment or sex discrimination. (See below). Participate in any proceeding for which you receive notification. Tell the truth. Do not retaliate against any person who reports and/or cooperates with an investigation.

Institutional Obligations:

Upon receiving a report of an alleged violation, the College will provide a prompt, equitable, reliable, and impartial investigation. The College will ~

- Take immediate and appropriate action to stop the behavior; to prevent a recurrence, and to remedy the effects of any misconduct that has occurred.
- Treat all persons with respect, dignity, and fairness.
- Follow all appropriate procedures as detailed in Title IX materials, the Code of Student Conduct, Human Resources Manual, other related institutional policies, state/federal mandates, and legal standards.
- Encourage and support a report to local law enforcement for any criminal act; cooperate with any criminal investigation/prosecution.

Questions / Contact

All information related to Title IX compliance may be found at www.allegany.edu/titleIX . If you have any questions or concerns or if you need to make a complaint, contact ACM's Title IX Coordinator, Dr. Renee Conner in CC-12, by email at rconner@allegany.edu , or by phone at (301) 784-5206.

Sexual Harassment and Sex Discrimination Policy/Title IX

BACKGROUND AND PURPOSE:

Allegany College of Maryland is committed to providing a healthy and safe community for learning and engagement for all students, employees, and guests. It is the responsibility of every person to ensure his/her actions do not compromise the health and safety of any person or the campus community. Allegany College of Maryland takes sexual harassment and sex discrimination in all their forms of seriously. This policy is designed to promote the prevention of such misconduct, to protect the well-being of the Allegany College of Maryland community, to stop misconduct when reported, and to respond to any allegation of such misconduct with fundamental fairness. The College will adopt and follow procedures to fully implement this policy and to comply with federal and state laws and regulations including Title IX of the Education Amendments of 1972 as amended ("Title IX"), Title VII of the Civil Rights Act of 1964 ("Title VII" - employment discrimination based on sex including sexual harassment in the workplace), the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act") which includes the Violence Against Women Act ("VAWA"), Maryland Education Article 11-601 (2019), and the revised federal regulations enforcing Title IX at 34 CFR Part 106 (2020). For purposes of this policy and related procedures, Title IX shall be the term to capture all these laws which implicate sexual harassment and sex discrimination.

POLICY

I. NON-DISCRIMINATION STATEMENT

Allegany College of Maryland does not discriminate on the basis of age, ancestry/national origin, color, disability, gender identity/expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities.

II. PROHIBITION OF SEXUAL HARASSMENT, SEX DISCRIMINATION, AND RETALIATION

Sexual harassment and sex discrimination are forms of discrimination prohibited by state and federal laws. Allegany College of Maryland prohibits all forms of sexual harassment and sex discrimination which includes but is not limited to sexual assault, stalking, relationship violence, quid quo pro sexual harassment, hostile environment sexual harassment, and gender-based discrimination. Attempts to commit these acts are prohibited. These acts may also constitute crimes which could be reported to local law enforcement. The College also prohibits retaliation in any form against a complainant, respondent, witness, investigator, or any other person associate with a report. The College complies with applicable state and federal laws as well as related regulations. Nothing in this policy shall be construed to permit other behaviors expressly prohibited by the Code of Student Conduct or Employment policies.

III. SCOPE OF POLICY

This policy and its procedures apply in the following circumstances:

- A. What: sexual assault, stalking, relationship violence, quid pro sexual harassment, hostile environment sexual harassment, and gender-based discrimination – including attempts.
- B. Who: general procedures apply to all students, all employees, and any person acting on behalf of the College or over whom the College has authority including but not limited to volunteers, graduate students, researchers, and independent contractors; there are some specific procedures which provide additional rights/protections to students only.
- C. When: incidents which occur while the parties are formally affiliated with the College. At least one party must be enrolled, employed, and/or under the authority of the College at the time the reported incident occurs. It is not required for all parties to be formally affiliated, although the College's jurisdiction and ability to act over an unaffiliated party is limited. Incidents should be reported in a timely manner; the College reserves the right to limit its actions to supportive measures if too much time has passed to conduct a fair and thorough investigation.
- D. Where: incidents which occur on College property which includes all campuses, instructional sites, and any property owned or managed by the College including – but not limited to – buildings, parking lots, access roads, vehicles, and fields/lawns. The words "on campus" encompass all such properties. This policy applies to incidents which occur off-campus during an event, class, or other activity that is organized, controlled, or sponsored by the College or a recognized College group/entity with the exception of any incident which occurs outside the United States.

Acts of sexual harassment or sex discrimination that do not fall within the scope of this policy will be addressed by other appropriate institutional policies and procedures. (See Other Provisions, X, below.)

IV. INSTITUTIONAL OBLIGATIONS

The College will take steps to prevent the occurrence of sexual harassment and sex discrimination. If sexual harassment and/or sex discrimination occurs, the College – upon receiving actual notice – shall take immediate, appropriate steps to end the harassment and/or discrimination, to prevent its recurrence, and to remedy its effects. Informal resolutions are possible as determined by relevant factors. Formal investigations shall be prompt, equitable, reliable, and impartial. The College will treat all persons with respect, dignity, and fairness. The College will follow all appropriate procedures as detailed in Title IX materials, the Code of Student Conduct, Human Resources Manual, other related institutional policies, state/federal mandates, and legal standards.

The College will provide notice of this policy to students, employees, applicants, and other relevant persons.

The College will encourage and support a report to local law enforcement for any criminal act. The College's institutional response to sexual harassment and/or sex discrimination shall be independent of any law enforcement and/or court action. The College will comply with all Clery mandated data collection and reporting requirements. Designated College employees are required to report any sexual harassment and/or sex discrimination in accordance with the policy provision specified below.

V. MARYLAND LAW/REGULATIONS

The College shall comply with Maryland Education Article 11-601 regulating institutional disciplinary procedures. Students who allege a policy violation of or who respond to an allegation of a policy violation shall have the rights as described in accompanying procedures, and the College shall adopt and follow the disciplinary procedures described in accompanying procedures.

VI. PROCEDURES

Allegany College of Maryland shall adopt comprehensive procedures to implement this policy. Such procedures shall include but are not limited to the following elements: definitions of terms, how to file a complaint, parties' rights and responsibilities, presumptions, standard of evidence, the role of advisors, amnesty, confidentiality, notifications of parties, formal investigation and hearing practices, timelines, possible supportive measures, possible resolutions/consequences including the availability of informal resolutions, appeals, the role of law enforcement/crime reporting, resources, Title IX team training, and record-keeping.

VII. TITLE IX COORDINATOR

Allegany College of Maryland's Title IX Coordinator is responsible for the College's compliance with federal and state laws and/or regulations related to Title IX and the Clery Act as enacted in this policy and accompanying procedures. The Title IX Coordinator shall be the Dean of Student & Legal Affairs whose name and contact information shall be included in accompanying Procedures as well as publications and educational/training materials for students, faculty, and staff. The College may identify additional College employees to function as Title IX team members to assist with the implementation of this policy, to conduct investigations, to serve as advisors, to hold administrative hearings as needed, and to adjudicate appeals. Inquiries concerning the application of this policy may be referred to the Title IX Coordinator, and complaints that the College has discriminated on the basis of gender may be made to the United States Department of Education's Office for Civil Rights and/or the Maryland State Department of Education's Equity Assurance & Compliance Office.

VIII. EDUCATION AND TRAINING

Allegany College of Maryland shall provide prevention and awareness education to students, faculty, staff, and other relevant parties. This education shall be designed to inform the campus community about what constitutes sexual harassment and sex discrimination, how to reduce the occurrence of sexual harassment and sex discrimination, safe bystander interventions, consequences of engaging in sexual harassment and sex discrimination, and how to report sexual harassment and sex discrimination. The College shall also secure or provide annual training for College employees who are charged with responding to, investigating, and/or adjudicating sexual misconduct and sex discrimination; materials and/or information about this training shall be posted to the College's website.

IX. REPORTING

Any person with information about sexual harassment or sex discrimination is strongly encouraged report it promptly to Title IX Coordinator or Campus Safety/Special Police, and/or the Office of Student & Legal Affairs. College employees who are designated as authorized to initiate corrective measures on behalf of the College are required to report sexual harassment or sex discrimination to the Title IX Coordinator; this report must be made promptly upon the employees' having notice of sexual harassment or sex discrimination. The College will assist any person needing assistance to make a report or complaint, and reports may be made anonymously online at www.allegany.edu. The College strongly encourages any person who is a victim of or who witnesses any crime to contact law enforcement / call 911 immediately.

X. OTHER PROVISIONS

The College reserves the right to initiate, continue or to close its action under this policy under the following circumstances:

- A party is no longer formally affiliated with the College at the time a complaint is made.
- A party's formal affiliation with the College is severed after a complaint is made. If a party graduates, transfers, withdraws, ceases employment, is dismissed pursuant to another institutional process or otherwise terminates their formal affiliation, a determination shall be made whether the College's action shall continue after gathering the relevant information.
- The Complainant withdraws the complaint in writing.
- Circumstances prevent the collection of evidence sufficient to make a determination.

Application of this policy may directly or indirectly require the application of other institutional policies; nothing in this policy shall be construed to prohibit the application of related policies which include, but are not limited to the policies listed here. Related policies include: Code of Student Conduct, Personnel/HR policies, Non-Discrimination Policy, Admissions Policy, Safety Risk Policy, FERPA Policy, and First Amendment Policy.

Nothing in this policy shall be construed to limit any party's pursuing criminal or civil remedies.

If another College policy or state law conflicts with this policy, the College shall make reasonable efforts to resolve the conflict without violating any policy or law. If such resolution is not possible, the College shall apply the relevant policy or law in this order: constitutional protections, federal law, federal regulations, institutional policy to implement federal law/regulations, Maryland law, Maryland regulations, institutional policy to implement Maryland law/regulations, other state law, other state regulations, institutional policy to implement other state law/regulations, institutional policy unrelated to a federal or state law/regulation.

XI. POLICY CHANGES

Substantive changes to this policy require approval by the Board of Trustees; editorial changes, title/position changes, and/or changes to its implementation procedures may be made as required by federal or state mandate and/or institutional need with timely notice to students and employees.

*[Policy mandated by federal & state authorities]
Approved by Board of Trustees 5/11/15
Implementation Date 7/1/15
Updated per MD law 7/1/19
Approved by Board of Trustees 07/15/19
Updated per U.S. DOE regulations 7/1/20
Approved by Board of Trustees 7/20/20
Updated per MSDE 2022
Approved by Board of Trustees 06/20/22*

SECTION TEN: CODE OF STUDENT CONDUCT

POLICY SUMMARY:

Students enrolling at the College assume an obligation to conduct themselves in a manner compatible with the College's function as an educational institution and community partner. Conduct shall be consistent with the College's Core Values: Respect, Integrity, Opportunity, Wellness, and Quality. Each student is presumed to have fundamental knowledge of proper conduct, and each student shall be presumed to have read the Code of Student Conduct; ignorance of its provisions shall not be a defense to violating them. The actions/behaviors prohibited the Code of Student Conduct are not exhaustive, since every possible action/behavior cannot be foreseen by College officials, and the College reserves the right to supplement the standards of conduct at any time with notice to the students.

Key Principles:

1. The Code of Student Conduct applies to all students upon enrollment to a credit course.
2. Students are required to follow the Code of Student Conduct and College policies as well as all federal, state, and local laws. The Code of Student Conduct prohibits offenses against persons, property, health/safety, peace/order, hate-bias, housing regulations, and laws.
3. The Code of Student Conduct applies on and off-campus.
4. Acts of misconduct should be reported. Acts of misconduct that are also crimes should be reported to law enforcement. ACM's Campus Safety/Special Police is available to take reports from any person.
5. Upon receiving a report of alleged misconduct, the Dean of Student & Legal Affairs will determine if disciplinary action shall be initiated. A Hearing Officer shall be assigned. If the accused student presents a danger to any person or the campus, the student may be suspended pending resolution of the case.
6. Students are entitled to written notice of the allegation(s), the Conduct violation(s) they are alleged to have committed, a hearing to tell their side of the story, and written notice of the findings. Findings include whether the student has been found responsible for any violation(s) and, if so, what the consequence (or sanction) will be. No student shall be presumed responsible unless/until proven responsible; the standard of proof is preponderance of the evidence. If responsible, the student will be sanctioned appropriately. Possible sanctions include Censure, Probation, Suspension, Dismissal, Expulsion (Willowbrook Woods residents only).
7. Appeals are limited and are reviewed by an Appeal Officer who shall be the Hearing Officer's immediate supervisor.
8. Notices are provided via student email; students are responsible for monitoring their email and following directions.
9. The Code of Student Conduct is an administrative process; proceedings non-legal in nature and are, therefore, not subject to the same rules, procedures, and standards of proof as legal proceedings

What you need to do:

Do not commit any acts of misconduct. Period. If you are unsure what is permitted and what is not permitted, review the entire Code of Student Conduct (See below.) ACM is an educational institution that is learner centered, so we urge you to LEARN. Report any acts misconduct. (See below). Participate in any disciplinary matter for which you receive a notice (as victim, accused, or witness). Tell the truth. Do not retaliate against any person who reports and/or cooperates with an investigation.

