

60 years



PRINCE  
GEORGE'S  
COMMUNITY  
COLLEGE

Student Handbook  
and Daily Planner

2016  
2017  
**2018**

**2019**  
2020  
2021  
2022

# INSTANT INFORMATION

<b>Academic Affairs</b> —Kent Hall, Room 125 .....	301-546-0406	<b>Lost and Found</b> —Largo Student Center, Room 149 .....	301-546-0853
<b>Admissions</b> —Bladen Hall, Room 126.....	301-546-0864	<b>Mathematics</b> —Marlboro Hall, Room 3048 .....	301-546-0421
<b>Advising, Transfer, and Career Services</b> —Bladen Hall, Room 124 .....	301-546-0829	<b>Minority Affairs</b> —Kent Hall, Room 130 .....	301-546-0170
<b>Allied Health</b> —Center for Health Studies, Room 1415.....	301-546-0733	<b>Music</b> —Marlboro Hall, Room 1082.....	301-546-0955
<b>Anthropology</b> —Marlboro Hall, Room 2018 .....	301-546-0535	<b>Natatorium</b> —pool, weight rooms.....	301-546-0980
<b>Art</b> —Marlboro Hall, Room 1034.....	301-546-0966	<b>Next Step</b> —Marlboro Hall, Room 2102 .....	301-546-0109
<b>Athletics</b> —Novak Field House, Room 111 .....	301-546-0518	<b>Nursing</b> —Center for Health Studies, Room 1402.....	301-546-0731
<b>Biological Sciences</b> —Chesapeake Hall, Room 100.....	301-546-0420	<b>Owl Newspaper</b> —Largo Student Center, Room 245 .....	301-546-0905
<b>Blackboard Technical Support</b> —Accokeek Hall, Room 346 .....	301-546-0463	<b>Parking Permits</b> —Campus Police Substation, Bladen Hall, Room 105C .....	301-546-0761
<b>Bookstore</b> —Largo Student Center, First Floor.....	301-546-0912	<b>Parking Ticket Appeals</b> —Largo Student Center, Room 149 .....	301-546-0853
<b>Business Management</b> —Bladen Hall, Room 221 .....	301-546-0080	<b>Philosophy</b> —Bladen Hall, Room 308.....	301-546-0946
<b>Campus Activities Board</b> —Largo Student Center.....	301-546-0975	<b>Physical Sciences and Engineering</b> Chesapeake Hall, Room 100 .....	301-546-0420
<b>Cashier</b> —Bladen Hall, Room 120.....	301-546-0691	<b>Placement Testing</b> —Bladen Hall, Room 100 .....	301-546-0090
<b>Culinary Center</b> —4400 Shell St., Capitol Heights.....	301-546 0504	<b>Political Science</b> —Marlboro Hall, Room 2054.....	301-546-0561
<b>College Police</b> .....	301-546-0666	<b>Psychology</b> —Marlboro Hall, Room 2054.....	301-546-0526
<b>Communications and Marketing</b> —Kent Hall, Room 236.....	301-546-7506	<b>Public Safety and Law</b> —Bladen Hall, Room 208 .....	301-546-0553
<b>Communications and Theatre</b> Center for Health Studies, Room 2404.....	301-546-0621	<b>Records and Registration</b> —Bladen Hall, Room 126.....	301-546-0900
<b>Computer Lab</b> —Bladen Hall, Room 104 .....	301-546-0999	<b>Reflections</b> —Largo Student Center, Room 245.....	301-546-0121
<b>Continuing Education</b> —Kent Hall, Room 227.....	301-546-0159	<b>Science, Technology, Engineering and Mathematics Division</b> Chesapeake Hall, Room 215.....	301-546-0419
<b>Counseling Services</b> —Bladen Hall, Room 122 .....	301-546-0149	<b>Service Learning Center</b> —Bladen Hall, Room 210.....	301-546-0406
<b>Degree and Extension Centers</b> —Marlboro Hall, Room 2141.....	301-546-0785	<b>Skilled Trades Center</b> —6400 Old Branch Rd. Camp Springs .....	301-546-0894
<b>Disability Support Services</b> —Marlboro Hall, Room 2102 .....	301-546-0838	<b>Social Sciences and Business Studies Division</b> Marlboro Hall, Room 2008.....	301-546-0525
TTY or TDD.....	301-546-0122	<b>Sociology</b> —Marlboro Hall, Room 2054 .....	301-546-0526
<b>Economics</b> —Bladen Hall, Room 210 .....	301-546-0525	<b>Student Governance Board</b> —Largo Student Center.....	301-546-0887
<b>eLearning</b> —Accokeek Hall, 3rd Floor.....	301-546-0463	<b>Student Affairs, Vice President's Office</b> —Kent Hall, Room 119 .....	301-546-0412
<b>Emergency</b> .....	301-546-0111	<b>Student Engagement and Leadership</b> Largo Student Center, Room 149.....	301-546-0853
<b>Engineering Technology</b> Center for Applied Technology, Room 129.....	301-546-0751	<b>Student Support Services</b> —Marlboro Hall, Room 2102 .....	301-546-0681
<b>English</b> —Marlboro Hall, Room 3072 .....	301-546-0561	<b>Teacher Education</b> —Marlboro Hall, Room 2011 .....	301-546-5250
<b>Facilities</b> .....	301-546-0655	<b>Teacher Education Department, Early Childhood Education</b> Marlboro Hall, Room 2054 .....	301-546-7545
<b>Financial Aid</b> —Bladen Hall, Room 121 .....	301-546-0822	<b>Testing Center</b> —Bladen Hall, Room 100 .....	301-546-0090
<b>Food Services</b> —Largo Student Center, Second Floor.....	301-546-0904	<b>Theatre Box Office</b> —Queen Anne Fine Arts, Room 104.....	301-546-0444
<b>Health Education</b> —Novak Field House, Room 108.....	301-546-0504	<b>Tutoring Center</b> —Bladen Hall, Room 107.....	301-546-0748
<b>Health, Nutrition, and Physical Education</b> Novak Field House, Room 107.....	301-546-0504	<b>University Town Center</b> —6505 Belcrest Rd, Hyattsville .....	301-546-8000
<b>Health Sciences Division</b> Center for Health Studies, Room 1402.....	301-546-0699	<b>Veterans Services</b> —Bladen Hall, Room 122 .....	301-546-5282
<b>History</b> —Marlboro Hall, Room 2018.....	301-546-0561	<b>Vocational Support Services</b> —Marlboro Hall, Room 2102.....	301-546-0181
<b>Honors</b> —Marlboro Hall, Room 1087.....	301-546-7530	<b>Violence Prevention Center</b> —Bladen Hall, Room 122C .....	301-546-5281
<b>Hospitality, Tourism, and Culinary Arts</b> Chesapeake Hall, Room 100 .....	301-546-7596	<b>Weekend College</b> —Marlboro Hall, Room 2141.....	301-546-0785
<b>Information and Engineering Technology</b> Center for Applied Technology 129 .....	301-546-0752	<b>Wellness Center</b> —Bladen Hall, Room 132 .....	301-546-0845
<b>International Education Center</b> Center for Health Studies, Room 1209.....	301-546-0750	<b>Westphalia Training Center</b> 9109 Westphalia Rd., Upper Marlboro .....	301-546-0964
<b>Intramural Sports</b> —Novak Field House, Room 111.....	301-546-0518	<b>Writing Center</b> —Bladen Hall, Room 107.....	301-546-0748
<b>Joint Base Andrews</b> —1413 Arkansas Rd., Room 111, J.B.A. ....	301-546-0778		
<b>Language Studies</b> —Bladen Hall, Room 310.....	301-546-0946		
<b>Laurel College Center</b> —312 Marshall Ave, Laurel .....	866-228 8900		
<b>Learning Foundations Division</b> —Marlboro Hall, Room 2118 .....	301-546-0495		
<b>Liberal Arts Division</b> —Marlboro Hall, Room 3076.....	301-546-0621		
<b>Library</b> —Accokeek Hall Circulation Desk.....	301-546-0475		
Library Hours .....	301-546-0475		
Research Information Desk .....	301-546-0476		

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

## TTY Numbers

<b>Advising Services</b> .....	301-546-0829
<b>Disability Support Services</b> .....	301-546-0122
<b>Maryland Relay</b> .....	800-735-2258
<b>Student Support Services</b> .....	301-546-0681

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

# BUILDING A CIVIL COMMUNITY



## INTEGRITY

College students exemplify honesty, honor, and a respect for the truth in all of their dealings.

## SOCIAL JUSTICE

College students are just and equitable in their treatment of all members of the community and act to discourage and/or intervene to prevent unjust and inequitable behaviors.

## RESPECT

College students show positive regard for each other, for property, and for the community.

## RESPONSIBILITY

College students are given and accept a high level of responsibility to self, to others, and to the community.

## COMMUNITY STANDARDS

College students build and enhance their community.

# Student Handbook and Daily Planner

2018–2019



*Transforming lives.*

**PRINCE GEORGE'S**  
COMMUNITY COLLEGE

301 Largo Road

Largo, Maryland 20774-2199

Phone: 301-546-PGCC (7422) • TDD: 301-546-0122

[www.pgcc.edu](http://www.pgcc.edu)

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## Message from the President



**CHARLENE M. DUKER**  
*President*  
*Prince George's*  
*Community College*

Welcome to Prince George's Community College! We are excited that you decided to pursue your educational and professional endeavors at PGCC, and we want to ensure you that we are here to serve you along the way.

Your decision to pursue your post-secondary studies is one of the most important decisions you will make. Whether you are attending college for the first time or continuing your professional development, your experience will be an exhilarating chapter in your life.

The *2018–2019 Student Handbook and Daily Planner* is a helpful tool for your success. As you browse through this handbook, you'll find a wealth of knowledge that will be valuable in achieving your personal and professional goals. Use it to review services, policies, and procedures of the college as well as college expectations. It contains the academic calendar and other key sources of information that will equip you to excel every step of the way.

At Prince George's Community College, we believe in providing support and access to quality education and training. There are programs and courses for every step in your educational and professional journey. We've streamlined programs of study to make sure you have a clear pathway to completion, transfer, and employment. Our goal is to help you stay on track and accelerate your learning. Take advantage of this opportunity to grow academically, learn from passionate faculty, and connect with diverse students from all over the world as you participate in co-curricular clubs, organizations, and athletics programs.

We are here to assist you in reaching your goals and look forward to partnering with you.

Best wishes,

**Dr. Charlene Duker**

## **Mission**

Prince George's Community College provides affordable, high-quality learning experiences that support personal, professional, and educational development for diverse populations contributing to the economic equity and cultural vibrancy of our community.

## **Vision**

Prince George's Community College is the region's premier center for innovations in learning, community engagement, and strategic partnerships that inspire educational, career, and personal success.





## Message from Student Affairs

Dear Prince George's Community College Students:

On behalf of the staff and students who work in Student Affairs, it is our pleasure to welcome you to Prince George's Community College. What you will find when you step foot on campus is a truly dedicated faculty and staff and a diverse student body. We encourage you to use your time here wisely and be more than a spectator, rather, take full advantage of the opportunities to be found here.

This *Student Handbook and Daily Planner* serves as the college's first step in helping you understand what you can expect of PGCC and what the college expects of you. In particular, we urge you to take the time to familiarize yourself with the handbook and the policies and procedures that can be found within it.

We also encourage you to engage in the many academic pursuits that can be found across the curriculum, use the academic support services (i.e., tutoring, mentoring, Collegian Centers), take advantage of co-curricular opportunities outside the classroom, and participate in the many social, cultural, and athletic activities that will make your experiences at Prince George's Community College truly unique.

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

Best wishes for the upcoming year!

*The Student Affairs Leadership Team*



# Academic Calendar 2018–2019

(Subject to change. See website for updates.)

## Summer Semester 2018

April 23	Mon.	Registration for fall 2018 begins for all students
April 27	Fri.	Last day to withdraw from second half-semester classes
May 7	Mon.	Last day of regular classes for the spring semester
May 8–14	Tues.–Mon.	Final examination period; last week of classes
May 24	Thur.	Commencement
May 24	Thur.	End of spring semester
May 26–28	Sat.–Mon.	<b>COLLEGE CLOSED</b> —Memorial Day Observed
June 1	Fri.	Satisfactory Academic Progress (SAP) appeal process begins for fall 2018
June 1	Fri.	In-person registration ends for first 5-week and 10-week sessions. Registration continues online until 11:59 p.m. the day before classes begin.
June 4	Mon.	Classes begin for first 5-week and 10-week sessions
July 4	Wed.	<b>COLLEGE CLOSED</b> —Independence Day observed
July 6	Fri.	In-person registration ends for second 5-week session. Registration continues online until 11:59 p.m. the day before classes begin.
July 8	Sun.	Last day of first 5-week session
July 9	Mon.	Second 5-week session
July 16	Mon.	Last day to apply for summer graduation
Aug. 3	Fri.	Last day to submit SAP appeal for fall 2018 semester
Aug. 12	Sun.	Last day of second 5-week and 10-week sessions

## Fall Semester 2018

April 16–22	Mon.–Sun.	Advance registration for fall 2018 begins for returning students
April 21–22	Sat.–Sun.	Online advance registration only
April 23	Mon.	Registration for fall 2018 begins for all students
May 26–28	Sat.–Mon.	<b>COLLEGE CLOSED</b> —Memorial Day observed
June 1	Fri.	Satisfactory Academic Progress (SAP) appeal process begins for fall 2018
July 4	Wed.	<b>COLLEGE CLOSED</b> —Independence Day observed
Aug. 18	Sat.	Saturday registration, 9 a.m.–1 p.m.
Aug. 24	Fri.	In-person registration ends for fall semester classes
Aug. 27	Mon.	Classes begin for fall 2018

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

Sept. 1–3	Sat.–Mon.	<b>COLLEGE CLOSED</b> —Labor Day observed
Sept. 17	Mon.	Last day to apply for fall graduation
Sept. 21	Fri.	Last day to change from “credit” to “audit” or “audit” to “credit” for full-semester classes
Sept. 24–28	Mon.–Fri.	Early Advising Week begins for Humanities, English, and Social Sciences
Oct. 1–5	Mon.–Fri.	Early Advising Week begins for Health, Business, and Public Service
Oct. 3	Wed.	Last day to withdraw from first half-semester classes
Oct. 8–12	Mon.–Fri.	Early Advising Week begins for Science, Technology, Engineering, and Mathematics (STEM)
Oct. 17	Wed.	Midterm; end of first half-semester classes
Oct. 18	Thurs.	Begin second half-semester classes
Oct. 23	Tues.	College Professional Development and Enrichment Day No classes except Laurel College Center
Oct. 29–Jan. 4	Mon.–Sun	Advance registration for spring 2019 begins for returning students
Nov. 1	Thur.	Satisfactory Academic Progress (SAP) appeal process begins for spring 2019
Nov. 4–5	Sat.–Sun.	Online advance registration only
Nov. 5	Mon.	Registration for spring 2019 begins for all students
Nov. 16	Fri.	Last day to withdraw from full-semester classes
Nov. 21	Wed.	College Open; No Classes
Nov. 22–25	Thurs.–Sun.	<b>COLLEGE CLOSED</b> —Thanksgiving Break
Nov. 26	Mon.	College re-opens and classes resume
Nov. 26	Mon.	Last day to withdraw from second half-semester classes
Dec. 7	Fri.	Last day to submit SAP appeal for spring 2019 semester
Dec. 9	Sun.	Last day of regular classes for fall semester
Dec. 10–16	Mon.–Sun.	Final examination period; last week of classes
Dec. 19	Wed.	In-person registration closes for spring; resumes Wed. Jan. 3; end of fall semester
Dec. 20–Jan. 1	Thurs.–Tues.	<b>COLLEGE CLOSED</b> —Winter break

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

**\*\*Fall 2018 Early Advising Weeks, Sept. 24–Oct. 12**

Sept. 24–28	Humanities, English, and Social Sciences
Oct. 1–5	Health, Business, and Public Service
Oct. 8–12	Science, Technology, Engineering, and Mathematics (STEM)

## SPRING SEMESTER 2019

Oct. 29–Nov. 4	Mon.–Sun.	Advance registration for spring 2019 begins for returning students
Nov. 1	Thur.	Satisfactory Academic Progress (SAP) appeal process begins for spring 2019
Nov. 4–5	Sun.–Mon.	Online advance registration only
Nov. 5	Mon.	Registration for spring 2019 begins for all students
Dec. 7	Fri.	Last day to submit SAP appeal for spring 2019 semester
Dec. 19	Wed.	In-person registration closes for spring; resumes Wed, Jan. 3.
Dec. 20–Jan. 1	Thurs.–Tues.	<b>COLLEGE CLOSED</b> —Winter break
Jan. 2	Wed.	College re-opens. In person registration resumes
Jan. 12	Sat.	Saturday registration, 9 a.m.– 1 p.m.
Jan. 21	Mon.	<b>COLLEGE CLOSED</b> —Martin Luther King, Jr. Holiday observed
Jan. 18	Fri.	In-person registration ends for spring semester classes
Jan. 22	Tues.	Classes begin for spring 2019
Feb. 8	Fri.	Last day to change from “audit” to “credit” or “credit” to “audit” for full-semester classes
Feb. 18	Mon.	<b>COLLEGE CLOSED</b> —Presidents’ Day observed
Feb. 19	Tue.	Last day to apply for spring graduation
Feb. 25	Mon.	Last day to withdraw from first half-semester classes
Feb. 25–March 1	Mon.–Fri.	Early Advising Week begins for Humanities, English, and Social Sciences
March 4–8	Mon.–Fri.	Early Advising Week begins for Health, Business, and Public Service
March 11–15	Mon.–Fri.	Early Advising Week begins for Science, Technology, Engineering, and Mathematics (STEM)
March 13	Wed.	Midterm; End of first half-semester classes
March 14	Thurs.	Begin second half-semester classes
March 18–24	Mon.–Sun.	<b>COLLEGE CLOSED</b> —Spring break
March 25	Mon.	College re-opens and classes resume
April 1	Mon.	Registration for summer 2019 sessions begins for all students
April 15–21	Mon.–Sun.	Advance registration for fall 2019 begins for returning students

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

### **\*\*Spring 2019 Early Advising Weeks, Feb. 25–March 15**

Feb. 25–March 1 ..... Humanities, English, and Social Sciences

March 4–8 ..... Health, Business, and Public Service

March 11–15 ..... Science, Technology, Engineering, and Mathematics (STEM)

April 19	Fri.	Last day to withdraw from full-semester classes
April 20–21	Sat.–Sun.	Online advance registration only
April 22	Mon.	Registration for fall 2019 begins for all students
April 26	Fri.	Last day to withdraw from second half-semester classes
May 6	Mon.	Last day of regular classes for the spring semester
May 7–13	Tues.–Mon.	Final examination period; last week of classes
May 23	Thurs.	Commencement; end of spring semester
May 25–27	Sat.–Mon.	<b>COLLEGE CLOSED</b> —Memorial Day observed

## Summer Semester 2019

April 1	Mon.	Registration for summer 2019 sessions begins for all students
April 15–21	Mon.–Sun.	Advance registration for fall 2019 begins for returning students
April 20–21	Sat.–Sun.	Online advance registration only
April 22	Mon.	Registration for fall 2019 begins for all students
May 25–27	Sat.–Mon.	<b>COLLEGE CLOSED</b> —Memorial Day observed
May 31	Fri.	In-person registration ends for first 5-week and 10-week sessions
June 1	Sat.	Satisfactory Academic Progress (SAP) appeal process begins for fall 2019
June 3	Mon.	Classes begin for first 5-week and 10-week sessions
July 4	Thur.	<b>COLLEGE CLOSED</b> —Independence Day observed
July 5	Fri.	In-person registration ends for second 5-week session
July 7	Sun.	Last day of first 5-week session
July 8	Mon.	Second 5-week session begins
July 15	Mon.	Last day to apply for summer graduation
Aug. 2	Fri.	Last day to submit SAP appeal for fall 2019 semester
Aug. 11	Sun.	Last day of second 5-week and 10-week sessions

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



# Daily Planner

2018–2019

# Two Years at a Glance

## 2018

January	February	March	April	May	June
<i>s m t w t f s</i>	<i>s m t w t f s</i>	<i>s m t w t f s</i>	<i>s m t w t f s</i>	<i>s m t w t f s</i>	<i>s m t w t f s</i>
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July	August	September	October	November	December
<i>s m t w t f s</i>	<i>s m t w t f s</i>	<i>s m t w t f s</i>	<i>s m t w t f s</i>	<i>s m t w t f s</i>	<i>s m t w t f s</i>
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## 2019

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

## Fall Semester Classes

Class: \_\_\_\_\_ Location: \_\_\_\_\_ Time: \_\_\_\_\_

Instructor: \_\_\_\_\_ Office: \_\_\_\_\_ Hours: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Class: \_\_\_\_\_ Location: \_\_\_\_\_ Time: \_\_\_\_\_

Instructor: \_\_\_\_\_ Office: \_\_\_\_\_ Hours: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Class: \_\_\_\_\_ Location: \_\_\_\_\_ Time: \_\_\_\_\_

Instructor: \_\_\_\_\_ Office: \_\_\_\_\_ Hours: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Class: \_\_\_\_\_ Location: \_\_\_\_\_ Time: \_\_\_\_\_

Instructor: \_\_\_\_\_ Office: \_\_\_\_\_ Hours: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Class: \_\_\_\_\_ Location: \_\_\_\_\_ Time: \_\_\_\_\_

Instructor: \_\_\_\_\_ Office: \_\_\_\_\_ Hours: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_



# Spring Semester Classes

Class: \_\_\_\_\_ Location: \_\_\_\_\_ Time: \_\_\_\_\_

Instructor: \_\_\_\_\_ Office: \_\_\_\_\_ Hours: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Class: \_\_\_\_\_ Location: \_\_\_\_\_ Time: \_\_\_\_\_

Instructor: \_\_\_\_\_ Office: \_\_\_\_\_ Hours: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Class: \_\_\_\_\_ Location: \_\_\_\_\_ Time: \_\_\_\_\_

Instructor: \_\_\_\_\_ Office: \_\_\_\_\_ Hours: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Class: \_\_\_\_\_ Location: \_\_\_\_\_ Time: \_\_\_\_\_

Instructor: \_\_\_\_\_ Office: \_\_\_\_\_ Hours: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Class: \_\_\_\_\_ Location: \_\_\_\_\_ Time: \_\_\_\_\_

Instructor: \_\_\_\_\_ Office: \_\_\_\_\_ Hours: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

# AUGUST 2018

Sunday 12

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Monday 13

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Tuesday 14

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Wednesday 15

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Thursday 16

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Friday 17

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Saturday 18

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Registration, 9 a.m.-1 p.m.

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

# AUGUST 2018

*Sunday*    **19**

*Monday*    **20**

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*Tuesday*    **21**

*Wednesday*    **22**

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*Thursday*    **23**

*Friday*    **24**

[In-person registration ends for fall full semester classes](#)

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*Saturday*    **25**

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# AUGUST / SEPTEMBER 2018

Sunday 26

Monday 27

Classes begin for fall 2018

Tuesday 28

Wednesday 29

Thursday 30

Friday 31

Saturday 1 September

COLLEGE CLOSED—Labor Day observed

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

# SEPTEMBER 2018

Sunday 2

COLLEGE CLOSED—Labor Day observed

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Monday 3

COLLEGE CLOSED—Labor Day observed

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Tuesday 4

Classes begin at Laurel College Center

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Wednesday 5

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Thursday 6

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Friday 7

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Saturday 8

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# SEPTEMBER 2018

Sunday **9**

Monday **10**

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Tuesday **11**

Wednesday **12**

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Thursday **13**

Friday **14**

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Saturday **15**

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

# SEPTEMBER 2018

*Sunday*    **16**

*Monday*    **17**

[Last day to apply for fall graduation](#)

*Tuesday*    **18**

*Wednesday*    **19**

*Thursday*    **20**

*Friday*    **21**

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

*Saturday*    **22**



# SEPTEMBER 2018

Sunday 23

Monday 24

Early advising week—Humanities,  
English, and Social Sciences

Tuesday 25

Wednesday 26

Early advising week—Humanities,  
English, and Social Sciences

Early advising week—Humanities,  
English, and Social Sciences

Thursday 27

Friday 28

Early advising week—Humanities,  
English, and Social Sciences

Early advising week—Humanities,  
English, and Social Sciences

Saturday 29

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

# SEPTEMBER / OCTOBER 2018

Sunday 30

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Monday 1 October

Early advising week—Health, Business,  
and Public Service

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Tuesday 2

Early advising week—Health, Business,  
and Public Service

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Wednesday 3

Early advising week—Health, Business,  
and Public Service

Last day to withdraw from first half-semester classes

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Thursday 4

Early advising week—Health, Business,  
and Public Service

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Friday 5

Early advising week—Health, Business,  
and Public Service

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Saturday 6

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# OCTOBER 2018

Sunday 7

Monday 8

Early advising week—Science, Technology,  
Engineering and Mathematics (STEM)

Tuesday 9

Wednesday 10

Early advising week—Science, Technology,  
Engineering and Mathematics (STEM)

Early advising week—Science, Technology,  
Engineering and Mathematics (STEM)

Thursday 11

Friday 12

Early advising week—Science, Technology,  
Engineering and Mathematics (STEM)

Early advising week—Science, Technology,  
Engineering and Mathematics (STEM)

Saturday 13

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

# OCTOBER 2018

Sunday 14

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Monday 15

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Tuesday 16

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Wednesday 17

Midterm; end of first half-semester classes

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Thursday 18

Begin second half-semester classes

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Friday 19

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Saturday 20

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# OCTOBER 2018

Sunday 21

Monday 22

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Tuesday 23

Wednesday 24

College Professional Development  
and Enrichment Day  
—No classes, except Laurel College Center

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Thursday 25

Friday 26

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Saturday 27

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

# OCTOBER / NOVEMBER 2018

Sunday 28

Monday 29

[Advance spring registration—returning students](#)

Tuesday 30

Wednesday 31

[Advance spring registration—returning students](#)

[Advance spring registration—returning students](#)

Thursday 1 November

Friday 2

[Advance spring registration—returning students](#)

[Advance spring registration—returning students](#)

[Satisfactory Academic Progress \(SAP\) appeal process begins for Spring 2019](#)

Saturday 3

[Advance registration \(online only\)—returning students](#)

# NOVEMBER 2018

Sunday 4

Monday 5

Advance registration (online only)—returning students

Spring registration begins—all students

Tuesday 6

Wednesday 7

Thursday 8

Friday 9

Saturday 10

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



# NOVEMBER 2018

*Sunday*    **11**

*Monday*    **12**

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*Tuesday*    **13**

*Wednesday*    **14**

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*Thursday*    **15**

*Friday*    **16**

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

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*Saturday*    **17**

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# NOVEMBER 2018

Sunday 18

Monday 19

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Tuesday 20

Wednesday 21

College Open—No Classes

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Thursday 22

Friday 23

COLLEGE CLOSED—Thanksgiving Break

COLLEGE CLOSED—Thanksgiving Break

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Saturday 24

COLLEGE CLOSED—Thanksgiving Break

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

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# NOVEMBER / DECEMBER 2018

*Sunday*    **25**

**COLLEGE CLOSED—Thanksgiving Break**

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*Monday*    **26**

**College re-opens and classes resume.**

**Last day to withdraw from second half-semester classes**

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*Tuesday*    **27**

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*Wednesday*    **28**

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*Thursday*    **29**

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*Friday*    **30**

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*Saturday*    **1 December**

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# DECEMBER 2018

Sunday 2

Monday 3

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Tuesday 4

Wednesday 5

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Thursday 6

Friday 7

Last day to submit SAP appeal for Spring 2019 semester

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Saturday 8

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

# DECEMBER 2018

Sunday 9

**Last day of regular classes for fall semester**

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Monday 10

**Final examination period; last week of classes**

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Tuesday 11

**Final examination period; last week of classes**

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Wednesday 12

**Final examination period; last week of classes**

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Thursday 13

**Final examination period; last week of classes**

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Friday 14

**Final examination period; last week of classes**

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Saturday 15

**Final examination period; last week of classes**

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# DECEMBER 2018

Sunday 23

COLLEGE CLOSED—Winter Break

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Monday 24

COLLEGE CLOSED—Winter Break

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Tuesday 25

COLLEGE CLOSED—Winter Break

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Wednesday 26

COLLEGE CLOSED—Winter Break

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Thursday 27

COLLEGE CLOSED—Winter Break

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Friday 28

COLLEGE CLOSED—Winter Break

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Saturday 29

COLLEGE CLOSED—Winter Break

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# JANUARY 2019

Sunday 30

Monday 31

COLLEGE CLOSED—Winter Break

COLLEGE CLOSED—Winter Break

Tuesday 1 January 2019

Wednesday 2

COLLEGE CLOSED—Winter Break

College re-opens

In-person spring registration resumes

Thursday 3

Friday 4

Saturday 5

December

January

February

s m t w t f s

s m t w t f s

s m t w t f s

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

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

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



# JANUARY 2019

*Sunday*     **6**

*Monday*     **7**

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*Tuesday*     **8**

*Wednesday*     **9**

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*Thursday*     **10**

*Friday*     **11**

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*Saturday*     **12**

**Saturday Registration 9 a.m.-1 p.m.**

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# JANUARY 2019

Sunday 13

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Monday 14

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Tuesday 15

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Wednesday 16

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Thursday 17

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Friday 18

[In person registration ends for spring full semester classes](#)

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Saturday 19

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

# JANUARY 2019

*Sunday*    **20**

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*Monday*    **21**

**COLLEGE CLOSED—Martin Luther King, Jr.**  
**holiday observed**

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*Tuesday*    **22**

**Spring 2019 Classes begin**

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*Wednesday*    **23**

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*Thursday*    **24**

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*Friday*    **25**

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*Saturday*    **26**

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# JANUARY / FEBRUARY 2019

Sunday 27

Monday 28

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Tuesday 29

Wednesday 30

[Classes begin at Laurel College Center](#)

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Thursday 31

Friday 1 February

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Saturday 2

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

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# FEBRUARY 2019

*Sunday*    **3**

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*Monday*    **4**

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*Tuesday*    **5**

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*Wednesday*    **6**

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*Thursday*    **7**

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*Friday*    **8**

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

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*Saturday*    **9**

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# FEBRUARY 2019

Sunday **10**

Monday **11**

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Tuesday **12**

Wednesday **13**

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Thursday **14**

Friday **15**

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Saturday **16**

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

# FEBRUARY 2019

Sunday 17

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Monday 18

COLLEGE CLOSED—Presidents' Day observed

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Tuesday 19

Last day to apply for spring graduation

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Wednesday 20

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Thursday 21

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Friday 22

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Saturday 23

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# FEBRUARY / MARCH 2019

Sunday 24

Monday 25

Early advising week—Humanities,  
English, and Social Sciences

Last day to withdraw from first half-semester classes

Tuesday 26

Wednesday 27

Early advising week—Humanities,  
English, and Social Sciences

Early advising week—Humanities,  
English, and Social Sciences

Thursday 29

Friday 1 March

Early advising week—Humanities,  
English, and Social Sciences

Early advising week—Humanities,  
English, and Social Sciences

Saturday 2

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



# MARCH 2019

Sunday 3

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Monday 4

Early advising week—Health, Business  
and Public Service

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Tuesday 5

Early advising week—Health, Business  
and Public Service

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Wednesday 6

Early advising week—Health, Business  
and Public Service

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Thursday 7

Early advising week—Health, Business  
and Public Service

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Friday 8

Early advising week—Health, Business  
and Public Service

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Saturday 9

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# MARCH 2019

Sunday 10

Monday 11

Early advising week—Science, Technology,  
Engineering, and Math (STEM)