Institutional Obligations:

Upon receiving a report of an alleged violation, the College will provide a prompt, equitable, reliable, and impartial investigation. The College will ~

- Take immediate and appropriate action to stop the behavior; to prevent a recurrence, and to remedy the effects of any misconduct that has occurred.
- Treat all persons with respect, dignity, and fairness.
- Follow all appropriate procedures as detailed in the Code of Student Conduct
- Encourage and support a report to local law enforcement for any criminal act; cooperate with any criminal investigation/prosecution.

Questions / Contact

The complete Code of Student Conduct may be found at <https://www.allegany.edu/student-handbook/StudentHandbook201920.pdf> . If you have any questions or concerns or if you need to make a complaint, contact ACM's Dean of Student & Legal Affairs, Dr. Renee Conner in CC-12, by email at rconner@allegany.edu , or by phone at (301) 784-5206. In an emergency, call 911. Misconduct/Crimes may be reported to Campus Safety/Special Police at (301) 784-5555 or 5252

June 2006 - Revised and Approved by the Board of Trustees
Updated (editorial corrections) April 2010 –BRC
JUNE 2013 - New Smoking Policy approved by Board of Trustees
June 2015 – Sexual Misconduct & Sex Discrimination Policy (Title IX) approved by Board of Trustees
2020 – Revised
Approved by Board of Trustees 08/17/20
Implementation: Fall 2020

I. PHILOSOPHY

Allegany College of Maryland, hereinafter referred to as “the College,” provides services and resources to provide a safe learning environment and to promote responsible citizenship by its students. Students enrolling at the College assume an obligation to conduct themselves in a manner compatible with the College’s function as an educational institution and community partner. Each student is presumed to have fundamental knowledge of proper conduct. Each student is likewise expected to follow all federal, state, and local laws as well as all College policies. Furthermore, each student shall be presumed to have read the Code of Student Conduct; ignorance of its provisions shall not be a defense to violating them. The actions/ behaviors prohibited this Code of Student Conduct are not exhaustive, since every possible action/behavior cannot be foreseen by College officials, and the College reserves the right to supplement the standards of conduct at any time with notice to the students. The Code of Student Conduct is an administrative process; proceedings non-legal in nature and are, therefore, not subject to the same rules, procedures, and standards of proof as legal proceedings. The College shall provide notice of this Code of Student Conduct to students. Any questions about the Code may be addressed to the Dean of Student & Legal Affairs.

II. AUTHORITY

Allegany College of Maryland’s Board of Trustees adopts the Code of Student Conduct

III. JURISDICTION

The Code of Student Conduct applies to any Allegany College of Maryland student enrolled in any course which offers college credit at any campus or instructional site of Allegany College of Maryland. Courses include on-campus, online, blended, and early college. Jurisdiction begins when the student enrolls/registers in a qualifying course and ends when the student graduates, formally withdraws from the College, transfers to another institution, or has failed to enroll/register in a qualifying course in the next sequential Fall or Spring semester. Jurisdiction continues between semesters including Summer terms if a student enrolls/registers in a qualifying course in the next sequential Fall or Spring semester. Jurisdiction includes on-campus and off-campus conduct. The provisions of the Code of Student Conduct apply equally and consistently to all students.

Jurisdiction applies to students who have a disability. If not already receiving accommodations for their disability, students are urged to contact Academic Access & Disability Resources and/or the ADA/504 Coordinator. Approved accommodations will be honored in the disciplinary process, and an appropriate individualized assessment will be made to determine whether the disability shall be a consideration in the investigation, findings, and/or any sanction imposed if a student is found responsible.

Jurisdictional Exceptions:

- The Code of Student Conduct does not apply to misconduct allegedly committed by persons taking course(s) which is completely non-credit. Whether the person will be permitted to remain enrolled or to be on campus will be determined on a case-by-case basis pursuant to the Safety Risk Policy and in consultation with Continuing Education and Workforce Development personnel.
- The Code of Student Conduct does not apply to misconduct allegedly committed by persons incarcerated in any facility who are taking courses for whole or partial college credit. The person will be referred to the appropriate correctional authority. Whether the inmate will be permitted to remain enrolled or to be on campus will be determined on a case-by-case basis pursuant to the Safety Risk Policy and in consultation with the correctional authority.
- The Code of Student Conduct can be applied independently of or in tandem with an investigation of an alleged violation of the College's Title IX policy, since there may be alleged misconduct that includes provisions of both institutional policies. As necessary and appropriate, the procedures for either or both policies will be applied during investigations, hearings, and appeals.

Application of this policy may directly or indirectly require the application of other institutional policies; nothing in this policy shall be construed to prohibit the application of related policies which include, but are not limited to the policies listed here. If the application of this policy conflicts with the application of another institutional policy, the College will make a good faith effort to comply with all mandates, and the College will comply with any court order(s); however, the Code of Student Conduct shall take precedence unless otherwise required by law. Related policies: Title IX Policy, Non-Discrimination Policy, Admissions Policy, HR policies, Technology Resources Policy, Personal Electronic Account Privacy Protection Policy, Safety Risk Policy, FERPA Policy, and First Amendment Policy.

IV. REPORTING MISCONDUCT AND CRIMES

Any person with information about misconduct should report it promptly to Campus Safety/Special Police, the Dean of Student & Legal Affairs, or other College Official. Allegany College of Maryland employees are required to report certain acts or suspected misconduct pursuant to federal or state law including child abuse. Reports should be made immediately or as soon after an incident as possible. Reports may be made anonymously. Reports made more than thirty days after the incident or made anonymously will be accepted, but the College reserves the right to close such reports without action if there is insufficient information to investigate fully and fairly. The College will assist any person needing assistance to make a report or complaint. **The College strongly encourages any person who is a victim of or who witnesses any crime to contact law enforcement / call 911 immediately.** The College reserves the right to report crimes to local law enforcement and/or to pursue criminal charges or other legal remedies for acts of misconduct committed against the College.

Investigations of alleged violations of the Code of Student Conduct are independent of any alleged crime being investigated by law enforcement or prosecuted in court. The College's proceedings are not dependent upon any proceeding or outcome in a criminal matter. Likewise, the College's proceedings are not dependent upon any proceeding or outcome in a civil matter.

Additionally, students should be aware of any obligation to report a criminal charge to his/her academic program if required and be aware of the effect a criminal matter may have upon the student's eligibility for a particular program, other educational opportunities such as clinical/intern experiences, licensure, future employment, financial aid, and/or on-campus housing.

V. ENFORCEMENT

The Office of Student & Legal Affairs is responsible for the implementing of the Code of Student Conduct in collaboration with Campus Safety/Special Police and other designated College Officials. Reports of alleged misconduct are reported or forwarded to the Dean of Student & Legal Affairs or Designee who determines if the matter will be addressed informally or formally. Informal resolution may include measures such as written warnings, mediation, alternate dispute resolution and/or restorative justice; informal resolution is permitted only if there is no safety risk to any person. Formal disciplinary procedures are detailed below. Additional processes including but not limited to wording of notices, forms, timelines, and compliance deadlines shall be implemented by the Dean of Student & Legal Affairs or Designee. Procedures shall have the full enforcement authority of this Code of Student Conduct.

VI. DEFINITIONS

See Definitions / Accompanying Procedure

Violations of ACM's Standards of Conduct detailed in Section VI include acts defined by Maryland law, the Maryland Attorney General, Maryland Higher Education Commission, the U.S. Department of Education Clery Handbook, other state or federal resources, and/or prior editions of the Code of Student Conduct. This section provides several additional definitions.

- Appeal Officer: a College supervisor who reviews appeal petitions and, when appropriate, conducts appeal interviews.
- Campus: Refers to any property owned or managed by Allegany College of Maryland including but not limited to the Cumberland campus, Bedford County campus, Gateway Center, instructional sites, Willowbrook Woods, College buildings, parking lots, vehicles, and fields/lawns.
- Child: Any person under the age of eighteen who is not enrolled/registered in a qualifying course.
- Hearing Officer: a College Official who has been trained to conduct disciplinary investigations and to preside over disciplinary matters.
- Investigation: the process for responding to an alleged violation of the Code of Student Conduct and/or Title IX policy. It is a general term that includes intake, fact-finding, and hearings.
- Ombudsman: a neutral third party who is a member of the College staff appointed by the President, who does not advocate for any position or outcome, but who is well-versed in the Code of Student Conduct. The Ombudsman may meet with accused students (as requested) to prepare for the hearing and may attend the hearing.

VII. STANDARDS OF CONDUCT

The following actions/behaviors (and attempts to commit them) committed in any medium including in person, through third persons, via postal mail, or via any form of technology/media, are strictly prohibited. The Code of Student Conduct adopts definitions which are in accompanying Procedures.

A. Personal Interaction

1. Assault and Battery/Assault
2. Aggravated assault
3. Sexual Assault
4. Sexual Harassment
5. Sexual Exploitation
6. Sexual Intimidation
7. Stalking
8. Relationship Violence
9. Title IX Offenses
10. Registered Sex Offenders
11. Harassment
12. Retaliation
13. Threat
14. Intimidation
15. Bullying
16. Cyberbullying
17. Hazing.
18. Child Endangerment
19. Child Abuse/Neglect
20. Murder and Non-Negligent Homicide
21. Manslaughter by Negligence

B. Respect for Property

1. Theft
2. Unauthorized Use
3. Trespassing
4. Unauthorized Entry
5. Burglary
6. Robbery
7. Vandalism/Destruction of Property
8. Tampering with Safety Equipment
9. Arson
10. Littering

C. Health and Safety

1. Weapons
2. Disregarding Fire Safety
3. Alcohol: Allegany College of Maryland is a dry campus See the Drug and Alcohol Policy.
4. Drugs: Allegany College of Maryland is a clean campus. See the Drug and Alcohol Policy.
5. Tobacco/Smoking/Vaping
6. Disregarding Public Health Directives
7. Gambling
8. Reckless Endangerment
9. Enabling Banned Persons
10. Unauthorized Possession/Duplication of keys
11. Access Obstruction
12. Unsafe driving

13. Unauthorized Parking

14. Prohibited Animals

D. Peace and Order

1. Failure to Comply
2. Probation Violation
3. False Statement
4. Fraud
5. Disorderly Conduct
6. Residence/Residency
7. Photo Identification Cards
8. Unauthorized Publication(s)/Sale(s)
9. Policies on Publications and Fundraising/Sales
10. Misuse of Technology

E. Hate – Bias

1. Hate Crime
2. Hate-Bias Incident

F. On Campus Housing Regulations

1. Visitors
2. Noise
3. Banned Items
4. Vehicles
5. Exceeding Contract dates/times
6. Cable/Internet fraud

G. Other Misconduct

1. Other act that violate any local, state, or federal law.
2. Other act that violate the personal, property, health, or safety rights of others.
3. Other acts that violate College policy.

VIII. DISCIPLINARY PROCEDURES

The College will create and apply procedures to implement this Code of Student Conduct. Procedures shall include student notification, hearing protocols, due process requirements, student rights and responsibilities, standard of proof, sanctions, and appeal protocols.

Disciplinary matters arising from an alleged Title IX violation shall follow Title IX procedures which may differ from the Code of Student Conduct procedures. Parties to such matters will be given information regarding the applicable procedures. Disciplinary matters that include both Title IX allegations and non-Title IX allegations – whenever that determination is made during the process – may follow a mix of procedures. Students will be notified regarding applicable procedures.

These procedures apply to acts of suspected/alleged misconduct which were determined to be addressed formally. Upon receiving a report of alleged violation of the Code of Student Conduct, the Dean of Student & Legal Affairs shall determine if an informal resolution is appropriate for the circumstances; if not, the Dean shall assign the matter to an appropriate Hearing Officer(s) who shall complete a full, thorough, impartial, and fair investigation.

- A. Investigation: The investigation may include interviewing the complainant, interviewing the accused, interviewing witnesses, reviewing reports, reviewing students' written statements, and reviewing other documents, video, recordings, or any information available to the Hearing Officer(s). The investigation will be properly documented. Confidentiality will be observed. The investigation may be conducted with the assistance of Campus Security/Public Safety or other relevant College Officials.
- B. Notice: Students accused of misconduct will be given written notice of the incident which prompted disciplinary action, the Code of Student Conduct provision(s) allegedly violated, and their rights/responsibilities. Additional notice may be waived in limited circumstances: the accused student gives provably false information during the investigation and/or additional violations which directly related to the original matter(s) are discovered during the investigation.
- C. Hearings and interviews: Any student who is notified about a disciplinary matter is expected to schedule a meeting with the Hearing Officer(s). It is the student's responsibility to schedule his/her hearing or interview. Failure to schedule and attend could result in decision without student's input, and such decisions are final. Each student meets separately with the Hearing Officer(s). All hearings and interviews are closed and shall be conducted in private, and students may not be accompanied by any 3rd party except an Ombudsman. Hearings may not be recorded by either party unless both parties agree in writing; the person who requested the recording shall be responsible for having the hearing transcribed by a third party approved by both parties; copies of transcript shall be provided to both parties at the requestor's expense.
- D. Respondent Student Rights:
 - Students have a right to an objective process.
 - Students have a right to notice of the allegations.
 - Students have a right to a hearing with the Hearing Officer.
 - Students have the right to admit or deny the allegation(s).
 - Students have the right to present relevant information.
 - Students have the right to present fact or character witnesses.
 - Students have the right to present documents and other materials.
 - Students have the right to view information being considered in the investigation; such information may be redacted or presented to protect the privacy/safety of other person(s).
 - Students have the right to submit questions for the Hearing Officer(s) to ask another person(s).
 - Students have the right to seek procedural assistance and information from the Ombudsman.
 - Students have the right to be accompanied in the hearing by an Ombudsman.
 - Students have the right to request a different Hearing Officer upon presenting bona fide evidence of a conflict of interest by the assigned Hearing Officer.
 - Students have the right to present information in mitigation for a sanction if found responsible.
 - Students have the right to a written Notice of Decision.
 - Students who participated in the proceedings have the right to petition for an appeal.