Tuesday 12

Wednesday 13

Early advising week—Science, Technology,  
Engineering, and Math (STEM)

Early advising week—Science, Technology,  
Engineering, and Math (STEM)

Mid-term; end of first half-semester classes

Thursday 14

Friday 15

Early advising week—Science, Technology,  
Engineering, and Math (STEM)

Early advising week—Science, Technology,  
Engineering, and Math (STEM)

Begin second half-semester classes

Saturday 16

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

# MARCH 2019

Sunday 17

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Monday 18

COLLEGE CLOSED—Spring break

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Tuesday 19

COLLEGE CLOSED—Spring break

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Wednesday 20

COLLEGE CLOSED—Spring break

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Thursday 21

COLLEGE CLOSED—Spring break

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Friday 22

COLLEGE CLOSED—Spring break

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Saturday 23

COLLEGE CLOSED—Spring break

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# MARCH 2019

Sunday 24

Monday 25

COLLEGE CLOSED—Spring break

Tuesday 26

Wednesday 27

Thursday 28

Friday 29

Saturday 30

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

# MARCH / APRIL 2019

Sunday 31

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Monday 1 April

[Summer 2019 registration begins—all students](#)

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Tuesday 2

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Wednesday 3

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Thursday 4

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Friday 5

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Saturday 6

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# APRIL 2019

Sunday 7

Monday 8

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Tuesday 9

Wednesday 10

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Thursday 11

Friday 12

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Saturday 13

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

# APRIL 2019

*Sunday*    **14**

*Monday*    **15**

[Advance Fall 2019 registration—returning students](#)

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*Tuesday*    **16**

*Wednesday*    **17**

[Advance Fall 2019 registration—returning students](#)    [Advance Fall 2019 registration—returning students](#)

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*Thursday*    **18**

*Friday*    **19**

[Advance Fall 2019 registration—returning students](#)    [Advance Fall 2019 registration—returning students](#)

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

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*Saturday*    **20**

[Advance Fall 2019 registration—returning students](#)  
[\(online only\)](#)

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# APRIL 2019

Sunday 21

Monday 22

[Advance Fall 2019 registration—returning students](#) [Fall 2019 registration—all students](#)  
[\(online only\)](#)

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Tuesday 23

Wednesday 24

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Thursday 25

Friday 26

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

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Saturday 27

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



# APRIL / MAY 2019

Sunday **28**

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Monday **29**

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Tuesday **30**

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Wednesday **1 May**

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Thursday **2**

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Friday **3**

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Saturday **4**

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Sunday 5

Monday 6

Last day of regular classes for the spring semester

Tuesday 7

Wednesday 8

Final examination period / last week of classes

Final examination period / last week of classes

Thursday 9

Friday 10

Final examination period / last week of classes

Final examination period / last week of classes

Saturday 11

Final examination period / last week of classes

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

# MAY 2019

Sunday 12

Final examination period / last week of classes

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Monday 13

Final examination period / last week of classes

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Tuesday 14

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Wednesday 15

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Thursday 16

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Friday 17

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Saturday 18

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Sunday 19

Monday 20

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Tuesday 21

Wednesday 22

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Thursday 23

Friday 24

Commencement

End of spring semester

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Saturday 25

COLLEGE CLOSED—Memorial Day observed

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

# MAY / JUNE 2019

Sunday 26

COLLEGE CLOSED—Memorial Day observed

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Monday 27

COLLEGE CLOSED—Memorial Day observed

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Tuesday 28

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Wednesday 29

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Thursday 30

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Friday 31

In-person Registration ends for first 5-week and 10-week session

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Saturday 1 June

Satisfactory Academic Progress (SAP) appeal process begins for fall 2019

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# JUNE 2019

Sunday 2

Monday 3

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

Tuesday 4

Wednesday 5

Thursday 6

Friday 7

Saturday 8

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

# JUNE 2019

*Sunday*    **9**

*Monday*    **10**

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*Tuesday*    **11**

*Wednesday*    **12**

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*Thursday*    **13**

*Friday*    **14**

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*Saturday*    **15**

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# JUNE 2019

Sunday 16

Monday 17

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Tuesday 18

Wednesday 19

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Thursday 20

Friday 21

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Saturday 22

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



# JUNE 2019

*Sunday* **23**

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*Monday* **24**

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*Tuesday* **25**

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*Wednesday* **26**

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*Thursday* **27**

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*Friday* **28**

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*Saturday* **29**

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Sunday 30

Monday 1 July

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Tuesday 2

Wednesday 3

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Thursday 4

Friday 5

College Closed—Independence Day Observed

In-person Registration ends for second 5-week session

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Saturday 6

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

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# JULY 2019

*Sunday*    **7**

*Monday*    **8**

Last day of first 5-week session

Second 5-week session begins

*Tuesday*    **9**

*Wednesday*    **10**

*Thursday*    **11**

*Friday*    **12**

*Saturday*    **13**

# JULY 2019

Sunday **14**

Monday **15**

Last day to apply for summer graduation

Tuesday **16**

Wednesday **17**

Thursday **18**

Friday **19**

Saturday **20**

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

# JULY 2019

*Sunday*    **21**

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*Monday*    **22**

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*Tuesday*    **23**

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*Wednesday*    **24**

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*Thursday*    **25**

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*Friday*    **26**

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*Saturday*    **27**

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# JULY / AUGUST 2019

Sunday 28

Monday 29

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Tuesday 30

Wednesday 31 August

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Thursday 1 August

Friday 2

Last day to submit SAP appeal for fall 2019 semester

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Saturday 3

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

# AUGUST 2019

Sunday 4

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Monday 5

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Tuesday 6

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Wednesday 7

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Thursday 8

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Friday 9

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Saturday 10

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

# AUGUST 2019

*Sunday*    **11**

*Monday*    **12**

*Last day of second 5-week and 10-week sessions*

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*Tuesday*    **13**

*Wednesday*    **14**

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*Thursday*    **15**

*Friday*    **16**

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*Saturday*    **17**

*Sunday*    **18**

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# General Information

## Chapter 1

### Technology

#### *Owl Mail*

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

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

#### *Owl Link*

Owl Link is the name of the Web-based student system at Prince George's Community College. It empowers you, as a student at Prince George's Community College, to access important online services.

By using Owl Link you will be able to register and pay for classes, make an appointment with your assigned advisor, and view the status of your financial aid and your final grade reports. You can print your own unofficial transcripts and class schedules, submit e-mail address changes, and request transcripts to be sent to other colleges. You also will be able to interact with your advisor, run your own degree audits, and run “what if” scenarios to see how the courses you've taken might fit into another degree program. Continuing Education students also may use Owl Link to apply, register for classes, and pay tuition charges.

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

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

## *myPGCC*

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

## *OWL Alert*

Students are encouraged to register with Owl Alert. Those registered will receive a cellphone text message and an e-mail, if an e-mail address is registered, providing direct notification of closure and other emergency information. Go to <http://www.pgcc.edu/go/owlalert>

## *Blackboard (pgconline.blackboard.com)*

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

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

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

## **College Police Department/Campus Safety**

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

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

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

### *If you see a suspicious person*

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

### *If you see a suspicious package*

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

### *If you are assaulted*

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

### *If you receive a bomb threat*

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

## *Fire Safety/Evacuation Procedures*

### **1. Learn where exits are now.**

### **2. Participate in fire drills.**

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

- Don't hesitate—sound alarm.
- Leave the building.
  - Crawl if there is smoke.
  - Do not use the elevators; they are dangerous in fire.
  - If possible, take the exit across to the adjacent building instead of taking the stairs.
  - Otherwise, take stairs. Stairways are designed to be free of smoke and fire when fire doors are closed.
- If you are disabled
  - Plan ahead
  - Know how to tell someone how to help you.
  - Learn more than one exit from all buildings.
- To help someone else get down the stairs:
  - Partner with another person for the two-person carry.
  - Position yourselves on either side of the person needing help; have them grasp your upper arms or shoulders.
  - Place the arms of the person you're helping around your shoulders and the shoulders of the other helper.
- Look for areas of refuge, for example, on the other side of the fire doors away from smoke, fire, or danger.
- Call 0111 (emergency dispatcher) on a campus phone, report location of fire, and give any other pertinent information. The campus alarm does not automatically notify firehouse.

### **4. Fire Extinguishers**

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

## Emergency College Closings/Delayed Openings

It is the practice of the college to hold all regular classes on all days scheduled on the college calendar. Should an emergency arise that requires the cancelation of classes and activities, the following radio stations will be asked to announce the college's closing shortly after the decision is made—WMAL, WTOP, WAVA, WHUR, WPGC, and WWMX. The following TV stations will be asked to announce the closing—WRC (4), WTTG (5), WJLA (7), WUSA (9), and NewsChannel 8. Information concerning the college closing can also be obtained on the college website at [www.pgcc.edu](http://www.pgcc.edu). **Students are encouraged to sign up with Owl Alert to receive direct notification of closures and other emergency information to cell phones or to e-mail. Go to <http://www.pgcc.edu/go/owlalert> to subscribe to Owl Alert.**

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

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

## Banking

The college has four automated teller machines (ATMs) located on the Largo campus. There is one Bank of America ATM located in the Largo Student Center across from the college bookstore as well as an Educational Systems Federal Credit Union ATM located on the second floor of the Largo Student Center at the top of the main stairs. Also, available on campus are two additional Bankmobile ATM machines located in Bladen Hall near the Police substation and in the Center for Health Studies on the first floor. All of the ATMs are available for use during the college's normal operating hours.

## Lost and Found

All lost items can be returned or claimed within 30 days at the Student Engagement and Leadership office front desk in the Largo Student Center. After 30 days, items are donated to local shelters. The Student Engagement and Leadership office is open Monday–Thursday, 8:30 a.m.–6 p.m., and closes at 5 p.m. on Fridays. For additional information, contact 301-546-0853.

## Photocopying

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

## Student ID Cards

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

**All credit students must have their validated PGCC photo ID card visible.**

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

Office of Records and Registration photo ID hours:	Monday–Thursday, 8:30 a.m.–7:30 p.m. Friday, 8:30 a.m.–4:30 p.m.
Library photo ID hours:	Monday–Thursday 10 a.m.–5 p.m. Friday, 10 a.m.–3 p.m.
Weekend Office photo ID hours:	Saturday, 8:30 a.m.–4 p.m. Sunday, 12:30–4 p.m. (fall and spring semesters only)

PGCC Photo ID cards and validation stickers are also available at the following locations:

**University Town Center**, Front Desk: Monday–Thursday, 9 a.m.–6 p.m., and Friday, 10 a.m.–6 p.m.

**Laurel College Center**, Room 205: Monday–Thursday, 10 a.m.–6 p.m., and Friday, 10 a.m.–2 p.m.

**Joint Base Andrews**, Room 111 (Authorized Students Only) *Daytime Hours*: Monday–Friday, 11 a.m.–12:30 p.m. *Evening Hours*: Monday–Friday, 5–6 p.m.

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

## Degree/Extension Centers

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

## Alumni Association

The Alumni Association of Prince George's Community College was established in 1986. The mission of the association is to promote the well-being of Prince George's Community College and its alumni through communication, commitment, programs, advocacy, and leadership. Membership in the Prince George's Community College Alumni Association is open to all persons who have attended Prince George's Community College and attained a minimum of 15 credits, graduates of an associate or certificate program, and Workforce Development and Continuing Education students who have completed at least 4 noncredit courses. Upon graduation or transfer to a four-year institution, students are eligible to receive one year of free membership. Thereafter, the annual fee is \$25.00. Alumni Association membership benefits include free subscription to Progressions, the biannual alumni and friends magazine, access to college support services such as the library, career center and computer labs, 10 percent off at the campus bookstore (does not include textbooks), alumni discount at the Robert I. Bickford Natatorium (weight room, racquetball court and 50 meter pool), invitation to various campus events, discounted rate on computers purchased through the college's PC Purchase Program, 50 percent discount on admission to campus Hallam Theatre productions, and numerous opportunities to volunteer on campus and in the community. For additional information or a membership application, please contact the Office of Institutional Advancement, Accokeek Hall, Room 312, or call 301-546-0858 or visit our school website for additional information under Foundation and Alumni.

## Community Finance Center

The Community Financial Center of Prince George's Community College supports financial literacy and asset building for students and residents of Prince George's County. The center provides free tax services, financial education, and access to financial information and resources.

Students can obtain financial services, such as financial coaching, business coaching, and year-round tax services at the Financial Empowerment Center located in the Center for Advanced Technology, Room 102. Appointments can be made at [www.pgcc.edu/go/fec](http://www.pgcc.edu/go/fec). Students who wish to volunteer with the center should contact the office at 301-546-1332.

## Smoking and Tobacco on Campus

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

## Social Media Expectations

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

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

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

Remember, when using college social media:

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

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

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

## Parking on Campus

Parking on campus is available for free to all students, employees, and visitors to the college. Only faculty/staff members of the college must obtain parking permits. Parking policies at degree/extension centers and off-campus locations vary, and in some cases, students and visitors may be required to pay.

Parking and traffic regulations apply to all who drive on any part of the Largo campus. Any vehicle parked in a faculty/staff parking space without displaying the appropriate parking permit may be ticketed and/or towed.

Prince George's Community College Police Officers issue citations on the Largo campus for parking violations. Some of the most common violations are:

- 3-129 PARKED IN FACULTY AND STAFF AREAS— \$30 fine—  
Issued to vehicles parked in faculty and staff reserved parking space.
- 3-106 IMPROPER PARKING OF VEHICLES— \$30 fine—  
Issued to vehicles parked, stopped, or left standing in an unsafe manner, or outside of a designated/marked parking space.

A complete copy of the College's Parking Rules and Regulations can be obtained from Prince George's Community College Police and Emergency Management.

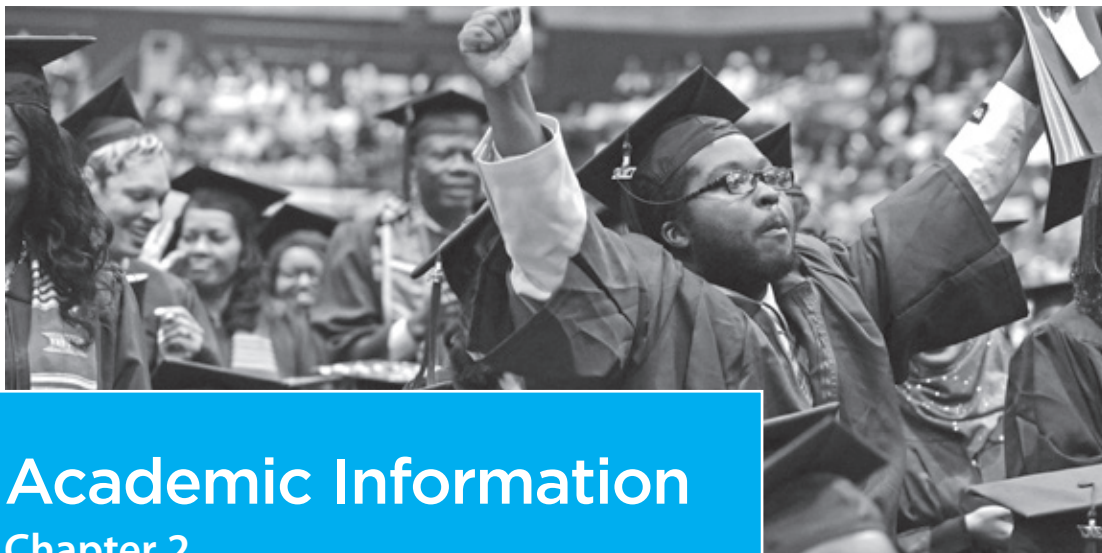
### *Parking for Students with Disabilities*

The Wellness Center, Bladen Hall, Room 132, issues temporary permits for accessible parking when a driver has a physical disability of a temporary nature or needs a “grace” period to obtain the permit for permanent disability from the Motor Vehicle Administration (MVA). All requests for accessible parking will be considered on the basis of need, as determined by the professional judgment of the college nurse. This temporary permit will allow students to park in designated spaces otherwise not accessible to students. Persons who have permanent disabilities are advised to obtain permits from the MVA as soon as possible.