E. Complainant Rights

- Students have a right to an objective process.
- Students have a right to a meeting with the Hearing Officer.
- Students have the right to present relevant information.
- Students have the right to present fact or character witnesses.
- Students have the right to present documents and other materials.
- Students have the right to submit questions for the Hearing Officer(s) to ask another person(s).
- Students have the right to seek procedural assistance and information from the Ombudsman.
- Students have the right to request a different Hearing Officer upon presenting bona fide evidence of a conflict of interest by the assigned Hearing Officer.
- Students have the right to present information to seek an enhanced sanction if the accused student is found responsible.

Upon request, written notice of results of disciplinary proceeding if crime of violence is alleged

- F. Campus Suspension: When a reported violation involves violence and/or a reasonable concern that an imminent risk to individual or campus safety exists, the Dean of Student & Legal Affairs may request an Order of Immediate Interim Suspension from the College President. Such an Order requires that the accused student immediately leave College grounds and is prohibited from being on campus pending an investigation of the incident(s) unless/until authorized by the Dean of Student & Legal Affairs or Director of Campus Security/Public Safety or unless/until the Order is lifted. The student may request an emergency hearing with the Dean of Student & Legal Affairs to challenge the Order within three business days.
- G. Housing Suspension: Willowbrook Woods residents who are accused of conduct violations that necessitate their temporary removal from on-campus housing for safety reasons may be suspended by either the Director of Residence Life or the Dean of Student & Legal Affairs pending an investigation of the incident(s). These residents will be responsible for finding temporary accommodations and transportation to/from campus. The resident may request an emergency hearing with the Director of Residence Life or the Dean of Student & Legal Affairs to challenge the suspension.
- H. Standard of Proof: The standard to be applied in making decisions is preponderance of the evidence (i.e., it is more likely than not that the accused student committed the violation(s) as alleged). No student shall be presumed responsible when a matter is referred for disciplinary action; only if the standard of proof has been met may a student be found responsible.
- I. Outcome: At the conclusion of an investigation, the Hearing Officer(s) will provide written notification to the accused student summarizing the investigation and noting the findings:
- Responsible
 - Not Responsible
 - Taken Under Advisement for a specific period of time (with or without conditions)
 - Closed without a Finding
 - Referred to a different process
 - Other resolution.
- J. Sanction(s): if the accused student is found responsible, the Hearing Officer will assign an appropriate sanction after considering relevant factors.

Possible sanctions include:

1. Censure: A written reprimand placed in the student's disciplinary file.
2. Probation / Probation with Special Conditions: A period of time when the student's conduct will be more closely monitored for compliance with all rules, regulations, policies, and laws. Specific terms and/or conditions that are intended to promote safety, to compensate any victim, to deter this or any student from a similar course of conduct, or to educate the student may be imposed
3. Campus Suspension: A period of time when the student may not be on campus for any reason without prior authorization. A suspended student may be permitted to complete coursework at the discretion of his/her instructors. Students who are suspended from campus are also suspended from Willowbrook Woods.
4. Willowbrook Woods Suspension: A period of time when the student who has a contract for on-campus housing may not be on Willowbrook Woods property for any reason without prior authorization.

5. Dismissal: The student is separated from the College for an indefinite period of time and may be readmitted only with written approval from the College President. The student will be administratively withdrawn from all classes and is not permitted to complete a course, program of study, or degree. A dismissed student shall not be permitted on campus for any reason without prior authorization, may not complete any coursework after the effective date of the dismissal, and may not graduate or participate in any commencement activities. His/her transcript may have a notation of disciplinary dismissal. Students who are dismissed from the College are also expelled from Willowbrook Woods.
 6. Expulsion (Willowbrook Woods residents only): The resident is removed from housing for the remainder of the contract term and may not be on housing property without prior authorization.
- K. Appeal: A student who has been found responsible/in violation of the Code of Student Conduct may petition to appeal the Hearing Officer's decision. The appeal petition must state eligible grounds for appeal and must be submitted to the Hearing Officer, along with any supporting documentation or supplemental materials, within 15 calendar days of the date of the decision being appealed.

Eligible grounds to petition for an appeal are limited to:

1. Discovery of new information that was previously unavailable that could have made a difference.
2. Discovery of proof of actual innocence that was previously unavailable.
3. Proof of misconduct by the Hearing Officer.
4. Due process requirements were not met (i.e., student was denied written notice of the allegations, an opportunity to be heard, an opportunity to provide information/witness names, written decision and/or other established procedures).
5. Sanction is substantially disproportionate to the severity of the violation considering the relevant aggravating and/or mitigating factors.

Upon receipt, the Hearing Officer has discretion to modify his/her decision on the merits of the petition or other relevant circumstances; any changes shall be communicated in writing to the student. If the Hearing Officer declines to modify the decision, s/he will promptly notify the Appeal Officer and forward the petition, a copy of the relevant records, and a written response to the petition. The Appeal Officer shall be the Hearing Officer's immediate supervisor. The Appeal Officer shall determine if the appeal petition satisfies the criteria to be considered; merely being dissatisfied with the outcome is insufficient. Such allegations must be supported by reference to specific evidence not by vague claims or assertions. The Appeal Officer will issue a written notification whether the petition has merit or not. If the petition has merit, the appeal may proceed to a hearing. The appealing student has the right to a hearing with the Appeal Officer to present information about the student's grounds for appeal. The appeal hearing is not a de novo review; its scope is limited to the issue(s) stated in the appeal petition. The Appeal Officer may also meet with the Hearing Officer, meet with relevant witnesses, and review investigation materials. At the conclusion of these proceedings, the Appeal Officer will issue a written notification of findings; the original decision may be affirmed, modified, or reversed. Decisions by the Appeal Officer may be appealed to next level supervisor using the same petition process. Decisions by the President are final.

- L. Nothing shall be noted in a student's College record about a disciplinary matter unless the student has been found responsible. Those records shall be preserved in the Office of Student & Legal Affairs or other secure location and are subject to privacy law and college policy. Students may review their records upon request. Information shall not be shared with any third party without a properly executed and authenticated FERPA release, but the College reserves the right not to disclose disciplinary information to any third party except by court order or other legal process. See the College's FERPA policy. Certain disciplinary information may be released without the student's consent including but not limited to Title IX cases and drug/alcohol violations (findings may be released to parent or guardian per federal law). Records may not be expunged.

IX. POLICY CHANGES

Substantive changes to this Code of Student Conduct require approval by the Board of Trustees; editorial changes, title/position changes, and/or changes to its implementation procedures may be made as required by federal or state mandate and/or institutional need with timely notice to students.

CODE OF STUDENT CONDUCT PROCEDURE: STANDARDS OF CONDUCT DEFINITIONS

The following actions/behaviors (and attempts to commit them) committed in any medium including in person, through third persons, via postal mail, or via any form of technology/media, are strictly prohibited. The Code of Student Conduct adopts definitions which are in accompanying Procedures.

A. PERSONAL INTERACTION

1. Assault and Battery/Assault: unlawful physical touching of another without justification or excuse often (but not always) done in anger or with aggression / injury to another person without actual touching as well as attempts to commit Assault and Battery can constitute assault
2. Aggravated assault: unlawful assault by one person upon another resulting in severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. Includes attempts to kill or murder, poisoning (including the use of date rape drugs), assault with a dangerous or deadly weapon, maiming, mayhem, assault with explosives, assault with disease (as in cases when the offender is aware that he or she is infected with a deadly disease and deliberately attempts to inflict the disease by biting, spitting, etc.).
3. Sexual Assault: Rape, Sexual Assault I, Sexual Assault II
RAPE: Per Uniform Crime Report by Federal Bureau of Investigation as required for the annual Clery Crime Report. "Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim."
SEXUAL ASSAULT I – NON-CONSENSUAL SEXUAL INTERCOURSE: any act of sexual intercourse with another individual without consent. Sexual intercourse include vaginal or anal penetration, however slight, with any body part or object or oral penetration involving mouth to genital contact.
SEXUAL ASSAULT II – NON-CONSENSUAL SEXUAL CONTACT: any intentional touching of the intimate parts of another person causing another to touch one's intimate parts, or disrobing or exposure of another without consent. Intimate parts may include genitalia, groin, breast, or buttocks, or clothing covering them, or any other body part that is touched in a sexual manner. Sexual contact also includes attempted sexual intercourse.
4. Sexual Harassment: any unwelcome advance, unwelcome request for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature when (1) submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, evaluation of academic work, or participation in any aspect of an ACM program or activity; (2) submission to or rejection of such conduct by an individual is used as the basis for academic, employment, or activity or program participation related decisions affecting an individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance (ie., it is sufficiently severe and pervasive to create an intimidating, hostile, humiliating, demeaning, or sexually offensive working, academic, residential, or social environment).
5. Sexual Exploitation: taking non-consensual or abusive sexual advantage of another person for one's own advantage or benefit or for the advantage or benefit of anyone other than the person being exploited.
6. Sexual Intimidation: (1) threatening to sexually assault another person; (2) gender or sex-based stalking, including cyber-stalking, or (3) engaging in indecent exposure.
7. Stalking: engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress.

8. Relationship Violence: Dating Violence and Domestic Violence

DATING VIOLENCE: violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant. The existence of such a relationship shall be determined based upon a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

DOMESTIC VIOLENCE: violence committed by a current or former spouse or intimate partner of the complainant by a person with whom the complainant shares a child in common, by a person who is cohabiting with or has cohabited with the complainant as a spouse or intimate partner, by a person similarly situated to a spouse of the complainant, or by any other person against an adult or youth complainant protected from those acts by domestic or family violence laws of Maryland.

9. Title IX offenses: sexual assault, stalking, relationship violence, *quid quo pro* sexual harassment, hostile environment sexual harassment, and gender-based discrimination. See Title IX documents for details. Sexual exploitation and sexual intimidation as defined above may constitute sexual harassment for Title IX purposes.

Sexual Assault:

Stalking:

Relationship Violence:

Dating Violence:

Domestic Violence:

Quid quo pro Sexual Harassment:

Hostile Environment Sexual Harassment:

Gender-based Discrimination:

10. Registered Sex Offenders: Individuals who are listed in any federal or state sex offender registry are required to maintain their registration, to notify the Office of Student & Legal Affairs and Campus Safety/Special Police regarding their registry status, and to comply with all terms and conditions of the registration, the court, court officials, law enforcement, and the College.
11. Harassment: specific words or acts that are repeated multiple times and that have the intent or the effect of causing distress, anxiety, fear, or alteration of the behavior, habits, or conduct of the person at whom the words or acts is directed. See First Amendment Policy for speech protections.
12. Retaliation: intimidating, threatening, coercing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by law or ACM policy or because an individual has made a report, assisted, provided information, or participated in any manner with an inquiry, investigation, hearing, or other proceeding. Retaliation includes retaliatory harassment.
13. Threat: words and/or act that communicate to another person that s/he will be harmed in some way and/or that violence against a person, entity, or the College is imminent or planned with the means to carry out the threat.
14. Intimidation: To place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
15. Bullying: unwanted, intentional, and aggressive behavior that involves a real or perceived power imbalance and that is repeated over time. The power imbalance can be physical strength, economic resources, intellectual capacity, authority, access to information, social standing/popularity. Bullying includes but is not limited to actions such as making threats, spreading rumors, attacking someone physically or verbally, humiliating someone, and excluding someone from a group on purpose.
16. Cyberbullying: bullying that takes place over digital devices or electronic communication platforms. Cyberbullying can happen on phones, computers, tablets, SMS, texting, apps, or online in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else causing embarrassment or humiliation.
17. Hazing: recklessly or intentionally doing an act or creating a situation that subjects a student to the risk of serious bodily injury for the purpose of an initiation into a student organization.

18. Child Endangerment: activities that put any child at risk of physical, medical, sexual, or psychological harm. Additionally, all persons doing business on campus are reminded that they are responsible for any minor children in their care; children may not accompany the adult to a class and/or laboratory; and no unattended children are allowed on campus.
19. Child Abuse/Neglect: physical injury not (necessarily visible) of a child under circumstances that indicate that a child's health or welfare is harmed or at substantial risk of being harmed; failure to give proper care and attention to a child; leaving a child unattended where the child's health or welfare is harmed or a child is placed in substantial risk of harm; act or acts involving sexual molestation or exploitation whether physical injuries are sustained or not; identifiable and substantial impairment of a child's mental or psychological ability to function; and/or finding credible evidence that has not been satisfactorily refuted that physical abuse, neglect or sexual abuse occurred.
20. Murder and Non-Negligent Homicide: the willful (non-negligent) killing of one human being by another. Includes any death caused by injuries received in a fight, argument, quarrel, assault or the commission of a crime.
21. Manslaughter by Negligence: the killing of another person through gross negligence.

B. RESPECT FOR PROPERTY

1. Theft: the unlawful taking, carrying, or riding away of property from the possession or constructive possession of another.
2. Unauthorized Use: using or taking custody/control of property belonging to another person/entity without the express permission of that person/entity.
3. Trespassing: entry to or presence on property with in violation of a clear directive including signage, written notification, and/or verbal notification.
4. Unauthorized Entry: gaining access with or without force to a structure or physical location without consent by the person/entity authorized to grant entry. No one may demand entry to any physical location.
5. Burglary: the unlawful entry of a structure to commit a felony or a theft. Includes unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and forcible entry (all offenses where force of any kind is used to unlawfully enter a structure for the purpose of committing a theft or felony).
6. Robbery: the taking of anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
7. Motor Vehicle Theft : theft or attempted theft of a motor vehicle.
8. Vandalism/Destruction of Property: to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person/entity having custody or control of the property.
9. Tampering with Safety Equipment: any act which disables or prevents the ordinary function of any safety equipment including locks, doors, windows, smoke detectors, emergency alarms, fire extinguishers, sprinklers, or related devices.
10. Arson: any willful or malicious burning with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, one's own personal property, or other property.
11. Littering: Allegany College of Maryland provides trash cans receptacles; each person using College facilities is expected to dispose of his/her trash properly.

C. HEALTH AND SAFETY

1. Weapons: No one may possess or use on College property any firearms, guns (including BB guns), knives (except kitchen/culinary knives, a penknife without switchblade), other dangerous or deadly weapons of any kind, explosive ammunition, or incendiary/explosive material or device except as expressly permitted by the President or other College policy. Also, if an ordinary usage item is wielded as a weapon, then it will be treated as a violation of this standard.
2. Disregarding Fire Safety: non-compliance with requirements from the College and/or local officials including firefighters/fire marshal that create or worsen a fire safety hazard. Examples include (but are not limited to) playing with fire, being in possession of items banned due to risk of fire, using fireworks (including sparklers), and failing to evacuate a building when a fire alarm has sounded.

3. Alcohol: Allegany College of Maryland is a dry campus See the Drug and Alcohol Policy.
4. Drugs: Allegany College of Maryland is a clean campus. See the Drug and Alcohol Policy.
5. Tobacco/Smoking/Vaping: Allegany College of Maryland is a clear campus See the Tobacco Policy.
6. Disregarding Public Health Directives: non-compliance with any order, directive (verbal or written), law, or regulation issued by the College, authorized College Official, local government official, state government official, or federal government official that relates to public health including the campus and/or local community. Examples include orders related to a pandemic, natural disaster, water contamination, and the like.
7. Gambling: Illegal gambling is prohibited.
8. Reckless Endangerment: unsafe act(s) that place any person at risk of death or serious physical injury.
9. Enabling Banned Persons: the College sometimes designates certain individuals to be too dangerous or disruptive to be permitted onto campus or onto designated College locations. Such persons may be non-students or may be a current or former student whose presence on campus or certain locations on campus have been restricted. Students may not host, accompany, facilitate trespassing, or otherwise assist these persons to be in areas they have been denied or are prohibited.
10. Unauthorized Possession/Duplication of keys: only keys given to a student by an authorized College official may be used; keys may not be shared or duplicated.
11. Access Obstruction: roadways, sidewalks, hallways, doorways, and stairs must be free of obstruction for both vehicular and pedestrian traffic.
12. Unsafe driving: failure to follow the posted speed limits and other rules of the road when operating a motor vehicle on campus.
13. Unauthorized Parking: students are not permitted to park a motor vehicle in a location where parking is restricted or not permitted. Handicapped parking is designated for use only by persons with authorized handicapped tags/placards/stickers. Staff parking is designated for use only by faculty and staff
14. Prohibited Animals: With the exception of Service Animals, animals are generally prohibited on campus. See the Pets and Animals Policy.

D. PEACE AND ORDER

1. Failure to Comply: when a student is given an order, direction, or instruction from a College official or a community authority (such as fire and rescue personnel) who is rendering assistance to the College, the student must follow the order, direction, or instruction. If the student objects to it, s/he must comply but may lodge a complaint with the appropriate official/authority or with the Dean of Student & Legal Affairs on the next business day.
2. Probation Violation: failure to satisfy a term or condition of disciplinary probation.
3. False Statement: making a false report or providing false information on a college document and/or during an investigation, proceeding, interview, hearing, or other institutional fact-finding process
4. Fraud: actions/behaviors that are intended to deceive another person/official or to gain access to facilities, equipment, offices, accounts, course materials/activities, college resources, or the property/resources belonging to another person/entity constitute fraud. No student shall engage in the forgery, adulteration, or falsification of any document or record. No student shall use College resources including funds, equipment, logo, etc. without proper authorization.
5. Disorderly Conduct: students shall not engage in actions/behavior that disrupt educational, administrative, or residential operations of the College or College sanctioned events, programs. Disruptions include (but are not limited to) making excessive noise in a learning or working space and using cell phone in a classroom, lecture halls, laboratory, library, other study/learning areas, events in the College theatre where hosts have requested that all cellular telephones be silenced, or other campus locations where cell phones are not permitted. Exception: cell phones may be used in these locations in an emergency or with the permission of a College Official.
6. Residence/Residency: Providing false, misleading, incomplete, or inaccurate information to solicit a change in legal residency is not permitted. Moving to Maryland and/or Allegany County solely for the purpose of obtaining a reduced tuition is not permitted. Also, each student is required to notify the Admissions/Registration Office of his/her permanent and local addresses – including any changes of addresses within a reasonable time. Willowbrook Woods may NOT be listed as a permanent address.

7. Photo Identification Cards: Students are required to have a photo ID on their person at all times. Willowbrook Woods residents are required to carry their ID at all times. Students are required to produce identification upon request of a College official. See Photo ID Policy for details.
8. Unauthorized Publication(s)/Sale(s): Except as authorized in College policy or one-time, private transactions involving personal property, students are not permitted to sell any merchandise, food, or other good without prior College approval. Entrepreneurs who wish to engage in the routine sale of goods shall obtain a local business license. See [Student Life] Policies on Publications and Fundraising/Sales. See also First Amendment Policy
9. Misuse of Technology: See the Technology Resources Policy and the Student Communication Policy

E. HATE – BIAS

1. Hate Crime: an offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim on the basis of race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, or disability.
2. Hate-Bias Incident: a hostile act of conduct, speech, or expression motivated in whole or in part by intolerance, bias, or prejudice against another. Unlike a hate crime, the hostile act is not a criminal act; like a hate crime, the hostile act is motivated by prejudice.

F. ON CAMPUS HOUSING REGULATIONS

1. Visitors: All residents and visitors to on-campus housing must follow Guest Policies and Procedures.
2. Noise: All residents and visitors must comply with Quiet and Courtesy Hours as detailed in the Housing Guide.
3. Banned Items: A list of prohibited items is provided to each resident. Guests should bring nothing on housing property without checking that the item is permitted.
4. Exceeding Occupancy: Per the fire marshal, no more than 10 people are permitted in an apartment at any time.
5. Vehicles: Residents' vehicles must be registered; unregistered cars will be towed.
6. Exceeding Contract dates/times: Residents may only be on Willowbrook Woods property during the dates/times specified in the housing contract or supplemental housing contract.
7. Cable/Internet fraud: each resident is responsible for entering his/her own service contract for any cable/internet service beyond what is provided by the College/Willowbrook Woods; residents are not permitted to "share" or otherwise manipulate the service.

G. OTHER MISCONDUCT

1. Other act that violate any local, state, or federal law.
2. Other act that violate the personal, property, health, or safety rights of others.
3. Other acts that violate College policy.

SECTION ELEVEN: FERPA

BACKGROUND AND PURPOSE:

The Family Educational Rights & Privacy Act is a federal law (enacted in 1974, amended in 2009) enforced by the United States Department of Education which requires institutions of higher learning to do certain things and forbids other things related to the privacy of students' information; the relevant federal regulations are found at 35CFR99. Non-compliance with FERPA jeopardizes a college's financial aid funding and exposes the institution and the individual to liability.

POLICY:

I. POLICY STATEMENT

Allegany College of Maryland, employees, and persons working on behalf of the institution will comply with the federal Family Education Rights and Privacy Act, and the College will implement reasonable methods to protect student educational records.

II. SCOPE OF THE POLICY

This policy applies to the educational records maintained by the College of students taking credit and non-credit courses which are maintained by the College. This policy addresses how the College protects the privacy and access rights of students as well as restrictions to the unauthorized release of student records and protected student information. Different parts of the policy apply to students while others apply to faculty and staff – including students in their capacity as paid employees, quasi-employees, and/or members of college committees. This policy applies upon a student's enrollment. This policy applies at all campuses, instructional sites, and any property owned or managed by Allegany College of Maryland; the words "on campus" encompass all such properties. This policy applies to educational records after a student is no longer enrolled; however, this policy does not apply to distinct records created within the College's Alumni Office for fundraising purposes.

III. DEFINITIONS

"College Official" for purposes of this policy includes a person employed by Allegany College of Maryland, a student performing work for the College, a person serving on the Board of Trustees, General Counsel, an authorized volunteer, and/or a contracted person who performs an institutional service pursuant to written agreement.

"Directory information" at Allegany College of Maryland includes student name, address, email address, photo, dates of attendance, credentials earned, honors awarded, and alumni status.

"Educational records" include but are not limited to acceptance letter, registration, course schedules grades, transcript, attendance, date of birth, social security number, student identification number, birth name, sex assigned at birth, on-campus housing records, payment/billing, financial aid, disability requests, disability accommodations, selective admission program applications, vaccinations/vaccination verification, medical records required for an academic program, written communications to the student, text messages (to Mongoose, to College Officials' phones), ACM Wi-Fi records (including cell phone location), law enforcement records submitted to student conduct office, disciplinary records, threat assessment, intervention plans, and Title IX documents. (Notes; internal communications among College Officials; any writings, notes, documents, emails or communications that are pre-decisional and/or deliberative; other informal/unofficial

documents; calendars; reminders; individual observations, and personal opinions do not constitute “educational records” but may be subject to other privacy protections that prevent or restrict disclosure to any person.)

“Disclosure” means the release of educational records or information contained within educational records. “Maintained” means records created and preserved by the institution including authorized College Officials in the regular course of business.

IV. DISCLOSURE

A. REQUIRED

The College **MUST** disclose education records in the following circumstances:

1. Students have the right to inspect their own educational records.
2. The College will comply with a properly authorized and executed court order
3. Specified records are required to be shared pursuant to Title IX regulations.
4. Disciplinary outcomes may be disclosed to the victim of a violent offense upon written request.

B. PERMITTED

The College **MAY** disclose education records only if one of the following criteria is met:

1. Directory information (unless student opts out – see Student Rights below)
2. Emergencies
3. Student has signed a FERPA Release which is properly authenticated
4. Student is a dependent as filed in a third party’s taxes
5. Financial aid information to authorized agencies and personnel
6. Drug/alcohol violations may be reported to parents of students under 21 years of age
7. Registered sex offender pursuant to community notification program (Campus Sex Crimes Prevention Act)
8. College employee with legitimate need to know
9. Deceased student’s information to parents/next of kin
10. Studies for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction. Disclosures must comply with statutory requirements: written agreement which must state the scope, duration, information to be disclosed; individual students may not be identified; if collected, PII student information must be destroyed at the end of the study; confidentiality must be maintained; and no re-disclosure is permitted.
11. Audits/Evaluations by federal, state, local education authority
12. Accrediting bodies. Disclosures must comply with statutory requirements: written agreement which must state the scope, duration, information to be disclosed; individual students may not be identified; if collected, PII student information must be destroyed at the end of the study; confidentiality must be maintained; and no re-disclosure is permitted.
13. Authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university’s State-supported education programs. Disclosures must comply with statutory requirements: written agreement which must state the scope, duration, information to be disclosed; individual students may not be identified; if collected, PII student information must be destroyed at the end of the study; confidentiality must be maintained; and no re-disclosure is permitted.
14. Transfer/enrollment information to other colleges
15. USA Patriot Act investigation and/or prosecution

C. NOT PERMITTED

The College may **NOT** disclose education records in the following circumstances:

1. Any disclosure that is not specifically permitted

2. FOIA requests for information that are not specifically permitted where redacting protected information is not possible.
3. Disclosure over the telephone unless the College Official has verified the student's identity on the call
4. Title IX records except as required by law (see Required above)
5. Conduct investigations and/or disciplinary action except as required by law (see Required above)
6. Other students or protected employee information in the record that cannot be redacted

D. ACCIDENTAL

If an accidental disclosure occurs, the person responsible must promptly take the following steps:

1. Attempt to recall or retrieve the information exercising due diligence and seeking help from relevant personnel or services as necessary;
2. Attempt to contain the disclosure by directing the person(s) to whom the information was accidentally disclosed not to read, print, forward, or discuss the information with anyone; 3.) Verify that no other breach has occurred;
4. Document what happened;
5. Report to supervisor;
6. Report a breach of personally identifiable information (PII) to the designated College Official who shall then report the breach to the Department of Education; and
7. Notify the affected student about the breach including what happened, what information was disclosed, and what steps were made to correct the accidental disclosure. The student's remedy is to pursue an internal grievance

V. STUDENT RIGHTS

- A. Students have the right to inspect and review their own education records within 45 days of submitting a written request to the College Official who maintains the record to be inspected. The request shall state with specificity which records are to be inspected and reviewed. The College Official will make arrangements and notify the student of the date, time, and place where the record may be inspected. If the contacted College Official does not maintain the record, the student's request shall be forwarded to the Executive Director of Enrollment and Advising Services or the Dean of Student & Legal Affairs.
- B. Students have the right to request correction of inaccurate information that can be factually demonstrated; "inaccurate information" does not include outcomes or findings with which the student disagrees. A student who wishes to request a correction shall put the request in writing to the College Official who maintains the record - clearly identifying the record or part of the record the student seeks to change and specifying the grounds for the request. The College Official shall notify the student in writing if the request is granted and, if not, the reasons as well as how to appeal the decision.
- C. Students have the right to request non-disclosure of directory information by notifying the Registrar in writing within two weeks after the first day. (Exception: students cannot opt out of disclosure to institutional employees with legitimate need to know)
- D. Students have the right to provide written consent for disclosure of non-directory information.
- E. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failure 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 20202-5920
- F. Students do not have any rights relative to another student's educational records unless specifically permitted by law.
- G. Students may request to change their name and/or gender information.