A PGCC permit may be issued to allow time for obtaining the MVA permit. This grace period will not exceed two months.







# Academic Information

## Chapter 2

### Guided Pathways

Prince George's Community College is one of the first 30 colleges in the nation and the only college in Maryland chosen to participate in the nationwide Guided Pathways Project. During our guided pathways reform, PGCC has clearly mapped academic paths for students by streamlining course offerings, implementing progress milestones, and identifying learning outcomes so students will know exactly what they need to achieve their education and career goals. Students are supported from the very beginning of their college journey and encouraged to explore various career and academic options based on their strengths and interest. With the support of assigned advisors, students will choose a program of study and develop their personalized academic plan through graduation. The personalized academic plan simplifies students' decisions and the progress milestones show students what they have accomplished and identify what they need to achieve their goals.

### Philosophy of Education

#### We Believe:

- Education is valuable in and of itself.
- Learning is a lifelong commitment that transforms lives and promotes responsible citizenship.
- General education courses expose all degree-seeking students to a common body of skills, knowledge, and values that form the basis for lifelong learning.
- Learning occurs inside and outside the classroom, including co-curricular and service activities.
- Higher order reasoning and effective decision-making are essential to a sound education.
- Intellectual expression requires effective reading, writing, and communication skills.
- Education serves practical and creative needs that are both individual and communal.
- Learning requires a forum wherein the free consideration of ideas, values, and informed points of view are encouraged, and where diversity of thought is valued.

- Instructional methods should be developed by qualified full and part-time professionals. Instruction should be dynamic, current, and effective, using a variety of learning technologies. It should engage students as active partners who are responsible for their learning and adapt to an increasingly multi-cultural, global, and technologically driven society.
- Access to education should be available to meet diverse student needs, ranging from adult basic education to honors offerings.
- Student success is the responsibility of all members of the college community. It requires that high expectations are set and standards of excellence are maintained.
- Improving learning requires the continual assessment of student success.

### **Guiding Principles of General Education**

General education is the balanced and rigorous academic program in which all degree-seeking students will explore the common body of skills, knowledge, and values that form the basis for lifelong learning. This learning experience is characterized by breadth as well as depth, and so requires proficiency in the numerous foundational skills upon which all disciplines rely and the specific knowledge that any one discipline requires. Students' exploration of values includes ethical deliberation and decision-making, both of which enable their active citizenship in a democratic society and responsible participation in a rapidly changing and technologically driven world.

#### **The general education program:**

- Develops a set of skills, knowledge, and values that enables success in any major and is necessary for contemporary life.
- Provides opportunities to expand one's worldview beyond a given discipline, and so to become a well-rounded person.
- Develops the confidence to think independently and the maturity to act responsibly.
- Enables and encourages one to identify and further explore areas of possible academic interest.
- Prepares one to formulate, research, communicate, and defend reasoned positions, including those which conflict with one's own beliefs.
- Offers opportunities to question critically and to challenge thoughtful opinions, beliefs, and theories in multiple areas of study.
- Prepares one to act ethically by identifying and evaluating one's values and place in the world.
- Demonstrates the relevance of intellectual principles to one's personal and professional life.
- Promotes a shared knowledge of cultural references that enables common understanding.
- Develops technological competencies, especially those that enable one to obtain, utilize, and apply information properly.

## Student Core Competencies

General education courses support the outcomes of specific degree programs and demonstrate the college's commitment to ensuring that all graduates of these programs have met the Student Core Competencies. Attaining these knowledge, skills, and values identifies an individual as a college graduate. Students who successfully complete degree programs (A.A., A.S., A.A.T., or A.A.S.) at Prince George's Community College will demonstrate college-level competency in:



Communication



Critical Reasoning



Culture



Ethics



Information Literacy



Scientific and  
Quantitative Reasoning

These six Student Core Competencies are measured by seventeen measurable outcomes that are embedded in courses across the curriculum, and are directly addressed in general courses. These measurable outcomes also are our Institutional Learning Goals.

## Academic Calendar

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

## Academic Complaints

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

## Academic Standing

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

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

A complete explanation of the categories, as well as the criteria for good academic standing, can be found under Academic Policies (2018|2019 Online Catalog).

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

## Changes to Personal Information

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

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

## Attendance

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

## Schedules of Classes

The college posts on its website three credit schedules of classes—fall, spring, and summer—each year. Each schedule contains lists of courses being offered, the official academic calendar, the final examination schedule, and a variety of other important dates and deadlines that are not published anywhere else. The schedule is available online prior to the start of registration.

## Final Exam Schedule

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

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

## Grades

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

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

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

## Early Warning Notices

Many faculty issue early warning notices to students whose attendance and/or academic progress in the class within the first three to four weeks of class has been poor. The notice is forwarded to you via your Owl Mail account and to your advisor. Be sure to check your e-mail on a regular basis for important messages and follow up with your professor and your advisor should you receive an early warning message. The college offers many support services to assist you in achieving your academic and personal goals. For further information, contact Student Academic Planning and Career Readiness at 301-546-0829.

## Graduation Requirements

Students are eligible to graduate upon successful completion of all courses listed for their curricula. The application for graduation is available at no cost via Owl Link and must be completed and submitted according to the following deadlines: Sept. 17 for the fall semester, Feb. 19 for the spring semester, and July 15 for the summer.

Though degree requirements may change from catalog year to catalog year, the changes do not apply to students already in a program. Students should therefore follow the requirements of the catalog in effect at the time of their first enrollment. Students who stop attending PGCC for a period of two years or more should follow the requirements in effect at the time of re-enrollment. Students can check progress toward graduation through Owl Link by running an academic program evaluation. See an academic advisor if you have questions about the requirements that apply to you. Use your Owl link account to make an appointment with your assigned advisor.

## Payment and Registration

### Fall semester

- Students, who register on or before Aug. 3, have until 11:59 p.m. on Aug. 3 to have paid or set up a payment plan with the college. Any student who has not done so will be dropped from their courses at 12 a.m. the following day.
- For those who register after Aug. 3, payment is due in full by 11:59 p.m. the day of registration, regardless of when the course begins. Any student who fails to pay or set up a payment plan by the prescribed time period will be dropped for nonpayment. This includes registration for late starting classes.

### Spring semester

- Students, who register on or before Jan. 8, have until 11:59 p.m. on Jan. 8 to have paid or set up a payment plan with the college. Any student who has not done so will be dropped from their courses at 12 a.m. the following day.
- For those who register after Jan. 8, payment is due in full by 11:59 p.m. the day of registration, regardless of when the course begins. Any student who fails to pay or set up a payment plan by the prescribed time period will be dropped for nonpayment. This includes registration for late starting classes.

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

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

## Tuition Payment Plan

Prince George's Community College offers a convenient and affordable alternative monthly payment plan through our chosen vendor Nelnet Business Solutions. This monthly plan is offered only to our credit students. You may have up to four payment installments based upon when the payment plan is set up. For further questions, please contact Student Accounting at 301-546-0688.

## FACTS Payment Plan Dates

Fall 2018—e-Cashier available on April 16, 2018. No agreements accepted after Oct. 1, 2018.  
Full payment available through Oct. 1, 2018.

Last day to enroll in payment plan:

Aug. 3, 2018 with no down payment—4 payments that cover Aug.–Nov.

Sept. 1, 2018 with 25% down payment—3 payments that cover Sept.–Nov.

Oct. 1, 2018 with 50% down payment—2 payments that cover Oct.–Nov.

Spring 2019—e-Cashier available on Oct. 30, 2018. No agreements accepted after Feb. 28, 2019.  
Full payment available through March 1, 2019.

Last day to enroll in payment plan:

Jan. 8, 2019 with no down payment—4 payments that cover Jan.–April

Jan. 31, 2019 with 25% down payment—3 payments that cover Feb.–April

Feb. 28, 2019 with 50% down payment—2 payments covering March–April

Summer 2019—e-Cashier available on April 3, 2019. No agreements accepted after July 5, 2019.  
Full payment available through July 5, 2019.

Last day to enroll in payment plan:

May 30, 2019 with 50% down payment—2 payments that cover June and July

July 5, 2019 with 50% down payment—a second payment of 50% will be required later in July

## Records Disclosure Notice to Students

The Family Educational Rights and Privacy Act (FERPA) gives students certain rights with respect to their educational records. See page 142 for more detailed explanation.

## Refunds

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

## Residency Status

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

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

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

## Transcripts

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

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

## Withdrawal from Classes

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

## Honors Program

The mission of the Prince George’s Community College Honors Program is to promote the intellectual growth and enrichment of academically outstanding students. The program offers a curriculum that challenges and stimulates students through special honors courses. In addition, students are provided with many other unique learning opportunities, events, and benefits. Telephone: 301-546-7530. E-mail: [honors@pgcc.edu](mailto:honors@pgcc.edu).

## Workforce Development and Continuing Education

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

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

For more information and a list of program offerings, visit WDCE’s Web page on the PGCC website [www.pgcc.edu](http://www.pgcc.edu) and click on class schedules, or visit WDCE offices in Lanham Hall on the Largo campus.







# Services for Students

## Chapter 3

### Student Academic Planning and Career Readiness

#### *Academic Advising*

The Student Academic Planning and Career Readiness Office has assigned advisors to all students to assist them with the development of an educational plan to accomplish their educational and career goals.

#### **Advisors:**

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

International student advisors are also located in Bladen Hall, Room 124. Academic advisement is available for students attending Joint Base Andrews, 301-546-0778; Prince George's Community College at University Town Center in Hyattsville, 301-546-8000; or Laurel College Center, 1-866-228-6110.

Students interested in selective admissions programs such as nursing, radiography, respiratory therapy, nuclear medicine technology, or health information management must meet with an advisor to discuss special procedures to be followed for admission to these programs. The Student Academic Planning and Career Readiness Advising Center in Largo is open Monday through Thursday, 8:30 a.m.–8 p.m. The office is open for service 1–5 p.m. on the first and third Friday of every month. On the fourth Friday of every month, the office is open 10 a.m.–5 p.m. Walk-in students and guests are asked to arrive to the office no less than 30 minutes before close of business to receive full service.

## *Academic Advising Process, myPGCC, and Owl Link*

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

## *International Student Advising*

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

## *Student Planning*

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

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

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

The Student Academic Planning and Career Readiness office and Student Planning tool are important resources that assist students in successfully planning and achieving educational goals. For detailed steps to use online tools to register for courses and view/print your bill, see page 96. The Student Academic Planning and Career Readiness e-mail address is [advising@pgcc.edu](mailto:advising@pgcc.edu).

## *Transfer Advising Services*

Students need to plan early for transfer to a four-year college or university. The Student Academic Planning and Career Readiness staff will assist with transfer needs. Extensive resources are available to provide information about Maryland state universities and some limited resources are available to help with transfer outside of the state. Transfer Day is held each semester and all state universities and many private colleges send representatives to speak with our students to answer their questions. Special transfer and advising events are sponsored during the year. Look for announcements on myPGCC and on PGCC social media. Workshops for using ARTSYS (<http://www.artsys.usmd.edu>) are available in the Student Academic Planning and Career Readiness office. ARTSYS is a Web-based University System of Maryland program that lists the courses you can take at Prince George's Community College that will transfer to all state universities in specific majors. Some private universities are also available on ARTSYS. Schedule an appointment with an academic and career advisor through the Student Self-Service *MyAppointment* scheduling tool for your own personal workshop. Visit Student Academic Planning and Career Readiness in Bladen Hall, Room, 124, call 301-546-0134, or e-mail [articulation@pgcc.edu](mailto:articulation@pgcc.edu). Transfer services are provided in Bladen Hall, Room 124 from 8:30 a.m.–8 p.m., Monday through Thursday and 8:30 a.m.–4:30 p.m. on Friday. Students must sign in a half hour prior to the office closing to receive full service.

## **Career Advising Services**

The Student Academic Planning and Career Readiness staff members help students at all stages of career planning and job acquisition, including career exploration, choice of college major, assistance through career transitions, and assistance in acquiring internship positions or engaging in supervised work experiences that align with their major course of study. Advisors assist students with identifying their career goals that use their skills, interests, and values. The staff provides assistance with seeking employment by offering job-hunting strategies, interviewing techniques, and resume writing guidance. The Student Academic Planning and Career Readiness office maintains job and internship announcements and a database of currently available positions in the metropolitan area. Various employers visit the campus throughout the year for on-campus recruitment and interviewing. Career Services are provided in Bladen Hall, Room 124. Call 301-546-0136 (for career services or internships) or e-mail [CareerServices@pgcc.edu](mailto:CareerServices@pgcc.edu). The Student Academic Planning and Career Readiness Advising Center in Largo is open Monday through Thursday, 8:30 a.m.–8 p.m. The office is open for service 1–5 p.m. on the first and third Friday of every month. On the fourth Friday of every month, the office is open 10 a.m.–5 p.m. Walk-in students and guests are asked to arrive to the office no less than 30 minutes before close of business to receive full service.

## *Internship Options*

- All students pursuing an Associate of Applied Science (A.A.S.) program of study may complete a “culminating experience” (capstone and/or work-based learning course). To be eligible to participate in the internship program, students must have completed 15 credits, six of which must be in their declared major and maintain a 2.0 or higher GPA.
- All students regardless of degree program are encouraged to seek an internship experience that will enhance their learning and marketability with future employers. Please visit the Student Academic Planning and Career Readiness Office in Bladen Hall, Room 124 for additional information. The office is open Monday through Thursday, 8:30 a.m.–8 p.m. and Friday, 8:30 a.m.–5 p.m.

## *Other Career Services available through Student Academic Planning and Career Readiness include:*

- Noncredit (JCL) courses on career/life planning and college success
- Free workshops on career development and life management topics
- Career advising

- Resource materials on occupations, national and regional job market projections, and strategies for personal and professional development
- Computerized career guidance systems CSO-Career Connect, FOCUS2 and Career Coach for assessment, and information on occupations and educational programs
- Career Fairs
- Internet access to career resources

## College Bookstore

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

## Counseling Services

As a benefit to students, counselors are available to help you with personal and interpersonal problems that may be impacting your success in college. Short-term counseling is available to help students overcome barriers with cultural and college adjustments. Referrals for long-term counseling will be made to off-campus mental health service providers who may charge nominal fees. The counselors are located in Bladen Hall, Room 122. Telephone: 301-546-0149. The e-mail address is [counselingservices@pgcc.edu](mailto:counselingservices@pgcc.edu). The office is open Monday through Friday, 8:30 a.m.–4:30 p.m. Evening appointments are available upon request.