VI. INSTITUTIONAL REQUIREMENTS AND PERMISSIONS

- A. The College shall keep educational records secure.
- B. The College shall maintain educational records for the period of time required by any relevant federal, state, or local law/regulation where applicable. Other records may be kept by the program or unit as determined necessary for efficiency, space, or other reasonable factors. Unless required by law/regulation, no program or unit must keep records for more than 5 years.
- C. The College is not required to disclose protected information to any person/entity except the student as noted in Student Rights or except as required by a court order. Even with a properly executed written consent by the student, the College may decline to disclose to a third party.

VII. PROCEDURE

Allegheny College of Maryland shall adopt necessary procedures to implement this policy.

VIII. OTHER PROVISIONS

Some educational records and student information may also be subject to other privacy laws or protections including, but not limited to, Health Insurance Portability and Accountability Act (HIPAA). Application of this policy may directly or indirectly require the application of other institutional policies; nothing in this policy shall be construed to prohibit the application of related policies which include, but are not limited to the policies listed here. If the application of this policy conflicts with the application of another institutional policy, the College will make a good faith effort to comply with all mandates and legal requirements. Related policies: Data Classification Policy, Non-Discrimination, [Title IX], Safety Risk Policy, Code of Student Conduct; Alcohol and Drug Policy, HR policies, Academic Regulations, Personal Electronic Account Privacy Protection Policy, FERPA Policy.

IX. ADMINISTRATION OF POLICY

Executive Director of Enrollment and Advising Services is responsible for the implementation, administration, and oversight of this policy in consultation with other College Officials and/or General Counsel as needed. Questions, concerns, and reports of non-compliance should be promptly reported to Executive Director of Enrollment and Advising Services or to the Office of Student & Legal Affairs.

X. CHANGES

Substantive changes to this policy require approval by the Board of Trustees; editorial changes, title/position changes, and/or changes to its implementation procedures may be made as required by federal or state mandate and/or institutional need with timely notice to students and employees

SECTION TWELVE: ADA/504 POLICY

BACKGROUND AND PURPOSE:

Key federal laws prohibit discrimination against persons with disabilities. The Americans with Disabilities Act of 1990, Titles I and II prohibits discrimination on the basis of disability; this legislation established comprehensive standards that were expanded per 2008 Amendments. The Rehabilitation Act of 1972, **Section 504** prohibits discrimination against any person on the basis of a “handicap” by entities receiving federal funds. Disability discrimination is also prohibited under federal The Fair Housing Act as well as state laws and regulations including Maryland’s **Fair Employment Practices Act, Educational Equity Authority (COMAR)**, and state commissions for disabilities and civil rights. These legal requirements are enforced by both federal and state agencies including the United States Department of Education’s Office of Civil Rights, Department of Justice, Equal Employment Opportunity Commission, Maryland Department of Education, Maryland Higher Education Commission, and Maryland Equal Employment Opportunity Agency.

Non-Discrimination Statement:

Allegany College of Maryland does not discriminate on the basis of age, ancestry/national origin, color, disability, gender identity/expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities.

Allegany College of Maryland is a public institution of higher education that has both policy and tradition to prohibit discrimination on the basis of a disability, to provide services and/or accommodations to persons with disabilities, and to provide facilities accessible to persons with disabilities. Since the adoption of the federal Americans with Disabilities Act, the Rehabilitation Act (Section 504) and their accompanying regulations, multiple ACM operational units and personnel have had responsibility and practices for meeting these needs. This policy is intended to create compliance framework and guiding rules so disabled persons may safely and completely enjoy the College’s educational offerings, support services, recreational opportunities, technology, and facilities.

POLICY

Statement of Principle: Allegany College of Maryland recognizes and values the presence and contributions of disabled students, faculty, staff, and campus visitors; the College is committed to making their experiences on our campuses as accessible, equal, and welcoming as possible. The College is committed to full compliance with the federal and state laws and regulations. For purposes of this policy, the terms “compliant” and “compliance” shall include necessary accessibility.

I. DEFINITIONS

- A. *Qualified individual with a disability* means an individual with a disability who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs, activities, and employment provided by a public entity. ([https://www.ada.gov/regs2010/titleI 2010/titleI 2010_regulations.htm#a35104](https://www.ada.gov/regs2010/titleI%2010/titleI%2010_regulations.htm#a35104))
- B. A person with a disability is a person who has a physical or mental impairment that substantially limits one or more major life activity (as defined by the ADA). This includes people who have a record of such an impairment, even if they do not currently have a disability. It also includes individuals who do not have a disability but are regarded as having a disability with the exception of impairments that are transitory and minor. (A transitory impairment is an impairment with an actual or expected duration of six months or less.) (<https://www.ada.gov/pubs/adastatute08.htm#12102>)
- C. For purposes of this policy, the terms compliant and compliance shall include necessary accessibility.

II. COMPLIANCE

- A. Allegany College of Maryland will not discriminate against any person on the basis of a permanent disability, a temporary disability, or a perceived disability as affirmed in its Non-Discrimination Statement and related policies. The College's Non-Discrimination Statement shall be included in all major institutional publications.
- B. The College shall not presume a disability for any person unless it is readily apparent without documentation such as a person using a wheelchair. Similarly, the College shall not engage in any acts based upon stereotypes of persons with disabilities.
- C. Allegany College of Maryland will comply with federal and state laws and regulations at all campuses and teaching sites.
- D. All College campuses, teaching sites, programs, services, and facilities shall be compliant and accessible. Units and operations with compliance responsibilities include (but are not limited to) instruction and educational programs, instructional materials, publications, facilities, technology and digital services, student support services, on-campus housing, off-campus housing over which the College asserts control or oversight, transportation, dining services, and human resources. The College unit, program, or Official who is responsible for providing the operation, service, program, or facility shall be responsible for its accessibility in consultation with other personnel including the ADA/504 Coordinator as needed.
- E. The College prohibits retaliation in any form against any person who exercises their rights or responsibilities under this policy.
- F. For public events, designated areas for wheelchairs will have unobstructed line of sight.
- G. Indoor and outdoor facilities shall meet specifications required by laws and regulations; these facilities include buildings, sidewalks and walking surfaces, parking lots, handicapped parking spaces, handicapped ramps, doors, bathrooms, and signage. New facilities will meet specifications upon completion of the project. If a facility is grandfathered by law, it will be upgraded to compliance when any renovation is done. The College shall hire contractors for building/renovation projects who are knowledgeable about ADA/DOJ compliance and who will certify that the project will be compliant upon completion.
- H. The College will provide reasonable accommodations to persons as detailed below, and the College will provide students, faculty, staff, and campus visitors readily available information about how to request an accommodation.
- I. The College will provide appropriate information, education, and/or training to employees and students as well as opportunities for input regarding institutional compliance. Designated employees will have these responsibilities based upon their job description and/or their role pursuant to this policy (see Personnel below).
- J. The College will regularly review and assess compliance.

III. ACCOMMODATIONS

- A. Designated College Officials will accept and respond to requests for accommodations for a disability. Persons who request an accommodation must follow institutional procedures.
- B. It is the responsibility of the person with a disability to contact the appropriate College Official, to disclose the disability, to request accommodation(s), and to provide any necessary documentation. These actions must be initiated before the accommodation is needed, and the documentation must be relevant in terms of content and timeliness. Cost for any needed documentation or services to support the request shall be borne by the person requesting the accommodation.
- C. The designated College Official shall conduct an individualized assessment that includes communication with the person requesting the accommodation(s). The designated College Official has discretion to request additional documentation and/or supporting information if necessary. At the conclusion of the individualized assessment, the designated College Official shall identify in writing whether the requested accommodation is approved. This determination shall be made in accordance with this policy, institutional procedures, best practices, and legal standards which guide the interactive, individualized assessment of the person's requested accommodation and documentation.
- D. Approved accommodations shall be honored by College personnel. Any College Official who has notice of an approved accommodation shall implement the accommodation; questions about the implementation of the accommodation shall be referred to the College Official who approved it, other personnel with expertise, and/or the ADA/504 Coordinator.

- E. Allegany College of Maryland may permit aids as necessary and approved as an accommodation; these aids may include
 - 1. Mobility devices.
 - 2. Electronic devices.
 - 3. Specialized software.
 - 4. Medical equipment.
 - 5. Equipment/materials (e.g., height adjusting).
 - 6. Persons such as sign language interpreters, note-takers, readers, and others who perform the accommodation as necessary.
 - 7. Personal aids may be permitted for medical reasons. The College does not provide or pay costs associated with personal aids, and the College reserves the right to place restrictions or requirements upon personal aids who will be expected to comply with College policies and procedures.
 - 8. Service animals as detailed in the Animals on Campus Policy.
 - 9. Emotional support animals as detailed in the Animals on Campus Policy and Willowbrook Woods Animal Policy/Procedure.
- F. The College shall preserve the privacy and confidentiality of person's information related to their disabilities and accommodations as required by Family Educational Rights and Privacy Act as well as College policy. Information about approved accommodations may be communicated to other College Officials as necessary to implement the accommodation(s) or to complete other necessary job duties.
- G. The College may require any person with or without an accommodation to meet particular standards including, but not limited to, essential technical standards of academic programs/courses, job responsibilities, institutional policies, and individual conduct.

IV. GRIEVANCES

- A. The College will provide an objective means for disabled persons to file a complaint regarding the provision (including sufficiency) of disability services, accessibility, and reasonable accommodations.
- B. The College shall provide opportunities for an informal resolution or a formal investigation/resolution.
- C. Internal complaints shall be made to the ADA/504 Coordinator. If there is a conflict of interest, the ADA/504 Coordinator shall ask the College President to appoint an Acting Coordinator, the College's General Counsel, and/or outside investigator to handle the grievance in accordance with institutional procedures.
- D. External complaints may be made to federal and/or state authorities:

U.S. Department of Education Office for Civil Rights Voice:

(800) 421-3481

TTY: (877) 521-2172

Email: OCR@ed.gov

Web: <https://www2.ed.gov/about/offices/list/ocr/docs/howto.html?src=rt>

Equity Assurance & Compliance Office

Office of the Deputy State Superintendent for Finance and Administration

Maryland State Department of Education

200 West Baltimore Street, Baltimore, MD 21201-2595

410-767-0426 - Voice, 410-767-0431 – Fax, 410-333-6442 - TTY/TDD

V. PERSONNEL

Allegany College of Maryland shall designate the appropriate personnel for compliance within operational functions that are covered by disability laws and regulations.

- A. ADA/504 Coordinator responsible for compliance oversight across the College and implementation of this policy. Specific tasks include
 - 1. Ensure required notices are provided to internal and external constituencies.

2. Forward requests for accommodations to the appropriate College Official(s); where no specific person/unit is designated to process the request, the Coordinator shall manage the request.
3. Make referrals for information, services as needed.
4. Receive complaints, coordinate institutional response including any needed investigations, and refer founded complaints for appropriate corrective action.
5. Collaborate and consult with College personnel including Advisory Team members.
6. Provide information, education, and/or training to students, faculty, and staff.
- B. Advisory Team members are directors/leaders of operational units charged with specialized compliance including but not limited to Academic Access & Disability Resources, Human Resources, Physical Plant, Facility Planner/Risk Manager, Information Technology, ELETS, and Continuing Education. These designated content experts also serve as advisors.
- C. Faculty and staff are charged with providing or honoring approved accommodations.
- D. The College President may appoint another College Official and/or use legal counsel, outside investigator as needed.

VI. POLICIES AND PROCEDURES

Allegany College of Maryland shall adopt necessary procedures to implement this policy, and Allegany College of Maryland may adopt additional policies for specific compliance standards as necessary.

VII. OTHER PROVISIONS

Application of this document may directly or indirectly require the application of other institutional policies; nothing in this document shall be construed to prohibit the application of related policies which include, but are not limited to, the policies listed here. If the application of this document conflicts with the application of another institutional document, the College will make a good faith effort to comply with all mandates. Related policies: Willowbrook Woods Animal Policy/Procedure, Code of Student Conduct, Non-Discrimination, Safety Risk Policy, HR policies including "Accommodation of Disability Including Pregnancy," and relevant College policy regarding ADA/504 compliance.

VIII. ADMINISTRATION OF POLICY

Dean of Student & Legal Affairs is responsible for the implementation, administration, and oversight of this policy in consultation with other College Officials and/or General Counsel as needed. Questions, concerns, and reports of non-compliance should be promptly reported to the Office of Student & Legal Affairs.

XI. CHANGES

Substantive changes to this policy require approval by the Board of Trustees; editorial changes, title/position changes, and/or changes to its implementation procedures may be made as required by federal or state mandate and/or institutional need with timely notice to students and employees.

Created FY21
Approved by Board of Trustees 9/21/21
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Approved by Board of Trustees 06/20/22
Approved by Board of Trustees 08/17/20
Implementation: Fall 2020

SECTION THIRTEEN: COMMON QUESTIONS ABOUT ACM

QUESTIONS RELATING TO ACADEMICS

1. What does it mean to be a full-time student?

Students are considered to be “full-time” if they enroll in twelve or more credit hours a semester. (Section N of the Academic Regulations.) Students taking fewer than 12 credit hours in a semester are classified as “part-time.” Full-time classification may be important for various types of insurance for students who are financially dependent upon parents or others.

2. What is a credit hour?

An institution shall award one semester hour of credit for:

1. A minimum of fifteen (15) hours of instruction of fifty (50) minutes each of actual class time;
2. A minimum of thirty (30) hours of fifty (50) minutes each of supervised laboratory or studio time;
3. A minimum of forty-five (45) hours of fifty (50) minutes each of instructional situations such as practica, internships, or clinicals.

For example, if you are enrolled in a three-credit hour, lecture course, you will spend 150 minutes or 2.5 hours per week in the class for a 15-week semester.

3. What is a program of study?

A program of study (sometimes called a major) is a program of study leading to a degree or certificate. Completion of the courses in a particular program of study is one of the requirements for graduation. The College Catalog lists various programs of study in different majors or areas of emphasis consisting of specific courses and electives.

4. How much time must I spend for a course in addition to time spent in the classroom (homework, class preparation, etc.)?

Study skills experts advise students should spend at least 2 hours in outside work for every hour spent in the classroom. Therefore, students enrolled in 12 credit hours will be spending 24 hours in study outside the classroom for their courses. However, it is important to realize that courses vary in both the degree of difficulty and the policies of the instructor.

5. Does the College have an attendance policy?

Yes. The attendance policy is found at Section U of the Academic Regulations. Individual instructors may vary from the general expectation that students attend every class session except in cases of emergency. Instructors may drop or withdraw a student from a course when they believe that student cannot successfully complete the course in the time remaining.

6. How do I interpret my grade report?

The meaning of letter grades received in both mid-semester and final grade reports can be found in Section H of the Academic Regulations.

7. What grades are assigned if I stop coming to classes during a semester or summer term?

Nonattendance may result in “F” grades being recorded in any or all courses in which the student is enrolled. Under certain circumstances, “F” grades can be avoided by following withdrawal procedures set forth in Section R of the Academic Regulations. Students are encouraged to follow withdrawal procedures to avoid the academic penalty of “F” grades should the student resume an educational program.

8. What is a quality point on my grade report?

At the end of each semester or summer term, you will be given a letter grade by your instructor for each course in which you're enrolled. Each letter grade is worth so many "quality points" per semester hour. The quality points assigned for letter grades are explained in Section H of the Academic Regulations.

Since "A" work is of higher quality than "B" through "F" work, the "A" carries more quality points. Each quality point value is multiplied by the credit hours for the course. Example: Attaining a "C" in English 101, a three-credit course, earns two quality points per credit hour, or a total of six quality points for the class.

9. How do I compute my semester quality point average?

Academic performance for a semester or term is expressed as quality point average or grade point average. The semester or term quality point average (QPA) will be computed by the College and will appear on your grade report and transcript. In general, it is calculated by determining the quality points for each course (quality points earned via the grade assigned by the instructor times the number of credit hours of the course); adding the quality points for each course and then dividing by the number of credit hours taken during that semester or term. Complete information about quality point averages can be found in Section J of the Academic Regulations. An example calculation for a 17 credit hour semester follows:

	Semester Hours	Grade	Quality Points of Grade	# of Quality Points per Course <i>(col. 1 x col. 3)</i>
English	3	A	4	12
History 103	3	F	0	0
Automotive Technology 101	4	B	3	12
Automotive Technology 102	4	C	2	8
Physical Education 105	1	D	1	1
Automotive Technology 105	2	A	4	8
TOTAL	17			41

Compute the semester quality point average by dividing the total number of quality points for all courses by the total number of semester hours. Therefore, in the example above:

$$\text{Semester quality point average} = \frac{41}{17} = 2.4117 \text{ or } 2.41 \text{ (to the nearest hundredth)}$$

10. What is the difference between semester quality point average and cumulative quality point average?

At the end of each semester or term, your grade report will show two types of quality point or grade point averages: the semester quality point average and the cumulative grade point average. If this is your first semester at Allegany College of Maryland, the semester and cumulative quality point average will be the same.

A semester quality point average, or grade point average, is the total number of quality points earned in a semester divided by the total of credit hours attempted.

A cumulative quality point average is the total number of quality points earned in all semesters or terms attended divided by the total number of credit hours attempted in all semesters or terms of attendance.

11. What academic honors and programs exist for outstanding students?

HONORS PROGRAM

Graduates of accredited high schools and transfer students who have achieved a grade point average of 3.50 or above have an exciting and challenging opportunity available to them at Allegany College of Maryland. The Allegany College of Maryland Honors Program includes honors-by-contract courses and special activities, such as receptions, conferences, cultural affairs, and travel. Since the Honors Program is not a separate curriculum, the student may major in any Allegany College of Maryland one-year or two-year program and still participate in the Honors Program.

Students who are members of the Honors Program and are enrolled in Honors course(s) will be eligible for a reimbursement of one-half of the in-county tuition for that course(s) paid by the Allegany College of Maryland Foundation. Students in the Honors Program are required to complete a minimum of 12 hours of honors courses with a grade of "B" or better, must maintain a 3.5 GPA, and must provide three hours of service to the college or the community per semester. Please contact Melody Gaschler, Honors Director, located in Room 182 of the College Center for additional information and application process.

NOTE: If total scholarship awards exceed the overall semester cost to attend the college, the Honors Program tuition payment will be reduced and will thus be less than 50% of the in-county semester tuition.

DEAN'S LIST

To be eligible for the Dean's List, a student must have a semester grade point average of 3.80 or higher for course work totaling 5 or more semester hours. The Dean's List will be divided into full-time and part-time students.

To be eligible for the Honors List, a student must have a semester grade point average of 3.30 but less than 3.80 for course work totaling 5 or more semester hours. The Honors List is divided into full-time and part-time students.

GRADUATION HONORS

Students receiving an associate degree or a certificate under one of the several certificate programs will be graduated Summa Cum Laude if their cumulative grade point average is at least 3.80. Those whose cumulative grade point average is between 3.51 and 3.79, inclusive, will be graduated Magna Cum Laude. Those students whose cumulative grade point average is between 3.30 and 3.50, inclusive, will be graduated Cum Laude.

12. When is a student placed on academic probation or suspended academically?

Students are expected to maintain a quality point or grade point average that will indicate a level of achievement that qualifies them for graduation when other requirements are met. Sections K, L, and M of the Academic Regulations explain the conditions for being placed on academic probation or suspension for poor scholarship and the consequences of each.

13. What is a prerequisite?

A prerequisite is a course which is basic to others which follow in a given discipline or department. A course for which there is a prerequisite cannot be taken until the prerequisite is satisfactorily completed.

Example: General Biology I is a "prerequisite" for General Biology II, and a student cannot enroll in General Biology II without having passed General Biology I.

Prerequisites are designated in the course descriptions of the College Catalog. Be sure to check the Catalog before putting together a schedule of classes.

14. What is an elective?

The designation of "elective" in a curriculum means that the student may make a choice. If the curriculum or major lists just the word "elective," it means that the student may select any course or courses which equal the required number of credit hours. If the curriculum or major lists the word "elective" followed by a designation such as social science, humanities, natural science, or other restriction, the choice is limited to courses fitting the designation.

Lists of courses which will satisfy restrictions such as arts and humanities, mathematics and biological/physical sciences, physical activities, English composition, social and behavioral sciences, and interdisciplinary and emerging issues may be found in the College catalog.

15. What are the minimum requirements for graduation?

Students who complete the course requirements set forth in a curriculum or major may be eligible for graduation. (The College also offers letters of recognition.) But, eligibility for graduation entails more than mere completion of a list of courses in a curriculum or major. Even an overdue library book with an unpaid fine can keep a student from graduating. A complete listing of graduation requirements can be found in Section F of the Academic Regulations. Regulation F4 explains the graduation application process.

16. What is the role of an academic advisor?

Allegany College of Maryland has a program of academic advising designed to ensure that the student is aware of the comprehensive educational opportunities offered, and that they acquire the knowledge and skills needed for continued studies or entry into a career field. Students are assigned an academic advisor who is familiar with the academic information necessary for that student to successfully reach educational goals.

Allegany College of Maryland plays a critical role in raising higher education levels in the tri-state area and offers expanded efforts to guide students toward their academic goals. With the award of a U.S. Department of Education-supported grant, funded through its Strengthening Institutions Program, the College's Advising Center offers enhanced academic advising services to students to boost their chances for success by consolidating academic advising services in one location for greater access and more consistent delivery. The Advising Center allows the College to take a systematic approach to advising through additional personnel and improved facilities. This one-stop advising services center located in the College Center includes a wide range of academic advising, career planning, supportive counseling, educational coaching and mentoring services.

Though students remain ultimately responsible for meeting graduation requirements, students are encouraged to consult with their academic advisor as part of the registration process for each semester or term.

Academic advisors can also provide information about College resources and programs and career fields and can answer general questions about College policies and protocols.

17. What do I do if an instructor does not show up for class?

If an instructor does not appear in class within ten minutes after the scheduled starting time, a member of the class should go to the instructor's office. If the instructor is not in his/her office, a student should go to Senior Vice President of Instructional and Student Affairs' Office on the main campus or to the Student Services Office on the Bedford County Campus. If the instructor cannot be located by these methods, students may consider the class cancelled.

18. Do I need to let the College know if I change my address or phone number?

Yes. Students should take immediate steps to notify the Registration Office at any campus of changes in local or permanent address changes, telephone number changes, and e-mail address changes. The College's registration data system is used by instructors to contact students and by various administrative units of the College for mail, including grade and other academic reports. Changing your address is not the same as changing your Residency, which is a legal determination. (See Section One (D) for details.)

19. What services are available to students from the Dental Hygiene Department?

Low cost dental hygiene care is available for Allegany College of Maryland students at the main campus dental hygiene clinic. The cost is \$5.00 with a current College ID card. Dental hygiene students perform the services, directly supervised by licensed dentists and dental hygiene instructors. Services include medical and dental history, oral inspection to include cancer screening, blood pressure evaluation, cleaning of teeth, fluoride therapy, and individualized instruction on self-care of teeth and gums and nutrition, and dental X-rays. All students are encouraged to utilize this service.

Appointments are necessary. Contact the Dental Hygiene Department in the Allied Health Building at 301-784-5540.

20. How do I obtain a locker on the main campus?

Student lockers are located in three buildings on the main campus: College Center, Humanities, and Science. Students should inquire at the Office of Student Life in the College Center Building (CC-12).

Lockers are reassigned during the fall semester of each year on a first-come, first-serve basis. Returning students may request the same locker for a second year by notifying the Office of Student Life at the end of the spring semester. There is no charge for lockers.

At the end of the Spring semester, please remove all of your belongings and your lock from the locker. All lockers will be completely emptied prior to the start of each fall semester. Items left in the locker as of the end of the summer semester will be discarded. ACM assumes no responsibility for personal property or identifying information abandoned in the locker.

21. Can students cash personal checks on campus?

Yes. Students may write a personal check for up to \$15.00, and have it cashed at a cashier's desk at the main campus only. Two-party checks are not accepted. Personal checks are not accepted during the last month of any semester, or during summer term.

Students should note there is a fee for all dishonored ("bad") checks.

22. Is there public transportation available for the main campus?

The Allegany County Transit Authority (ATA) provides bus service to the main campus Monday through Friday. Schedules are available in the Student & Legal Affairs Office (C-152) or by calling the ATA at 301-722-6360. Passes can be purchased in the Bookstore. See page 34 of this Student Handbook for detailed information.

Several taxi companies serve the greater Cumberland area and these can be contacted by telephone.

23. How can I keep informed about the College after I graduate or transfer?

Allegany College of Maryland invites all graduates and former students to continue their connection to the college by joining our Alumni Association. Membership in the Alumni Association is open to all graduates, as well as students who have completed one credit or noncredit class. Under the leadership of our association officers, we are able to offer certain benefits and organized activities for alumni. The annual business meeting of the Alumni Association is open to all members. For more information on alumni activities, please visit the College's website at www.allegany.edu/alumni.

24. What services are available to students from the Massage Therapy Program?

All students are eligible to receive a one-hour massage per semester from the therapeutic massage student clinic. The cost is \$10. The massage therapy students offer relaxing Swedish massage, deep tissue massage, myofascial release work, as well as Reiki. Modalities vary depending on the semester. Appointments are necessary. Contact the Massage Therapy student clinic in the Allied Health Building in room AH 154A or by phone at 301-784-5598. Students are encouraged to utilize this service.

25. What services are available to non-traditional students?

Non-traditional students are encouraged to contact Dione Clark-Trub at 301-784-5234.

26. What do I do if I witness an assault or crime?

Call 911. Then call Campus Safety/Special Police at (301) 784-5555.

27. What do I do if I am the victim of sexual harassment or sex discrimination?

Call 911 for immediate help by police and/or ambulance. then call Campus Security at (301) 784-5555. If you do not want to take these steps, please get help and tell someone you trust. ACM's Title IX Coordinator will be happy to help you. Detailed information is available online at www.allegany.edu/title-ix .