## Disability Support Services

Prince George's Community College is committed to providing reasonable accommodation and services to qualified persons with disabilities under the Americans with Disabilities Act (ADA). In order to receive services, students with disabilities must register with the Disability Support Services (DSS) office and provide documentation of disability. Students requesting services such as an interpreter or scribe must register and submit a paid tuition bill for their classes at least one month prior to the beginning of the semester. Students needing accommodations for classes at Prince George's Community College at University Town Center, Laurel College Center, or Prince George's Community College at Joint Base Andrews should consult DSS staff at the Largo campus.

Call to schedule an appointment with a DSS rehabilitation counselor, Monday through Friday, 8:30 a.m.–4:30 p.m. Telephone: 301-546-0838. The e-mail address is [dss@pgcc.edu](mailto:dss@pgcc.edu). The office is located in Lanham Hall, First Floor.

## Diverse Male Student Initiatives

The Diverse Male Student Initiatives (DMSI) is an aggressive college retention program that targets all diverse male students of color. DMSI helps explore ideas and develop practical skills for effectively involving and empowering male students of color to assume leadership roles. The purpose of the initiative is to support men and help them focus their energies toward self-improvement and community involvement. The DMSI office is located in Lanham Hall. Telephone: 301-546-5292. DMSI services are available Monday through Friday, 8:30 a.m.–4:30 p.m.

## Food Services

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

### *Dining Hall (Largo Student Center, second floor)*

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

### *Marvelous Market (Center for Health Studies, first floor)*

Monday–Friday, 8 a.m.–4 p.m.

### *Vending machines are located throughout the campus facilities.*

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

## Learning Assistance/Tutoring

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

### *Marlboro Individualized Learning Lab*

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

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

### *Next Step*

Next Step is an Educational and Training Project funded by the Prince George's County Department of Social Services. The Department of Social Services has contracted with the college to prepare students for self-directed career development and progression. Students must enroll in a certificate, credit or noncredit programs or GED courses. Next Step is located in Lanham Hall. Telephone: 301-546-0109.

### *Student Support Services*

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

## *Tutoring Center*

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

## *Vocational Support Services*

Vocational Support Services (VSS) provides instructional support to students enrolled in career and technology education programs leading to an A.A.S. and A.A.T. degree. Staff helps students identify learning strengths, target areas for improvement, and build the skills for successful learning and accomplishment of educational goals. The student and VSS staff work with faculty, learning specialists, and other campus support services to identify barriers to success and develop strategies to help the student deal effectively with the demands of college studies. The office is located in Lanham Hall. Telephone: 301-546-0109. The e-mail address is [vss@pgcc.edu](mailto:vss@pgcc.edu). The office is open Monday through Friday, 8:30 a.m.–4:30 p.m.

## *Writing Center*

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

## **Library**

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

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

Open and quiet study areas are available to students including Cafe Accokeek, a designated study area where food and beverage is allowed. Your valid student ID will be required for access to these spaces.

## **Online Courses (eLearning Services)**

Prince George's Community College offers two types of online courses: online and hybrid. Students who enroll in online and hybrid courses typically seek added convenience, greater independence, and more autonomy in pursuing their coursework. Online and hybrid courses use interactive Web-based applications, video, interactive video, and multimedia computer applications in varied combinations to deliver instruction at a distance. Students visit their online classroom via Blackboard, a Web-based course management system. Online courses have no required on-campus meeting sessions, but may require proctored testing. Hybrid courses combine on-campus meetings with online instruction. All hybrid courses have required on-campus meeting

sessions, yet meeting schedules vary. For more information and to view the eLearning schedule of classes, visit the eLearning Services website at [www.pgconline.com](http://www.pgconline.com). To speak with an eLearning representative, call 301-546-0463 or e-mail [elarning@pgcc.edu](mailto:elarning@pgcc.edu). The eLearning office is open for walk-in support Monday through Thursday, 8:30 a.m.–8 p.m. and Friday, 8:30 a.m.–5 p.m.

## Open Computer Labs

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

### Bladen Hall Computer Labs and Printer Services

Floor	Room	Hours of Operation	
First Floor	B-104	Monday–Thursday	7:45 a.m.–9:15 p.m.
		Friday	7:45 a.m.–5 p.m.
		Saturday	9 a.m.–4:45 p.m.
		Sunday	CLOSED

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

### Center for Advanced Technology Computer Labs and Printer Services

Floor	Room	Hours of Operation	
First Floor	CAT-101	Monday–Friday	7:45 a.m.–9:15 p.m.
Second Floor	CAT-201	Saturday	9 a.m.–4:45 p.m.
		Sunday	CLOSED

### Center for Advanced Technology Computer-enabled Student Study Areas

Floor	Room	Hours of Operation	
First Floor	CAT-102	Monday–Friday	7:45 a.m.–9:15 p.m.
Second Floor	CAT-202	Saturday	9 a.m.–4:45 p.m.
		Sunday	CLOSED

Note: Hours are subject to change.



## Owl Success Track Program for First-Year Students

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

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

Your participation in Owl Success Track begins with SOAR (Student Orientation, Advising, and Registration) and New Student Convocation. Student development workshops, seminars, activities, and networking socials are offered throughout the fall and spring semesters. Information about the program is posted on myPGCC under Student Resources. For more information, contact the Office of Early College Access and Orientation Programs Department in the Office of Recruitment and Admissions, Bladen Hall, Room 125. Telephone: 301-546-0730. The e-mail address is [orientation@pgcc.edu](mailto:orientation@pgcc.edu). The office is open Monday through Friday, 8:30 a.m.–4:30 p.m.

## PGCC Cares

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

1. An on-site food pantry/clothes and school supply closet
2. Community collaboration and referral services
3. Emergency funds to address crisis situations (eligible expenses: utilities, child care, gas, public transportation/bus passes, food/meal, medical or dental expenses). To be awarded the maximum amount of \$500 student must:
  - a. Earn at least 30 credits at Prince George's Community College for a degree program, or 15 credits if enrolled in a certificate program, be in good academic standing with a GPA of 2.5 or higher, and not on financial aid suspension from not meeting Satisfactory Academic Progress (SAP) requirements.
  - b. Currently enrolled in at least 6 credits for a degree program and 5 credits for a certificate program at Prince George's Community College upon receipt of application with the intent to complete course work leading toward the degree or certificate.
4. Monitoring of student progress after receiving services
5. Financial coaching

How to Support PGCC Cares:

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

For support, please call (301) 546-0149 or (301) 580-1580 or walk-in to Annex C.

## PGCC Owl Debit Card

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

## Service Learning Center

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

## Student Engagement and Leadership

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

The Student Engagement and Leadership Office is the distribution center for college activities. Services and information provided include activities calendar, lost and found, information on campus activities, and student clubs. The office is open Monday through Thursday, 8:30 a.m.–6 p.m. and Friday, 8:30 a.m.–5 p.m. Telephone: 301-546-0853.

## Student Financial Aid

The Student Financial Aid Office processes financial aid applications, determines eligibility for and awards financial assistance in compliance with federal and state regulations and institutional policies. Financial assistance consists of grants, work opportunities, scholarships, and loans. The office works in partnership with the manager of special scholarships and the Recruitment and Admission Office to monitor students continuing eligibility for merit-based scholarships. The website also provides comprehensive information about financial aid programs and policies at PGCC as well as other financing options.

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

The office is open Monday through Thursday, 8:30 a.m.–8 p.m. and Friday, 12–5 p.m. Contact the Student Financial Aid Office in Bladen Hall, Room 121 or via e-mail at [finaid@pgcc.edu](mailto:finaid@pgcc.edu). Telephone: 301-546-0822.

All students must:

- Complete the Free Application for Federal Student Aid (FAFSA) or renewal FAFSA by March 1 for notification by June 1. Additional documents may be required.
- Maintain Satisfactory Academic Progress. (See the complete policy on the college website at [www.pgcc.edu](http://www.pgcc.edu) in the “Paying for College” section under Forms and Documents)

## *Federal Work-Study (FWS) Positions*

- A limited number of FWS positions are available for students determined to be eligible by the Student Financial Aid Office. Students may send an e-mail to [finaid@pgcc.edu](mailto:finaid@pgcc.edu) to express interest in the FWS program.

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

## Student Health Insurance

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

## Testing Services

The Testing Center, located in Bladen Hall, Room 100, administers the placement tests necessary for registration in credit and developmental education courses. The center also administers challenge and competency exams.

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

Selected academic testing is also conducted by the Testing Center. Much of the testing for academic departments is in mathematics and sciences, as well as eLearning and some weekend courses. In courses where this service is available, instructors will provide students with detailed information about testing dates, test format and procedures. All students using academic testing services are required to present a current PGCC ID card to Testing Center staff.

No personal property (including, but not limited to books, notes, purses, bags, phones, pagers, PDAs) is allowed at the testing stations. Lockers are provided for personal belongings. They require the use of one quarter in order to lock. Quarters are returned to students when they retrieve their belongings. Call 301-546-0090 for more information about testing services.

## TRiO (Student Support Services)

TRiO SSS is an academic and personal support program designed to improve the retention, transfer, and graduation rates of program eligible, low-income, first-generation college students and individuals with varying documented disabilities. The services provided include tutoring, academic advising and support, financial aid and transfer advising, career and personal counseling, college visits, educational and cultural activities, and study skills assistance. TRiO SSS offices are located in Lanham Hall. Telephone: 301-546-0681. VSS staff are available Monday through Thursday, 8:30 a.m.–5 p.m.

## Veterans Services

The Veterans Services Office assists students eligible for VA educational benefits in applying for and obtaining their benefits. It is located in Marlboro Hall, Room 2102. Telephone: 301-546-5282. The e-mail address is [veterans@pgcc.edu](mailto:veterans@pgcc.edu). Students who have questions about their eligibility for benefits should contact the Department of Veterans Affairs (DVA) directly. Telephone: 1-888-442-4551 toll-free. Electronic inquiries can be made through the DVA website, [www.gibill.va.gov](http://www.gibill.va.gov). The Veterans Services office is open Monday, 9 a.m.–7 p.m. and Tuesday through Friday, 9 a.m.–5 p.m.

## Vocational Support Services (VSS)

Vocational Support Services provides instructional support to students enrolled in career and technology education programs leading to an A.A.S. degree. VSS staff members introduce various assessments that assist students with identifying learning strengths, targeting areas for academic improvement, and building skills for successfully learning in order to accomplish individual educational goals. Students and VSS staff member(s) work with other campus support services to identify barriers to success and develop strategies to help students deal effectively with the demands of their college studies. VSS offices are located in Lanham Hall. Telephone: 301-546-5248. VSS staff are available Monday through Thursday, 8:30 a.m.–7 p.m. and Friday 8:30 a.m.–5 p.m.

## The Wellness Center

The Wellness Center provides free and confidential services to students, staff, and faculty. The center offers health education programs, including workshops, seminars, and health screenings such as HIV testing, blood pressure, diabetes, weight management, relationships, and stress management. Listings of community resources are also available. The Wellness Center also includes the offices of Counseling Services and the Violence Prevention Center. Please see their listings for further details on services.

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

## The Violence Prevention Center Project

The Violence Prevention Center (VPC) is a project funded through the Department of Justice, Office on Violence Against Women. The VPC project is designed to enhance safety and justice for victims of sexual assault, intimate partner violence, and stalking at the college. The project provides crisis intervention, confidential support and advocacy to students. VPC offers education programs on topics like the dynamics of sexual and intimate partner violence, consent and bystander intervention. The VPC project is located in Bladen Hall, Room 132. Telephone: 301-546-5281. The e-mail address is [vpc@pgcc.edu](mailto:vpc@pgcc.edu).

## Women of Wisdom

The Women of Wisdom (W.O.W) program is designed to provide unique opportunities for the women of Prince George's Community College to enhance their academic, personal, and professional development in a holistic environment. Throughout the academic year, the W.O.W program offers interactive workshops, panel discussions, lectures, cultural excursions, retreats, and Women's Summit. For more information, please call 301-546-0649 or e-mail [wow@pgcc.edu](mailto:wow@pgcc.edu). Follow them on Twitter and Instagram [@wowatpgcc](https://www.instagram.com/wowatpgcc).



### **My Appointment [Scheduling]**

Schedule appointments online (advisors, financial aid, etc., receive appointment confirmations and reminders, or connect with support services)

#### **myPGCC Portal**

1. Log onto myPGCC (my.pgcc.edu). Select “For Students” and click on “Click Here,” then select “My Appointments”
2. Click “Services,” then click “Schedule Appointment” under the appropriate office
3. Select the date and then select the time

#### **Owl Link**

1. Log onto Owl Link (OwlLink.pgcc.edu). Select “Credit Students” from the menu
2. Select “Click Here” to schedule an appointment with an advisor
3. Follow STEPS 2 and 3 from above

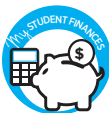
*NOTE: We highly recommend that you Click <Your Name> to update your profile.*



### **My Student (Academic) Planning**

Create and manage your academic plan, register for classes, view and print schedule, track academic progress.

1. Log onto myPGCC (my.pgcc.edu) and select “Owl Link” tab OR log onto Owl Link (OwlLink.pgcc.edu) and select “Credit Students” from the Main Menu
2. Select “My Credit Academic Records” and select “Student Planning”
3. Click “My Progress” to plan your courses, view program requirements, view progress to completion, or to view a new program if you are considering changing your major
4. Click “Plan and Schedule” to select course sections and register for your planned courses, view your educational plan, and view your timeline of current, past, and future semesters
5. Click “Course Catalog” to search for courses by department and course number, or to schedule and register for courses as a visiting student
6. Click “Test Summary” to view your placement test scores
7. Log out of the Student Planning module



### **My Student Finances**

View bill and account detail, check financial aid status, make payments

1. Log onto myPGCC (my.pgcc.edu) and select “Owl Link” tab OR Log onto Owl Link (OwlLink.pgcc.edu) and select “Credit Students” from the Main Menu
2. Select “Financial Information” and select “View Account” and “Make Payments”
3. Click on “Account Activity” to view your financial activity. (This screen will display any charges, financial aid, payments, sponsorships, and refunds that have been applied to your student record.)
4. Click on the Term drop-down menu and select a term to review the financial information of that particular term
5. Click on “Expand All” OR the “Charges” button to display a detailed statement of your financial information
6. Click on “Make a Payment” to view your available payment options and make a payment
7. Log out of the Student Finance module



## My Financial Aid

Check financial aid status, view award amounts, and accept or decline awards

1. Log onto myPGCC (my.pgcc.edu) and select "Student Self Services;"
2. Select "Financial Aid"
3. Select an Award Year to view:
  - Helpful Links to Resources, including Financial Aid Award Guide
  - Satisfactory Academic Progress (SAP) status
  - Checklist (Document Status)
  - Average Aid Packaging for PGCC Students
  - Loan History
  - Contact Information for Financial Aid Office
4. Click on "Required Documents" for status of documents (Incomplete and Complete)
5. Click on "My Awards" to view the type of award, awarded amount, to accept or decline award, and to view Loan Requirement Checklist
6. Click on "Request a New Loan" and follow the instructions to complete your request
7. Click on "Award Letter" if a printed copy is needed
8. Click on "Federal Shopping Sheet" for an overall view of cost of attendance, awards, estimated family contribution, graduate and loan default rates
9. Click on "Correspondence Option" to opt out receiving Financial Aid communication via e-mail
10. Click on "Satisfactory Academic Progress" (SAP) to view your overall academic progress for financial aid eligibility





# Student Life

## Chapter 4

### Introduction to Student Engagement and Leadership

Believing there is more to college than academics, the Office of Student Engagement and Leadership provides support and advising to every student organization to promote participation, leadership and personal growth that complement the academic experience. We support the successful fulfillment of student goals and promote student success through our support for leadership programs, college-wide events and activities, entertainment, cultural and social activities, and college-wide committees.

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

### Leadership Development

Becoming a student leader is empowering and the Student Engagement and Leadership team at Prince George's Community College believes involvement in co-curricular activities allows students to become more engaged in campus life and ascertain more from their college experience. There are several opportunities for students to participate in leadership development at the college. These programs provide unique opportunities for students to learn skills that they need to possess in order to be effective leaders in campus organizations and in the greater community. These opportunities can give students a competitive edge as they enter the workforce, apply for scholarships, or transfer to a four-year college or university.



## Eligibility and Selection for Student Offices

Any registered student in credit or noncredit courses is eligible for membership in any organization. Eligibility to seek or hold student offices representing all students requires valid registration for classes, a 2.00 cumulative grade point average (GPA) and “good standing” with the college. To be eligible to serve in a Student Governance Association Executive position the following criteria must be met: students must be enrolled in at least 9 credit hours, be in good academic standing with a previous semester GPA of at least 2.0 and cumulative GPA of 2.5. Additionally, students must have completed at least 9 credit hours as a PGCC student the prior semester, and have prior experience and involvement in SGA or other student organizations at PGCC for at least one semester prior to applying. The Office of the Vice President for Student Affairs or designee will certify eligibility. For more information, contact the Student Engagement and Leadership office in the Largo Student Center, Room 149 or call 301-546-0853. A complete description of the selection process for all student offices may be found in the Student Organizational Handbook.

## Student Affairs Finance Board

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

## Student Governance Association

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

## Campus Activities Board

The Campus Activities Board (CAB) is a student-run organization which creates and implements social, cultural, recreational, and educational events at Prince George’s Community College. Joining CAB is a great way to meet new people and become involved in campus life. Additional information about CAB is available at the Office of Student Engagement and Leadership in the Largo Student Center, Room 149. Telephone: 301-546-0853.

## The Student Publications Board

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

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

### ***The Owl Newspaper***

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

### ***Reflections Literary and Art Magazine***

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

## **How to Create a Student Organization**

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

## **Student Organizations**

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

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

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

## *Student Clubs/Organizations Descriptions*

**African Student Association**—To increase awareness of issues pertaining to the Continent of Africa.

**Apostolic Ministries Bible Club**—To further develop the academic and personal lives of students by educating them on God's purpose.

**Bboy Club**—To promote the artist of dance styles associated with the B-Boy era.

**Bethel Campus Fellowship**—To lead students to Christ and prepare them to become reliable men and women that God can entrust with His Word.

**Better Together Interfaith Team**—To promote interfaith cooperation on campus and raise awareness of different religious and non-religious backgrounds among students.

**Biology Club**—To provide interactive study and review for students who are taking biology courses.

**Campus Activities Board (CAB)**—To develop, plan, coordinate, and implement co-curricular programs for the college.

**Campus Crusade for Christ (Cru)**—A caring community passionate about connecting people to Christ.

**Caribbean Student Association**—To create cultural and social awareness of the Caribbean community on campus.

**Caring Colors Empowerment Organization**—CCEO is an organization working to help build the confidence within the LGBTQ community.

**Chemistry Club**—Establishing a sense of community among chemistry and biochemistry majors.

**Computer Programming Club**—To spread interest in programming and computer science.

**Cultural Association of Laurel**—To bring together the diverse cultures of Laurel College Center.

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

**Enrollment Services Student Ambassadors (ESSA)**—To serve as the official ambassador of the college for prospective students and the surrounding community.

**Future Health Professionals Club**—To support its members in their efforts to be successful in their chosen health professional career via networking forums, lecture, and other types of membership engagements which will help foster future health professional leaders.

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

**Hallam Players**—To define the elements of an artistic point of view and to educate students on the art of acting.

**Health Information Management Student Association**—A student organization for any student in the Health Information Technology or Health Information Management field..

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

**House of Envy**—To provide students with entertainment through the performance of modeling and fashion.

**Innovationenergy**—To promote education and training for students who are interested in energy opportunities.



**Math Club**—To promote further interest in mathematics and help students understand math as a language of logic.

**Model United Nations at PGCC**—Strive to offer students the opportunity to explore a wide range of international policy issues through debate at a variety of conferences each year.

**Muslim Student Association** —To provide students with the opportunity to come together in a supportive Muslim environment and seeks to educate the local communities about Islam.

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

**National Society of Leadership and Success**—A program for first- and second-year college students who have between a 3.7 GPA and a 3.4 GPA (membership by invitation only).

**Nursing Club**—To empower future nurses through educational experiences and community service opportunities (must be a nursing major student).

**The Owl Student Newspaper**—To provide an outlet for student expression and report activities of interest to students as the official newspaper of PGCC.

**OWL Success Track Ambassadors**—To assist students with their first-year experience at Prince George's Community College.

**Pathways to Leadership Program**—To promote the development of leadership skills through workshops, conferences, retreats, and community service.

**PEER Readers**—To assist students with reaching their academic potential in the area of reading.

**Phi Theta Kappa**—To promote scholarship, service, and leadership for students. Rewards and recognizes academically outstanding students (membership by invitation only).

**Physics Club**—To enhance student's knowledge of Physics and show how it can be incorporated in everyday life.

**Poets Corner**—For students who are interested in the art of poetry.

**Prince George's Culinary Arts Club**—To expand the awareness of the Culinary Arts program offered at PGCC.

**R.A.R.E. (Real Artist Real Entertainment)**—To educate aspiring artist and bring people together through the power of music.

**Reflections Literary Magazine**—To provide a medium to showcase student's short stories, artwork, and photography.

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

**Seoul Searching**— To promote understanding and knowledge of Asian culture through various activities.

**Service Members 2 Scholars (Veterans Club)**—The goal of the Veterans Club is to connect student veterans with resources, camaraderie, and encouragement beneficial to achieving our academic goal.

**Still Have Fun**—To build positive relationships with students who have physical and/or mental disabilities.

**Student Governance Association (SGA)**—The official governing body for students at Prince George's Community College.

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

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## Staff and Faculty Advisors to Student Organizations

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

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

## Funding Student Organizations

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

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

1. If you qualify for the activity fee budget (see Section AA(8) of the Student Code of Conduct), the accounting clerk of the Office of Student Engagement and Leadership will give you the SAFB request forms and explain the rules and regulations of the SAFB.
2. Return your completed SAFB request form to the Office of Student Engagement and Leadership.
3. The SAFB will deliberate and forward its recommendation to the vice president for student affairs for approval.
4. Student organizations will be notified, via e-mail address, of the SAFB's decision within two weeks.

## College Athletics

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

### *Intercollegiate Activities*

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

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

### *Intramural Program Activities*

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

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

## Reserving College Facilities

All requests for space on campus other than academic must be filed with the Office of Auxiliary Services & Event Management located in Largo Student Center, Room 149 and approved at least 14 days prior to the planned event. The event management staff will assist you with planning your event and selecting the most appropriate space for your function. Complete procedures on building reservation and use can be obtained from Largo Student Center, Room 149, or by calling 301-546-0852.







# Policies and Regulations

## Chapter 5

### Students' Rights and Responsibilities

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

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



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

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

## Student Code of Conduct

### *A. Policy Statement.*

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

**[http://www.pgcc.edu/Student\\_Life/Student\\_Handbook.aspx](http://www.pgcc.edu/Student_Life/Student_Handbook.aspx)**

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

### *B. Philosophy and Purpose*

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

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

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

- (v) Community Standards: College students build and enhance their community.

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

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

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

### **C. Authority**

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

networks or technology will be protected as free expression and not subject to this code, with two notable exceptions:

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

#### ***D. Key Roles and Definitions***

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

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

### ***E. Student Code of Conduct Violations***

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

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

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

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

## ***F. Student Conduct Process***

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

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

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

- (iii) Decision rationale; and,
- (iv) Appeal information (should respondent be found responsible for Student Code of Conduct violations).

### **G. Incident Reporting**

- (1) Any member of the college community may submit an Incident Report to the Office of the Vice President for Student Affairs. This includes all faculty and staff members. Students are extended the right to submit an Incident Report as well.
- (2) The Incident Report Form is located on the Student Conduct and Community Standards Program website. The Incident Report Form can also be found on the “myPGCC” portal under the “Safety and Security” tab or via the following link:

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

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

### **H. Filing Time**

- (1) Complainants and/or victims must file the Incident Report to the Office of the Vice President for Student Affairs no later than 90 days following the date of the incident. There is no time limit on reporting violations of the Student Code of Conduct for the following: sexual misconduct, stalking, dating violence, discrimination and harassment; however, the longer someone waits to report an offense, the harder it becomes for college officials to obtain information and witness statements and to make determinations regarding alleged violations.

### **I. Notification of Violation(s)**

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

### **J. Information for Attorneys**

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



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

### ***K. Interim Suspension Rationale***

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

### ***L. Student Rights Information Session***

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

### ***M. Student Rights Related to Conduct Process***

- (1) Rights of the Respondent:
- (i) Be given notice of the charge(s) against him/her in writing.
  - (ii) Schedule a hearing within a timely fashion.
  - (iii) Review all materials related to the charge(s).
  - (iv) Receive a fair and impartial hearing.
  - (v) Be told the evidence against him/her and the identity of its sources.
  - (vi) Be assisted by an advisor of their choice. Advisors/Consultants cannot speak on their behalf.
  - (vii) Present a response to the charges, including relevant evidence and/or witnesses.
  - (viii) Not be forced to give self-incriminating testimony.
  - (ix) Be informed in writing of the hearing decision.
  - (x) Appeal the hearing decision. The appeal process is discussed in more detail in Section R (Appeals), Section T (Appeal Procedure for Breaches of Academic Integrity), and Section V (Sexual Misconduct and Discrimination), sub-section (6) (Appeal) of this Code.

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

## ***N. Educational Interventions and Sanctions***

- (1) Recognizing that the goal of student discipline is generally rehabilitation or deterrence rather than punishment or removal of an offending student from the college community, the president and, as expressly provided herein, the vice president for student affairs, shall have discretion to impose the following types of discipline:
- (i) Warning: Notice to the student that continuation or repetition of specified conduct may be cause for other disciplinary action;
  - (ii) Censure: Written reprimand for violation of specified regulation.
  - (iii) Educational Assignment: A developmental task or writing assignment designed to make a positive contribution to student’s overall success at the College.
  - (iv) Community Service: the completion of a specified amount of service hours to the campus and/or surrounding community.
  - (v) Personal Counseling Assessment: A referral to Counseling Services, Disability Support Services, and other college student services may be required for some cases.
  - (vi) Restitution: In addition to any of the foregoing, reimbursement may be required for damage to or misappropriation of property. This may take the form of appropriate service or other compensation.
  - (vii) No Contact Order: A clear directive to cease and desist from any contact with a specified member of the college community. This includes, but not limited to, all faculty, staff, and students.

- (viii) Campus Restrictions: A student's privilege to enter in, or be near, specified campus buildings, areas, and/or extension centers has been revoked.
- (ix) Probation: Exclusion from participation in privileges or extracurricular college activities as set forth in the notice of probation for a specified period of time. If a student while on probation violates any of the terms set forth in the notice of probation or violates the Student Code of Conduct, as determined after the opportunity for a hearing, he/she shall be subject to further discipline in the form of suspension, dismissal, or expulsion;
- (x) Interim Suspension: Exclusion from classes and other privileges or activities as set forth in the notice of interim suspension, pending final determination of an alleged violation;
- (xi) Deferred Suspension: Completion of specified educational sanctions upon a specified date. If aforementioned sanctions have not been completed, the suspension will take immediate effect.
- (xii) Suspension: Exclusion from classes and exclusion from other privileges or activities or from the college as set forth in the notice of suspension, for a definite period of time, with reinstatement thereafter dependent upon a showing of observance during the period of suspension of the terms set forth in the notice of suspension. If a student, while on suspension, violates any of the terms set forth in the notice of suspension or violates the Student Code of Conduct while on college property or in relation to a college-sponsored activity, as determined after the opportunity for a hearing, he/she shall be subject to further discipline in the form of dismissal or expulsion;
- (xiii) Dismissal: Termination of student status for an indefinite period. The student may be readmitted to the college only with the specific approval of the president. If a dismissed student violates the Student Code of Conduct while on college property or in relation to a college-sponsored activity, he/she shall be subject to further discipline in the form of expulsion.
- (xiv) Expulsion: Permanent termination of student status without possibility of readmission to any campus of the College;
- (xv) Other: Other types of discipline as set forth in campus regulations;

### ***O. Informal Hearing Information and Procedures (Summary Resolution)***

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

### ***P. Formal Hearing Information and Procedures***

- (1) All formal hearings are recorded by, and only by, the vice president for student affairs, hearing officer, and/or official designee. Recordings are kept for seven years, except in cases of expulsion. Recordings are securely kept in the respondent's student conduct file. Student conduct files are strictly confidential.
- (2) Hearing Process:
  - (i) Introduction of all parties and reading of the incident report for the record.
  - (ii) Opening Statement from the respondent concerning the alleged violation(s).
  - (iii) Opening Statement from victim/reporter concerning the alleged violation(s).

- (iv) Testimony from witness may be entered into the record and evidence may be presented.
- (v) Questions from the hearing officer and/or student conduct board.
- (vi) Questions from respondent and victim/reporter must be channeled through the hearing officer.
- (vii) Closing statements from respondent and victim/reporter.

### **Q. *Burden of Proof (Formal Hearing)***

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

### **R. *Appeals***

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

### **S. *Code of Academic Integrity***

- (1) Academic Integrity is one of the highest standards to which students, faculty, and staff should adhere. The Code of Academic Integrity, which upholds the values of honesty and integrity, advances the basic principle of honest representation in students' work. Faculty members are responsible for making students aware of the Code of Academic Integrity at the beginning of every semester. It is the student's responsibility to know, understand, and be conversant with the tenets and sanctions associated with a violation of the Code of Academic Integrity. Lack of awareness of the policy shall not be considered a defense against the allegation of plagiarism or cheating. The College shall maintain responsibility for providing information about the Code of Academic Integrity through its student admissions, enrollment, and advising processes as well as through faculty orientation/professional development programs.

(2) Procedures for Suspected Plagiarism/Cheating:

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

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

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

- (iv) Faculty members may choose to send a copy of the Incident Report Form to their college e-mail account and forward the Incident Report to the department chair and academic dean.

(3) Academic Integrity Sanctions

- (i) After the Incident Report Form has been submitted to the Office of the Vice President for Student Affairs:
  - (a) The faculty member shall assign a grade of “zero” for the assignment.
  - (b) The Office of the Vice President for Student Affairs shall send written notification of the report to the student.
- (ii) If the charge of plagiarism/cheating outlined in the Incident Report Form is validated by the Office of the Vice President for Student Affairs and is considered to be the student’s first violation, the vice president for student affairs and/or designee:
  - (a) Shall create a breach of academic integrity record and shall send a letter to the student’s college e-mail and physical address of record explaining the nature of the offense with an admonition that any further instances will result in disciplinary action. Faculty members shall be copied on letters sent from the Office of the Vice President for Student Affairs.
  - (b) Shall meet with the student to discuss the alleged violation(s).
- (iii) If the vice president for student affairs and/or designee finds that the student has committed one or more previous violations of the Code of Academic Integrity, then the Office of the Vice President for Student Affairs:
  - (a) Shall notify the reporting faculty member of the student’s previous violations of academic integrity.
  - (b) Shall call a disciplinary hearing at which appropriate sanctions will be determined.
  - (c) Shall consult with the faculty member and the Vice President of Academic Affairs after

the hearing and determine if an “F\*” is warranted. If warranted, an “F\*” will be added to the student’s transcript for the class in which the second or higher infraction occurred. An “F\*” on the academic transcript denotes a violation of the Code of Academic Integrity. Dual F\* Process: The Offices of the Vice President for Student Affairs and the Vice President for Academic Affairs work in tandem to ensure that “F\*” grades are properly reviewed and processed. The vice presidents for student affairs and academic affairs must both approve of the grade change before it is completed. Academic Affairs provides the final signature for approval in this process.