SECTION FOURTEEN: NAVIGATING ACM

I. DIRECTORIES

A. DIRECTORY OF STUDENT SERVICES PERSONNEL

Service	Contact Person/Title/College Location
Student & Legal Affairs.....	Dr. B. Renee Conner Dean of Student & Legal Affairs Title IX Coordinator ADA/504 Coordinator College Center Bldg. (CC-12) 301-784-5206
General College Information.....	Welcome Center Thomas Welcome Center 301-784-5005
Academic Advising.....	Ms. Jennifer Engelbach Executive Director of Enrollment Services and Advising College Center Bldg. (CC-127) 301-784-5199
Academic Access & Disability Resources	Dr. June Bracken Director of Academic Access & Disability Resources Humanities Building (H-1) 301-784-5234
Admissions	Ms. Jennifer Engelbach Executive Director of Enrollment Services and Advising College Center Bldg. (CC-127) 301-784-5199
Athletics..... (Open Gym, Wellness Center, Pool, Teams, Intramurals)	Tommie Reams Director of Athletics, PE & Health Gymnasium (G-166) 301-784-5264
Bookstore.....	Ms. Carla Rice Bookstore Manager College Campus Store 301-784-5349
Business Office.....	College Center Bldg. (CC-162) 301-784-5227

Service	Contact Person/Title/College Location
Cafeteria.....	Metz Dining Services College Center Bldg. (Cafeteria) 301-784-5335
Career Advising.....	Advising Center College Center (CC-145) 301-784-5654
Career Exploration - Bedford County Campus.....	Ms. Mary Ann Clark Coordinator of Student & Career Services 814-652-9528, ext 6204
Counseling Program (MD Campus Students).....	Renee Gibson Student Support Coordinator & Operations Specialist College Center (CC-12) 301-784-5206 UPMC-WM Behavioral Health Services 240-964-8585
Counseling Program (PA Campus Students)	Contact Student Services Office for referral Bedford - Somerset DBHS 814-652-9528, ext. 6200
Financial Aid.....	Ms. Vicki Smith Director of Student Financial Aid College Center Bldg. (CC-133) 301-784-5213
Financial Aid Termination Appeals.....	Office of Student & Legal Affairs College Center Bldg. (CC-12) 301-784-5206
Foundation (Cumberland Campus)	Mr. David R. Jones Vice President of Advancement and Community Relations and Executive Director of the Foundation 301-784-5200
Foundation (Bedford County Campus).....	Ms. Leah Pepple Director of PA Advancement and Community Relations 814-652-9528, ext. 6223
Graduation	Ms. Beth Nightengale Associate Registrar Registration Office College Center Bldg. (CC-128) 301-784-5209

Service	Contact Person/Title/College Location
Library.....	Ms. Julie Rando Director of Learning Commons Library Building 301-784-5268
Pathways For Success (TRIO/SSS)	Ms. Tara DeVore Director Humanities Bldg. (H-57) 301-784-5630
	Mr. Richard Cofield Advisement Coordinator Humanities Bldg. (H-57) 301-784-5630
	Debby Hardinger Office Manager Humanities Bldg. (H-57) 301-784-5630
Photo IDs.....	Ms. Erin Yokum Director of Student Life College Center Building (CC-12) 301-784-5205
Public Relations.....	Ms. Shauna McQuade Director of Public Relations and Marketing Advancement Office 301-784-5154
Registration/Records.....	Ms. Lisa Wilson Admissions Counselor Office of Enrollment Services College Center Bldg. (CC-146) 301-784-5345
Residency Change	Ms. Renee Gibson Student Support Coordinator & Operations Specialist Office of Student & Legal Affairs College Center Bldg. (CC-12) 301-784-5206
Security.....	Mr. Robert Cuthbertson Director of Campus Safety/Special Police College Center Bldg. (behind theatre) 301-784-5555
Student Housing	Mr. Gerry Geil Director of Residence Life College Center Bldg. (CC-12) 301-784-5638
	Michael Secreti Area Coordinator Willowbrook Woods Clubhouse

Service	Contact Person/Title/College Location
Student Life	Ms. Erin Yokum Director of Student Life College Center Bldg. (CC-12) 301-784-5205
Student Government & Clubs.....	Ms. Erin Yokum Director of Student Life College Center Bldg. (CC-12) 301-784-5205
Student Lockers	Ms. Erin Yokum Director of Student Life College Center Bldg. (CC-12) 301-784-5205
Student Services (Bedford County Campus)	Ms. Tina Imes Director of the Bedford County Campus and Student Services 814-652-9528, ext. 6224
Testing Services (Cumberland Campus).....	Mr. Roger Vogel Testing Services Coordinator Learning Commons (L-124) 301-784-5554
Testing Services (Bedford County Campus)	Mr. Landon Defibaugh Coordinator of Student and Career Services 814-652-9528, ext. 6201
Transfer Advising (Cumberland Campus).....	Ms. Suzanne Wright Advising Specialist Advising Center College Center (141-B) 301-784-5654
Transfer Advising (Bedford County Campus)	Ms. Tina Imes Director of the Bedford County Campus & Student Services 814-652-9528, ext. 6224
Tutoring (Cumberland Campus)	Ms. Shirley Wilson Tutoring Coordinator Learning Commons (L-115) 301-784-5669
Unity Center	Ms. Ashley Dively Assistant Chair Humanities Bldg. (H-66) 301-784-5238
Veterans Services	Ms. Beth Nightengale Veterans' Services Coordinator College Center Bldg. (CC-128) 301-784-5209

B. DIRECTORY OF INSTRUCTIONAL DEPARTMENT HEADS

Service	Contact Person/Title/College Location
Allied Health Programs	Ms. Diana Folk Coordinator, Allied Health Programs Allied Health Bldg. (AH-223) 301-784-5529
Arts and Sciences	Dr. Mihaela Wood Interim Dean, Arts and Sciences Humanities Bldg (H-6) 301-784-5301
Athletics, PE & Health	Mr. Tommie Reams Director of Athletics, PE & Health Physical Education Bldg. (G-164) 301-784-5264
Automotive Technology	Mr. Ray Hunt Director, Automotive Technology Program Automotive Tech. Bldg. (A-10) 301-784-5150
Behavior and Social Sciences	Dr. Stephen Gibson Chair, Behavior and Social Sciences Humanities Bldg. (H-22) 301-784-5208
Business & Economics (Bedford)	Ms. Robin Imgrund Chair, Business & Economics, PA Campuses Bedford County Campus 814-652-9528, ext. 6209
Business & Economics (Cumberland)	Mr. Ron Krug Assistant Chair, Business & Economics, Cumberland Campus Technologies Building (T-134) 301-784-5123
Career Education	Dr. William Rocks Dean, Career Education Technologies Building (T-223) 301-784-5567
Computer Science and Technology	Mr. Jim House Chair, Computer Science and Technology Technology Bldg. (T-223) 301-784-5308
Criminal Justice	Mr. Brandon Hoover Director, Criminal Justice Humanities Building (T-206) 301-784-5300

Service	Contact Person/Title/College Location
Culinary Arts	Mr. David Sanford Director, Culinary Arts Director of Food Services/Gateway Center 112 Baltimore Street, Cumberland, Maryland 301-784-5412
Dental Hygiene	Ms. Cathy Wakefield Director, Dental Hygiene Allied Health Bldg. (A-141) 301-784-5543
Educational Services.....	Ms. Connie Clifton Dean, Educational Services College Center Bldg. (CC-12) 301-784-5429
Forestry Program	Ms. Marie Miller Director, Forestry Programs Technology Bldg. (T-108) 301-784-5307
Human Services	Ms. Annette Clark Director, Human Service Associate Allied Health Bldg. (AH-239) 301-784-5558
Humanities.....	Ms. Jenna Gallion Chair, Division of Humanities Humanities Bldg. (H-39) 301-784-5239
Instructional and Student Affairs.....	Dr. Kurt Hoffman Senior Vice President of Instructional and Student Affairs College Center Bldg. (CC-152) 301-784-5288
Instructional Technologies	Ms. Tammy Miller Director, eLearning & Ed Tech Services Technology Bldg. (T-143) 301-784-5314
Legal Studies	Mr. Brandon Hoover Director, Legal Studies Humanities Building (H-17) 301-784-5300
Massage Therapy	Ms. Kirsten O. Hansen Director, Massage Therapy Allied Health Bldg. (AH-113) 301-784-5191
Mathematics and Engineering	Dr. Mark Shore Chair, Mathematics and Engineering Humanities Bldg. (H-30) 301-784-5371

Service	Contact Person/Title/College Location
Medical Programs	Ms. Lisa Rocks Director, Medical Administrative Assistant, Medical Assistant, Medical Coding and Billing Specialist, Medical Scribe Programs Technology Bldg. (T-124) 301-784-5133
Medical Technology	Ms. Stacey Rohrbaugh Director, Medical Laboratory and Phlebotomy and Clinical Assistant Technology - Biotechnology Program Allied Health Bldg. (AH-249) 301-784-5547
Multimedia Technology	Mr. John Bone Director, Multimedia Technology Technology Bldg. (T-105) 301-784-5635
Nursing	Mr. Rick Cooper Director, Nursing Programs Technology Bldg. (T-229) 301-784-5574 Ms. Sandy Clark Director of Nursing Programs Allied Health bldg. (AH-219) 301-784-5379 Ms. Amiee Younkin Director of Online Nursing Programs Allied Health bldg. (AH-218) 301-784-5563
Occupational Therapy	Mr. Jeff Hopkins, MS, OTR/L Program Director Allied Health Building, Room 234 301-784-5536 jhopkins@allegany.edu
Physical Therapist Assistant Program	Dr. Karin Savage Director, Physical Therapist Assistant Program Allied Health Bldg. (A-233) 301-784-5535
Respiratory Therapist Program.....	Ms. Paula Fuller Director, Respiratory Therapist Program Facilitator, Institute for Leadership Development Allied Health Bldg. (A-105) 301-784-5522
Science	Dr. Donna Brunelli Chair, Science Division Science Bldg. (S-51) 301-784-5309

Service	Contact Person/Title/College Location
School of Hospitality.....	Ms. Debra Swope Director, School of Hospitality 112 Baltimore Street, Cumberland, Maryland 301-784-5410
Teacher Education.....	Ms. Robin Seddon Chair, Teacher Education Humanities Bldg. (H-8) 301-784-5362

C. PENNSYLVANIA CAMPUS INFORMATION - SERVICES OFFERED STUDENTS

Bedford County Campus

Tina Times, Director of the Bedford County Campus and Student Services
Leah Pepple, Director of Pennsylvania Advancement and Community Relations
Landon Defibaugh, Coordinator of Student and Career Services
Tina Kravets, College and Career Coach
TBS, Student Services and Technology Assistant
Carrie Ford, PA Campuses Coordinator of Financial Aid
Liisa Kreydatus, Foundation and Community Relations Assistant

Career Advising

Bedford County Campus: Student Services Office 814-652-9528, ext. 6201

Transfer Information

Bedford County Campus: Student Services Office 814-652-9528, ext. 6224

Scholarships

Bedford County Campus: Student Services Office 814-652-9528, ext. 6223

Sources of Information in Your Community

Bedford County Campus

18 North River Lane • Everett, PA 15537-1403
814-652-9528 • FAX Number 814-652-9775

The Bedford County Campus Library houses a print collection of books, magazines, and newspapers and provides access to electronic resources through databases, eBooks, and videos both on and off-campus. Computers and printers are available for student use to access the internet, complete assignments, and use electronic resources.

Library hours are posted on the College library website and the library door.