- (d) Shall apply the relevant provisions governing disciplinary proceedings in the Student Code of Conduct. A record of multiple violations may result in suspension or expulsion.
- (e) Shall send official notice to the faculty member’s college e-mail account detailing the final outcome of the disciplinary hearing.
  - i. The student conduct process must continue should the student fail to attend a scheduled hearing.
  - ii. A student’s failure to attend a scheduled hearing after reasonable attempts to contact the student indicates responsibility for the alleged violation(s).
- (iv) If, after a decision to award an “F\*” has been made, a student withdraws or changes from credit to audit status in the class in which the incident occurred, the Office of the Vice President for Student Affairs:
  - (a) Shall approve a grade substitute of “F\*” on the student’s transcript.
  - (b) Shall notify the faculty member of the “F\*” grade change and shall send written notification to the Office of Records and Registration that an “F\*” is to be recorded for the course.
  - (c) Shall notify the student in writing using the student’s college e-mail.

## ***T. Appeal Procedure for Breaches of Academic Integrity***

- (1) Students have the right to appeal alleged breaches of the Code of Academic Integrity with the exception of Condition (iii) and (iv) from previous section S-3 stated above.
- (2) A student may appeal a first offense to the department chair, or, if the faculty member instructor is the department chair, to the division dean. Written notice of intent to appeal the decision of a faculty member must be received by the department chair and/or divisional dean and the Office of the Vice President for Student Affairs no later than seven calendar days after the faculty member confers with the student. The notification of the appeal may be delivered in person or deposited in the U.S. mail. The student is responsible for insuring that timelines are met. If the College is not open on the seventh day, the time for such notice to be received shall be extended to the next business day on which the College is open. For the purposes of delivering appeals, business days shall be considered Monday through Friday.
- (3) Written notice of the intent to appeal the decision on more than one infraction must be made to the Office of the Vice President for Student Affairs. The student’s written appeal must be received no later than seven calendar days after case resolution, a decision is rendered, and outcome letter has been sent to the student. The notification of appeal may be delivered in person or deposited in the U.S. mail and postmarked in accordance with the timeline for appeals. If the College is not open on the seventh day, the time for such notice to be received shall be extended to the next business day on which the College is open. For the purposes of delivering appeals, business days shall be considered Monday through Friday.

## **U. Student Academic Complaints**

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

## **V. Sexual Misconduct and Discrimination (Student Grievance Procedure)**

- (1) As defined by Title IX, Prince George's Community College is committed to eliminating sexual harassment and discrimination on the basis of race, color, creed, sex, sexual orientation, marital status, personal appearance, age, national origin, political, physical and mental disability.
- (2) Any student, who believes that an employee or fellow student of the College has sexually harassed and/or discriminated against him/her, may submit an Incident Report and/or complaint to the Office of the Vice President for Student Affairs. The Incident Report and/or complaint will automatically be sent to the program coordinator for student conduct and community standards.
- (3) Investigation:
  - (i) Upon receiving a sexual misconduct and discrimination Incident Report and/or complaint, the program coordinator for student conduct and community standards in conjunction with, if appropriate, the affirmative action officer shall conduct an investigation, which may involve meeting with the student, witnesses, and the individual against whom the complaint was made. Upon conducting the investigation, the program coordinator for student conduct and community standards and/or the affirmative action officer shall make a determination whether the student was wrongfully aggrieved and take appropriate action to remedy the situation.
- (4) Hearing:
  - (i) If the student is dissatisfied with the results of the investigation, he or she may file a written request for a hearing to the Office of the Director of Student Affairs within 30 days of the program coordinator for student conduct and community standards determination.
  - (ii) Upon receiving a request for a hearing, the director of student affairs shall conduct the hearing.
  - (iii) The hearing will be conducted informally and witnesses shall testify under oath.
  - (iv) A tape recording of all testimony at the hearing shall be made.



- (v) Representation of person(s) at a hearing is permitted only by those persons authorized by law to serve as “legal representative,” except that if the College as an entity, or a department or other unit or employee of the College is designated as a party, the College or unit or employee may be represented by an appropriate administrator.
- (5) Decision:
  - (i) Within 30 days of the hearing, the director of student affairs shall issue a written decision to all involved parties within the college community.
- (6) Appeal:
  - (i) Within 15 days of the decision, either party may file a written request for an appeal to the vice president for student affairs. The vice president shall then appoint a designee to review the decision and all evidence presented at the hearing. The appeal will be denied if the decision is supported by substantial evidence.
  - (ii) If any party is dissatisfied with the determination on appeal, a request may be made to the Board of Trustees to review the decision based on the evidence presented at the hearing. The Board of Trustees reserves the right to decline to review the determination. All decisions of the Board of Trustees are final.
- (7) Discrimination, Sexual Misconduct and Sexual Harassment Policy:
  - (i) Please review §3-1601 of the College CODE for further information on campus resources, community resources, and assistance. (see pp. 132–141 of this handbook)

#### ***W. Violations of State and Federal Law***

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

#### ***X. Restraining Orders***

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

#### ***Y. Disciplinary Holds***

- (1) Disciplinary holds are placed on a student’s account when he/she does not adhere to the following:
  - (i) Student/Respondent has not responded to official correspondence from the Office of the Vice President for Student Affairs.



- (ii) Respondent, found responsible for a violation of the Student Code of Conduct, has not completed educational intervention(s)/sanction(s).
  - (iii) Respondent has been placed on interim suspension.
  - (iv) Respondent has been suspended or expelled from the College for Student Code of Conduct violations.
- (2) Disciplinary holds are removed from a student's account:
- (i) Upon satisfactory completion of educational intervention(s)/sanction(s) and a student meeting has been conducted with the program coordinator for student conduct and community standards.
  - (ii) Once the student's status of interim suspension, suspension or expulsion has expired and the student has met with the program coordinator for student conduct and community standards.

## **Z. Student Disciplinary Records**

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

## **AA. Student Organizations**

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

- (1) Student organizations are required to comply with the Student Code of Conduct and with college policies, rules, and regulations and are subject to revocation of registration or other discipline for violations of same.
- (2) A student organization shall not use the name of the College, or abbreviations thereof, as part of its own name except in accordance with college regulations.
- (3) A registered student organization may state that its membership is composed of students of Prince George's Community College, but shall not indicate or imply that it is acting on behalf of the College or with its approval or sponsorship.
- (4) Student organizations, whether or not registered, may take positions on issues if they expressly state in so doing that they are not necessarily representing the views of the College or its student body.
- (5) A student organization must subscribe to its stated aims and meet its stated obligations without regard to race, religion, or national origin, and shall achieve and retain the status of a registered student organization by complying with the following:
  - (i) Submitting a current list of its officers and copies of its constitution and bylaws to the coordinator of student engagement and leadership, and by submitting all changes in officers, when effective, and amendments within one week after adoption.
  - (ii) If it is affiliated with an external organization, submitting that organization's constitution and bylaws to the coordinator of student engagement and leadership and submitting amendments within a reasonable time after adoption.
  - (iii) Reporting all outside sources of funds to the program director of student engagement and leadership.

- (6) Approval or disapproval by the College of the aims, objectives, and policies of any student organization is not to be inferred or implied from the registration or non-registration of such organizations.
- (7) Registered student organizations may be accorded the use of college facilities without charge under approved policies and procedures, except as limited by federal and state law, subject to the following:
  - (i) Not more than an insubstantial number of persons attending, or solicited, or invited to attend, any activity or function in a college facility shall be persons who are not bona fide members of the college community or members of their families. This limitation shall not be applicable to theatrical or musical performances, intercollegiate athletics competitions, and other recognized competitive events.
  - (ii) The registered student organization applying for the use of college facilities has, on previous occasions of such use, fully complied with all applicable rules and regulations.
- (8) Registered student organizations may receive financial support from student activity fees in accordance with duly approved policies and procedures, subject, however, to approval of the budget of the student activity fund by the president and further provided that the following student organizations, whether or not registered, are not entitled to receive such financial support, nor are they entitled to receive indirect financial support from the Student Governance Association, any other registered student organization, or the College in the form of stationery, supplies, postage, telephone, reproduction services, secretarial service, or otherwise.
  - (i) Organizations:
    - (a) An organization is a political organization if it is empowered to or does devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise. For this purpose, an organization will be regarded as attempting to influence legislation if the organization contacts, or urges its members or the public to contact members of a legislative body for the purpose of proposing, supporting, or opposing legislation; or advocates the adoption or rejection of legislation. The term “legislation,” as used in this subdivision, includes action by the Congress, by any state legislature, by any local council or similar governing body, or by the public in a referendum, initiative, constitutional amendment, or similar procedure. An organization will not fail to meet the operational test merely because it advocates, as an insubstantial part of its activities, the adoption, or rejection of legislation.
    - (b) An organization is a political organization if it participates or intervenes, or encourages its members to participate or intervene, directly or indirectly, in any political campaign on behalf of or in opposition to any candidate for public office. The term “candidate for public office” means an individual who offers himself/herself, or is proposed by others, as a contestant for an elective public office, whether such office be national, state, or local. Activities that constitute participation or intervention in a political campaign on behalf of or in opposition of written or printed statements or the making of oral statements on behalf of or in opposition to such a candidate.
    - (c) An organization is a political organization if it has the following two characteristics: (1) its main or primary objective or objectives (as distinguished from its incidental or secondary objectives) may be attained only by legislation or a defeat of proposed legislation; and (2) it advocates or campaigns for the attainment of such main or primary objective or objectives as distinguished from engaging in nonpartisan analysis, study, or research and making the results thereof available to the public.

An organization is not a political organization solely because it invites as a speaker a candidate for public office or a person attempting to influence legislation, if it extends an equal invitation to opposing candidates and persons with opposing views regarding such legislation.

- (ii) Other Unsupported Organizations: Non-registered student organizations and other organizations whose activities are not deemed entitled to receive financial support, include those which are empowered to or do devote more than an insubstantial part of their activities to:
  - (a) Solicit or invite or encourage their members or others to solicit or invite the attendance at any function or activity on college property, except a theatrical or musical performance, intercollegiate athletic event or other recognized competitive event, of more than an insubstantial number of persons who are not members of the college community or members of their families.
  - (b) Create or encourage their members or others to create disturbances interfering with or disrupting the educational processes of the College, or the peaceful conduct of the faculty, administration or other students on the campus or programs, meetings or activities of the College or other student organizations, or which interrupt guest speakers and others in addressing lawful assemblies.
  - (c) Encourage their members or others to use techniques disturbing the atmosphere of free and responsible discussion and of intellectual exploration on the campus.
  - (d) Engage in or encourage their members or others to engage in discourteous conduct to others.
  - (e) Otherwise engage in activities or encourage their members or others to engage in activities inappropriate to an academic community.
  - (f) None of the foregoing shall be construed or utilized to impair or inhibit the right of any student or organization to engage in free inquiry, expression, assembly, and advocacy but they are intended to safeguard the freedom to learn to which all members of the college community are entitled, and to prohibit support of any organization which denies that freedom to others.
  - (g) The foregoing is not intended to authorize or condone the described conduct, or to excuse or exempt any student engaging in the described conduct from appropriate disciplinary action.
  - (h) In determining whether an organization has the characteristics of a political or other unsupported organization, all the surrounding facts and circumstances, including the constitution, by-laws, and all activities of the organization are to be considered.

### ***AB. Speech and Advocacy***

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

- (1) Discussion and expression of all views relevant to the subject matter is permitted in the classroom subject only to the responsibility of the teaching faculty member to maintain order. Information about student views, beliefs, and political associations acquired by faculty and administrative staff members in the course of their work as teachers, advisors, and counselors is confidential and is not to be disclosed to persons outside the college community, unless under legal compulsion.

- (2) Students and other members of the college community may gather at reasonable places and times on college property consistent with the orderly conduct of college affairs, the maintenance of college code, regulations, and procedures promulgated by the president, and college policies concerning use of facilities. Interference with entrances to buildings and college functions or activities, disturbance of offices, classes, and study facilities, and harm to property are prohibited.
- (3) Students may engage in orderly picketing and other forms of peaceful protest on college property provided the form and manner of student conduct does not violate any other provisions of this Code or any other college rules, regulations, and policies.
- (4) Registered student organizations may invite non-college speakers to address meetings on college property only upon prior notification to the president or his/her designated representative, who may deny the use of available college facilities only if he/she deems the meeting to be incompatible with the educational objectives of the College. Individual students or student organizations that have not qualified as registered student organizations may not invite non-college speakers to address meetings on college property. Whenever the president considers it appropriate in furtherance of educational objectives, he/she may require that the meeting be chaired by a person approved by the president, and/or that the speaker be subject to questions from the audience.
- (5) A student or student organization may distribute noncommercial written material on college property without prior approval in accordance with such regulations as may be in force concerning such distribution, providing such distribution does not disrupt the operations of the College. All such material must contain thereon the name of the sponsoring student or student organization.
- (6) Student Media, which includes the student newspaper, student literary and arts magazine, and broadcast productions that are prepared, written, published, or broadcast by student journalists, should be used as vehicles for free, responsible discussion and intellectual exploration. Student journalists may exercise freedom of speech and freedom of the press. In so doing, student media is to be free of censorship which includes prior restraint, except under certain circumstances that include libel, slander, unwarranted invasion of privacy, violation of county, state, or federal law, or commit an unlawful act, violate policies, or substantially disrupt the operations of the College.
- (7) The managers, editors, or media advisors for student journalists shall not be arbitrarily suspended or disciplined because of student, faculty, administration, alumni, or community disapproval of editorial policy or content. This freedom entails a corollary obligation of responsible journalism, which the student journalists, editors, managers, and advisors will be required to meet. In an attempt to ensure responsible journalism and professional standards of English, media advisors and/or managers are expected to preview student media but not to limit content or opinion. In the event that disagreements arise concerning the definition of responsible journalism, appeals will be heard by a board known as “The Publication Board.”
- (8) All student publications shall explicitly state that the opinions expressed are not necessarily those of the college or its student body.

### ***AC. General Provisions***

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

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

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

### ***AD. Amnesty***

The College encourages reporting of incidents of concern, especially related to those involving any medical attention needed or threat to the safety of any member of the college community. The College recognizes that an individual who has been drinking or using drugs at the time of an incident may be hesitant to make a report because of potential student conduct violation and consequences for their behavior. The amnesty policy statement applies to the College’s student conduct process and seeks to remove any barriers to reporting by making the procedures for reporting transparent and straightforward. The amnesty policy statement does not negate any criminal or civil charges.

#### (1) Conditions for Amnesty.

- (i) A student who reports sexual assault to the College or a law enforcement officer or who participates in an investigation of sexual assault as a complainant or witness is not under disciplinary sanctions if:
  - (a) The College determines the violation occurred during or near the time of the alleged sexual assault,
  - (b) The student is determined to have made the report of sexual assault or is participating in an investigation as a witness in good faith, and
  - (c) The College determines that the violation was not an act that was reasonably likely to place the health or safety of another individual at risk.
- (ii) A student who receives medical attention as a result of dangerous behaviors, such as but not limited to alcohol and/or drug use, will be granted amnesty from the College’s student conduct process, but will be required to meet with the program coordinator for student conduct and community standards. The student will be given an opportunity to comply with education related recommendations.
- (iii) A student who seeks medical attention for their fellow student(s) as a result of dangerous behaviors, such as but not limited to alcohol and/or drug use, will be granted amnesty from the College’s student conduct process. This student may be required to meet with the program coordinator for student conduct and community standards and may be subject to educational interventions to ensure future safety.