II. COLLEGE CALENDAR

SUMMER SEMESTER 2022

TERM		START DATE		END DATE	
Full-Term	(10 weeks)	May 16, 2022	Monday	July 26, 2022	Tuesday
A-Term	(5 weeks)	May 16, 2022	Monday	June 20, 2022	Monday
B-Term	(5 weeks)	June 21, 2022	Tuesday	July 26, 2022	Tuesday

DATE		ACTIVITY	TERM
May 13, 2022	Friday	(In Office) Last Day for FULL Refund (Less Non-Refundable Fees)	FULL-TERM and A-TERM
May 15, 2022	Sunday	(WebAdvisor) Last Day for FULL Refund (Less Non-Refundable Fees)	FULL-TERM and A-TERM
May 16, 2022	Monday	Classes Begin	FULL-TERM and A-TERM
May 18, 2022	Wednesday	Last Day to Enroll In Classes (Instructor Approval)	FULL-TERM
May 20, 2022	Friday	Last Day for 80% Refund (Less Non-Refundable Fees)	A-TERM
May 27, 2022	Friday	Last Day for 80% Refund (Less Non-Refundable Fees)	FULL-TERM
June 8, 2022	Wednesday	Last Day to Drop	A-TERM
June 20, 2022	Monday	Classes End	A-TERM
June 20, 2022	Monday	Last Day for FULL Refund (Less Non-Refundable Fees)	B-TERM
June 21, 2022	Tuesday	Classes Begin	B-TERM
June 22, 2022	Wednesday	Last Day to Enroll In Classes (Instructor Approval)	B-TERM
June 27, 2022	Monday	Last Day for 80% Refund (Less Non-Refundable Fees)	B-TERM
June 28, 2022	Tuesday	Final Grades Due (10:00 a.m.)	A-TERM
June 30, 2022	Thursday	Last Day to Drop	FULL-TERM
July 5, 2022	Tuesday	Follow Monday Class Schedule	FULL-TERM and B-TERM
July 14, 2022	Thursday	Last Day to Drop	B-TERM
July 26, 2022	Tuesday	Classes End	FULL-TERM and B-TERM
July 29, 2022	Friday	Final Grades Due (10:00 a.m.)	FULL-TERM and B-TERM
August 5, 2022	Friday	Summer Graduation	

HOLIDAYS-COLLEGE CLOSED

DATE		HOLIDAY
May 30, 2022	Monday	Memorial Day (College Closed)
July 4, 2022	Monday	Observance of Independence Day (College Closed)

**The annual academic calendar dates may be subject to change. Please refer to the calendar on the Allegany College of Maryland website at www.allegany.edu/academic-calendar.*

FALL SEMESTER 2022

TERM		START DATE		END DATE	
Full-Term	(15 weeks)	August 22, 2022	Monday	December 9, 2022	Friday
Delayed Start	(12 weeks)	September 13, 2022	Tuesday	December 9, 2022	Friday

DATE		ACTIVITY	TERM
August 19, 2022	Friday	(In Office) Last Day for FULL Refund (Less Non-Refundable Fees)	FULL-TERM
August 21, 2022	Sunday	(WebAdvisor) Last Day for FULL Refund (Less Non-Refundable Fees)	FULL-TERM
August 22, 2022	Monday	Classes Begin	FULL-TERM
August 26, 2022	Friday	Last Day to Enroll In Classes (Instructor Approval)	FULL-TERM
September 12, 2022	Monday	Last Day for FULL Refund (Less Non-Refundable Fees)	DELAYED START
September 12, 2022	Monday	Last Day for 80% Refund (Less Non-Refundable Fees)	FULL-TERM
September 13, 2022	Tuesday	Classes Begin	DELAYED START
September 16, 2022	Friday	Last Day to Enroll in Classes (Instructor Approval)	DELAYED START
September 28, 2022	Wednesday	Last Day for 80% Refund (Less Non-Refundable Fees)	DELAYED START
October 3, 2022	Monday	Change "I" Grades	SPRING and SUMMER 2022
October 11, 2022	Tuesday	Mid-Term Grades (10:00 a.m.)	FULL-TERM
October 12, 2022	Wednesday	Follow Monday Class Schedule	FULL-TERM and DELAYED START
October 25, 2022	Tuesday	Mid-Term Grades (10:00 a.m.)	DELAYED START
November 2, 2022	Wednesday	Last Day to Drop	FULL-TERM
November 7, 2022	Monday	Registration Opens	SPRING 2023
November 9, 2022	Wednesday	Last Day to Drop	DELAYED START
December 9, 2022	Friday	Classes End	FULL-TERM and DELAYED START
December 13, 2022	Tuesday	Final Grades Due (10:00 a.m.)	FULL-TERM and DELAYED START
December 16, 2022	Friday	Commencement	

HOLIDAYS-COLLEGE CLOSED

DATE		HOLIDAY
September 5, 2022	Monday	Labor Day - College Closed
October 10-11, 2022	Monday - Tuesday	Fall Break (No Classes/Offices Open)
November 24-25, 2022	Thursday - Friday	Thanksgiving Break - College Closed
December 17, 2022 - January 1, 2023	Saturday - Sunday	Winter Break (College Closed)

**The annual academic calendar dates may be subject to change. Please refer to the calendar on the Allegany College of Maryland website at www.allegany.edu/academic-calendar.*

SPRING SEMESTER 2023

TERM		START DATE		END DATE	
Full-Term	(15 weeks)	January 11, 2023	Wednesday	May 5, 2023	Friday
Delayed Start	(12 weeks)	February 2, 2023	Thursday	May 5, 2023	Friday

DATE		ACTIVITY	TERM
January 10, 2023	Tuesday	Last Day for FULL Refund (Less Non-Refundable Fees)	FULL-TERM
January 11, 2023	Wednesday	Classes Begin	FULL-TERM
January 18, 2023	Wednesday	Last Day to Enroll In Classes (Instructor Approval)	FULL-TERM
January 18, 2023	Wednesday	Follow Monday Class Schedule	FULL-TERM
February 1, 2023	Wednesday	Last Day for FULL Refund (Less Non-Refundable Fees)	DELAYED START
February 1, 2023	Wednesday	Last Day for 80% Refund (Less Non-Refundable Fees)	FULL-TERM
February 2, 2023	Thursday	Classes Begin	DELAYED START
February 7, 2023	Tuesday	Last Day to Enroll in Classes (Instructor Approval)	DELAYED START
February 17, 2023	Friday	Last Day for 80% Refund (Less Non-Refundable Fees)	DELAYED START
February 22, 2023	Wednesday	Change "I" Grades	FALL 2022
March 7, 2023	Tuesday	Mid-Term Grades (10:00 a.m.)	FULL-TERM
March 21, 2023	Tuesday	Mid-Term Grades (10:00 a.m.)	DELAYED START
March 29, 2023	Wednesday	Last Day to Drop	FULL-TERM
April 5, 2023	Wednesday	Last Day to Drop	DELAYED START
April 10, 2023	Monday	Registration Opens	SUMMER and FALL 2023
May 5, 2023	Friday	Classes End	FULL-TERM and DELAYED START
May 9, 2023	Tuesday	Final Grades Due (10:00 a.m.)	FULL-TERM and DELAYED START
May 13, 2023	Saturday	Commencement	

HOLIDAYS-COLLEGE CLOSED

DATE		HOLIDAY
January 16, 2023	Monday	Martin Luther King Day (No Classes/Offices Open)
March 13-17, 2023	Monday - Friday	Spring Break (No Classes/Offices Open)
April 6-7, 2023	Thursday - Friday	Spring Holiday - College Closed

**The annual academic calendar dates may be subject to change. Please refer to the calendar on the Allegany College of Maryland website at www.allegany.edu/academic-calendar.*

SUMMER SEMESTER 2023

TERM		START DATE		END DATE	
Full-Term	(10 weeks)	May 15, 2023	Monday	July 25, 2023	Tuesday
A-Term	(5 weeks)	May 15, 2023	Monday	June 19, 2023	Monday
B-Term	(5 weeks)	June 20, 2023	Tuesday	July 25, 2023	Tuesday

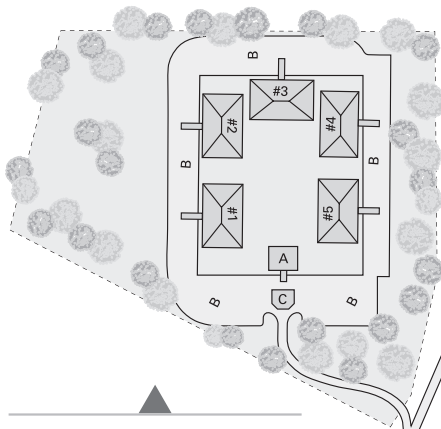
DATE		ACTIVITY	TERM
May 12, 2023	Friday	(In Office) Last Day for FULL Refund (Less Non-Refundable Fees)	FULL-TERM and A-TERM
May 14, 2023	Sunday	(WebAdvisor) Last Day for FULL Refund (Less Non-Refundable Fees)	FULL-TERM and A-TERM
May 15, 2023	Monday	Classes Begin	FULL-TERM and A-TERM
May 16, 2023	Tuesday	Last Day to Enroll In Classes (Instructor Approval)	A-TERM
May 17, 2023	Wednesday	Last Day to Enroll in Classes (Instructor Approval)	FULL-TERM
May 19, 2023	Friday	Last Day for 80% Refund (Less Non-Refundable Fees)	A-TERM
May 26, 2023	Friday	Last Day for 80% Refund (Less Non-Refundable Fees)	FULL-TERM
June 7, 2023	Wednesday	Last Day to Drop	A-TERM
June 19, 2023	Monday	Classes End	A-TERM
June 19, 2023	Monday	Last Day for FULL Refund (Less Non-Refundable Fees)	B-TERM
June 20, 2023	Tuesday	Classes Begin	B-TERM
June 21, 2023	Wednesday	Last Day to Enroll In Classes (Instructor Approval)	B-TERM
June 26, 2023	Monday	Last Day for 80% Refund (Less Non-Refundable Fees)	B-TERM
June 27, 2023	Tuesday	Final Grades Due (10:00 a.m.)	A-TERM
June 29, 2023	Thursday	Last Day to Drop	FULL-TERM
July 13, 2023	Thursday	Last Day to Drop	B-TERM
July 25, 2023	Tuesday	Classes End	FULL-TERM and B-TERM
July 28, 2023	Friday	Final Grades Due (10:00 a.m.)	FULL-TERM and B-TERM
August 4, 2023	Friday	Summer Graduation	

HOLIDAYS-COLLEGE CLOSED

DATE		HOLIDAY
May 29, 2023	Monday	Memorial Day - College Closed
July 4, 2023	Tuesday	Independence Day - College Closed

**The annual academic calendar dates may be subject to change. Please refer to the calendar on the Allegany College of Maryland website at www.allegany.edu/academic-calendar.*

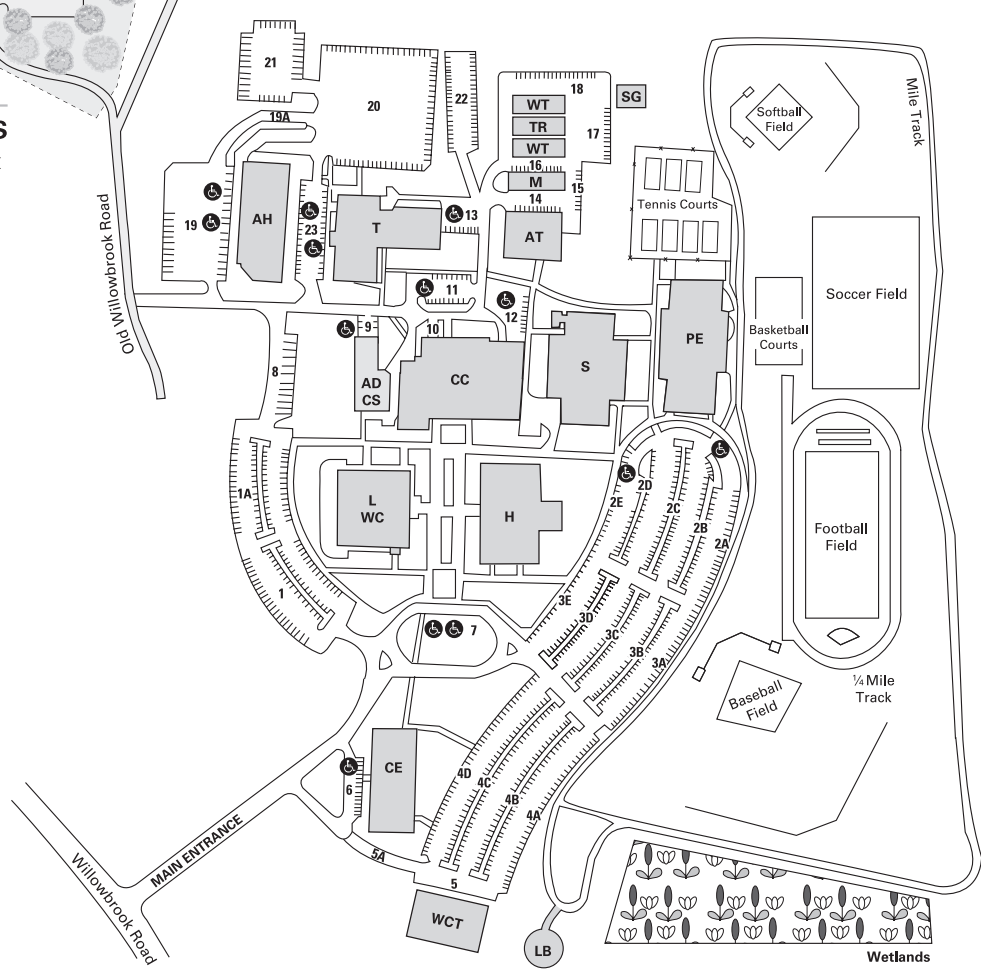
IV. CAMPUS MAP



WILLOWBROOK WOODS
Student Housing Complex

STUDENT HOUSING LEGEND

- 1 • Student Housing Building
- 2 • Student Housing Building
- 3 • Student Housing Building
- 4 • Student Housing Building
- 5 • Student Housing Building
- A • Club House
- B • Parking
- C • Gatehouse



• THIS MAP NOT TO SCALE

LEGEND		
AD	Advancement (Foundation, Public Relations, Marketing)	H Humanities
AH	Allied Health	L Donald L. Alexander Library
AT	Automotive Technology	LB Labyrinth
CC	College Center	M Maintenance
CE	Continuing Education and Workforce Development	PE Physical Education / Gymnasium (Bob Kirk Arena)
CS	Campus Store (Bookstore)	SG Storage
		T Technology
		TR Transportation
		WC Thomas Welcome Center
		WCT Western Region Correctional Training Center
		WT Workforce Training
		1-23 Parking
		Handicap Parking

Financial Aid, Admissions/Registration, Advising Center, Business and Student Housing Offices are located in the College Center (CC).
 Ample parking is available, with reserved parking identified for the handicapped.
 All-Gender Restrooms are available throughout the campus. To view a list of locations, visit: www.allegany.edu/agr

6/21