## **Alternative Procedure for Dealing with Disruptive Student Behavior in Instructional Areas**

1. **Purpose.** The purpose of this rule is to implement the Policy on Student Rights and Responsibilities by providing a procedure that an instructor may elect to follow in dealing with disruptive student behavior in instructional areas, as an alternative to, or in addition to, the procedures contained in the Student Code of Conduct. This procedure is designed to provide an efficient, informal process for resolving student-instructor classroom conflicts.
2. **Definitions.** As used in this rule, the following definitions shall apply:
  - (i) “Disruptive behavior” and “disruption” mean any behavior that willfully disturbs the orderly

conduct of the learning environment. There are two levels of disruptive behavior and disruption. Level I includes, but is not limited to, unwarranted talking, noisemaking, discussing, or demonstrating about matters that are not relevant to the subject matter of the class or activity; interrupting the instructor or other students; unnecessary physical activity or movement in an instructional area, or persistent tardiness that interrupts an instructional activity. Level II, in addition to behavior that disrupts the instructional area, is behavior that presents a threat to the safety of those present, and may include, but is not limited to, being under the influence and/or in possession of alcohol or illicit drugs, fighting, assault, battery, threatening others with assault or physical harm, carrying a gun or other deadly or dangerous weapon, or engaging in other verbal or physical conduct that creates an intimidating, hostile, or threatening educational environment. Any student whose behavior falls into a Level II category will automatically be subject to a charge of a violation of the Student Code of Conduct.

- (ii) “Instructional area” means any area of the college where instructional activities take place. This includes, but is not limited to, classrooms, laboratories, studios, gymnasium, library facilities, faculty offices, clinical practice facilities, or field trip sites.
  - (iii) “Instructor” means any person performing an instructional function for the college. This includes, but is not limited to, instructors, tutors, counselors, advisors, librarians, co-op coordinators, and mentors.
  - (iv) “Interim suspension” means exclusion from the college and all classes, authorized by the president, for a limited period of time pending adjudication of a charge of alleged violation of the Student Code of Conduct.
3. **Nondiscrimination.** This procedure is to be applied in a nondiscriminatory manner, without regard to a person’s gender, race, age, color, religion, veterans status, disability, ancestry, marital status, sexual orientation, or national origin.
  4. **Election.** If a disruption occurs in an instructional area, the instructor may elect to take either or both of the following actions:
    - (i) proceed under this rule as described in the following procedures, and/or
    - (ii) file a charge with the Office of the Vice President for Student Affairs, in which event the matter will proceed under the Student Code of Conduct.
  5. **Procedure for Dealing with Disruptive Behavior.**
    - (i) Level II: If a student’s behavior, in addition to disrupting the instructional area, presents a threat to the safety of those present, which may include, but is not limited to, being under the influence and/or in possession of alcohol or illicit drugs, fighting, assault, battery, threatening others with assault or physical harm, carrying a gun or other deadly or dangerous weapon, or engaging in verbal or physical conduct that creates an intimidating, hostile, or threatening educational environment, the instructor should:
      - (a) order the student to stop the disruptive behavior and leave the area;
      - (b) call, or assign someone to call, the emergency phone number (ext. 0111) for the college police to remove, and if necessary, arrest the student; and
      - (c) notify the department chair and dean and file a charge under the Student Code of Conduct with the vice president for student affairs.
      - (d) If the instructor believes that the student’s presence within the college presents an immediate threat to the safety of the college community, the instructor should request, through the academic dean and vice president for student affairs, that the

student be placed on interim suspension.

- (e) Unless interim suspension has been imposed by the Office of the Vice President for Student Affairs, the disruptive student will be required to meet with the dean and/or the vice president for student affairs prior to being permitted to return to class. The instructor also will be present at the meeting unless specifically excused for good cause by the dean and/or vice president. The meeting will be held at the earliest time practicable, but in no event later than three working days subsequent to the instructor's action. The meeting shall be informal in nature. The official conducting the meeting shall seek to determine whether the student should be permitted to return to the instructional area or should be excluded pending resolution of the matter, and provide the student with an explicit warning as to the consequences of any future disruption. The results of this meeting will determine the student's access to work missed.
  - (f) In addition, the instructor may file charges under various criminal laws, such as §26-101 of the Education Article of the Maryland Code, which provides criminal penalties for persons found guilty of willfully disturbing activities at an institution of higher education.
- (ii) Level I: Except for disruptive behavior provided for under section (i) above, the following procedures should be used:

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

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

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

- (a) inform the student of the infraction and order the student to leave the instructional area;
- (b) if the student leaves voluntarily, the instructor shall select from the following options for possible readmission into the class, and, to the extent practicable, inform the student of the option before the next class period:
  - [1] permit the student to return the next class period, whether or not a charge is filed under the Student Code of Conduct; or
  - [2] require that the student meet with one or more responsible officials, including the department chair, the dean, and/or the vice president for student affairs, prior to being permitted to return to class, whether or not a charge is filed. Classes missed during the time period in which the student fails to attend this meeting will be recorded as unexcused absences and will be handled as such in accordance with the official course syllabus. The meeting, which will be held prior to the next class, if possible, shall be a mediation/problem-solving session and shall produce a written warning establishing the consequences of any future infraction, or alternatively, an agreement binding the student to specific penalties or sanctions in the event of any future infractions. There will be no student advisor at this meeting. Following this meeting, the student will be allowed to return to class. Notwithstanding any prior discussions or agreements between the student and the instructor, the vice president, for good cause, including, but not limited to, any record of previous infractions at Prince George's



Community College, may impose further conditions or sanctions that he/she may deem warranted, and/or may institute proceedings under the Student Code of Conduct.

- [3] Failure or refusal by the student to attend the scheduled meeting will result in the matter being referred to the vice president for student affairs for such further action that the vice president deems appropriate, and the student shall be excluded from class until the matter is settled.
- (c) If the student refuses to leave, the instructor shall advise the student that the failure to leave voluntarily renders the student liable for immediate suspension, dismissal, or expulsion, as well as criminal prosecution for trespass. If the student still refuses to leave, the instructor shall call the college police to have the student removed.
  - (d) If the student has had to be removed by the college police, the instructor is obligated to file a charge under the Student Code of Conduct, and unless interim suspension has been imposed, the student will be required to meet with the dean and/or the vice president for student affairs prior to being permitted to return to class. The instructor will also be present at the meeting unless specifically excused for good cause by the dean and/or vice president. The meeting will be held at the earliest time practicable, but in no event later than three working days subsequent to the instructor's action. The meeting shall be informal in nature. The official conducting the meeting shall seek to determine whether the student should be permitted to return to the instructional area or should be excluded pending adjudication of the charge. The results of this meeting will determine the student's access to work missed.

**THIRD OR SUBSEQUENT VIOLATION, OR VIOLATION OF AGREEMENT:** If the instructor determines that the student has been disruptive for the third time, or has violated any agreement as a result of a second violation, a charge against the student under the Student Code of Conduct is mandatory on the part of the instructor; in addition, the instructor shall:

- (a) order the student to leave the instructional area, and if the student refuses to leave, call the college police, who will remove the student;
  - (b) notify the department chair and dean of the infraction, and bar the student from further attending class until the matter has been finally resolved by the vice president for student affairs. An informal meeting will be convened by the vice president for student affairs and shall include the student, an advisor chosen by the student, if the student desires one, the instructor, and others as determined by the vice president for student affairs.
  - (c) The role of the advisor is limited to observer of the proceedings and counselor to the student, and does not extend to legal representative for the student. The advisor is not an advocate and may not comment, question witnesses, or present argument, and may be excluded from doing so. The student will be given a reasonable opportunity during the course of the meeting to confer in private with the advisor. If the student has selected an advisor with personal knowledge of the events leading to this meeting, he/she may give his/her recollection of the events. No continuances will be granted to allow the advisor to attend.
  - (d) The conditions for readmission to class, if permitted at all, shall be determined by the vice president for student affairs and communicated through the dean to the instructor.
6. **Appeals.** A student may appeal to the vice president for student affairs any adverse action taken or decision made under this rule, except that appeals from decisions of the vice president shall be to the president, who may appoint a designee to consider the same. A student may also seek redress



through the department chair of any adverse academic impact of an absence from class imposed under this rule.

- (i) Any such appeal must be in writing and delivered to the vice president for student affairs (or president, if the appeal is from the vice president's decision) not later than two working days after the student receives notice of the decision. Notice may be delivered to the student or mailed to the student at his or her last address recorded in the Office of Records and Registration. Notice by mail shall be conclusively presumed to have been received by the student five days after the date it is deposited in the mail, first class, postage prepaid, properly addressed.
  - (ii) The party considering the appeal will expeditiously conduct such investigation as he or she deems appropriate to determine whether or not the decision appealed is supported by substantial credible evidence, and will give the student an opportunity to present his or her side of the case before deciding the appeal.
  - (iii) The decision will be affirmed if supported by substantial credible evidence and if consistent with college policies, procedures, regulations, and rules.
  - (iv) A student otherwise barred from attending class will not be permitted to attend class pending appeal except with the written permission of the vice president for student affairs or president, if the appeal is from the vice president's decision.
7. **Evaluation.** The vice president for student affairs will seek faculty and student participation in a periodic review of this alternative procedure and recommend appropriate changes to the president.

## Discrimination, Sexual Harassment and Sexual Misconduct Policy

### A. Policy.

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

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

### B. Delegation To The President.

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

### C. Rules.

- (1) **Purpose:** The purpose of this policy is to define a coordinated and consistent process that all members of the college community and visitors, must adhere to in regards to discrimination, sexual harassment, and sexual misconduct.
- (2) **Scope.** The policy applies to all college community members, including: students, faculty, administrators, staff, volunteers, vendors, independent contractors, visitors, and any individuals regularly or temporarily employed, studying, visiting, conducting business, or having any official capacity with the College or on college property.

(3) **Definitions.**

- (i) “Discrimination” means the unfavorable or unfair treatment of an individual or group on the basis of race, color, religion, ancestry or national origin, sex, age, marital status, sexual orientation, gender identity, disability, or genetic information. Employment discrimination is the unfavorable or unfair treatment of an individual or group in hiring, promotion, compensation, discipline, termination, and any other terms and conditions of employment.
- (ii) “Employment Practices” means the College is committed to a policy of equal opportunity in employment to the end that this institution will not discriminate against any person on the basis of race, color, national origin, sex, sexual orientation, political affiliation, marital status, religion, age, genetic information, or status as a qualified disabled person, or as a qualified disabled veteran or Vietnam-era veteran.
- (iii) “Hostile Work/Learning Environment” means an environment in which unwelcomed sexual or other harassing conduct unreasonably interferes with an individual’s job performance or ability to learn, or creates an intimidating or offensive work or learning environment. This harassment does not necessarily result in tangible or economic job consequences, such as the loss of pay or a promotion, or a lower grade. A hostile environment might include but is not limited to:
  - (a) Repeated requests for sexual favors;
  - (b) Demeaning sexual inquiries and vulgarities;
  - (c) Offensive language;
  - (d) Other verbal or physical conduct of a sexual or degrading nature.
  - (e) Sexually or otherwise offensive, explicit or sexist signs, cartoons, print materials, clothing, literature or photographs displayed in plain view.
  - (f) Offensive or vulgar graffiti
- (iv) “Retaliation” means the College will not tolerate retaliation against any person who, in good faith, makes a complaint of harassment or participates in an investigation. Employees and students will be expected to report situations of any form of harassment, whether they are the subject of such behavior or whether they observe or know of a fellow employee or student, or group of employees or students, who are subjected to such behavior.
- (v) “Intimidation” means implied threats or acts that cause an unreasonable fear of harm in another person(s).
- (vi) “Sexual Harassment”
  - (a) Sexual harassment involves unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when submission of such conduct is made, either explicitly or implicitly, a term or condition of employment; a condition to receive a passing grade; or when submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting an individual; or when submission to or rejection of such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working or learning environment. This conduct is prohibited regardless of whether it involves employees or students of the same or different genders.
  - (b) Sexual harassment can include, but is not limited to:
    - [1] Conversations with unwelcome sexual innuendo such as sexually suggestive comments or jokes, or comments of a sexual nature, or derogatory comments about gender;

- [2] Improper questions about an employee's/student's private life; requests for sexual favors; or graphic, degrading or condescending comments about an employee's/student's appearance, dress or anatomy;
- [3] Repeated social invitations when the invitee has previously indicated that he or she is not interested in accepting such invitations;
- [4] Circulating material (by any method, electronically or otherwise) which ridicules a gender or which is sexually suggestive, or other forms of discriminatory ridicule or insults, regardless of whether the ridicule is directed at specific individuals;
- [5] Undesired, intentional physical contact (e.g., embracing, touching, pinching), or any threats or suggestions of such contact;
- [6] Display of sexually suggestive print materials, objects, cartoons, computer applications, or similar displays
- [7] Abuse of familiarities or inappropriate behavior such as whistling or catcalls, offensive gestures, or leering
- [8] The awarding of favorable grades, ratings, promotions, or salary considerations based on sexual favors or acceptance of social invitations, regardless of whether the employee/student welcomes the invitations.

(vii) "Sexual Misconduct"

(a) Domestic Violence—

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

(b) Assault—

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

(c) False imprisonment—

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

(viii) "Intimate Partner/Dating Violence"

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

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

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

(ix) "Harassment" means unwelcome verbal or physical conduct based upon gender, race, color, religion, national origin, age, disability, sexual orientation, or marital status that has the pur-

pose or effect of unreasonably interfering with an individual's work performance or learning experience, or creating an intimidating, hostile or offensive working or learning environment. Conduct of this type between employees and/or students, is prohibited regardless of where it occurs. Examples of prohibited racial harassment include derogatory comments, taunting, slurs, jokes, cartoons, or graffiti about or motivated by a person's race. Unprofessional actions and remarks become harassment when they are unwelcome. Individuals who believe they have been harassed by supervisors, co-workers, peers, or students are encouraged to effectively address their concerns or objections regarding the incident directly with the person demonstrating the harassing behavior. In as professional a way as possible, make it clear that such behavior is offensive. If the unwelcome behavior continues, follow the process outlined in section IV under Complaint and Investigation Procedures in this document.

- (x) "Stalking" means a course of conduct directed at a specific person because of his or her gender or gender identity/expression that is unwanted and unwelcomed and that would cause a reasonable person to fear for his or her safety, security, or well-being. Stalking includes repeated implicit or explicit harassing or threatening behaviors. Examples may include but are not limited to:
  - (a) following a person;
  - (b) appearing, or leaving messages or objects at a person's home, place of business, classroom, or other places a person is known to frequent;
  - (c) making harassing phone calls;
  - (d) sending messages by mail or electronic means, including e-mails or texts;
  - (e) vandalizing personal property
- (xi) "Sexual Exploitation" means when an individual takes non-consensual or abusive sexual advantage of another for their own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses.
- (xii) "Sexual Assault" means any type of sexual contact or behavior that occurs by force or without consent of the recipient of the unwanted sexual activity. Included in the definition of sexual assault is sexual activity such as forced sexual intercourse, sodomy, child molestation, incest, fondling, and attempted rape. It includes, but is not limited to, sexual acts against people who are unable to consent either due to age or lack of capacity.
- (xiii) "Consent" means informed, knowing and voluntary. It is active, not passive. Silence, in and of itself, cannot be interpreted as consent. For that reason, relying solely on non-verbal communication can lead to misunderstanding. Consent can be given by words or actions, as long as those words and actions create mutually understandable permission regarding the conditions of sexual activity. Consent to one form of sexual activity cannot imply consent to other forms of sexual activity and previous relationships or consent cannot imply consent to future sexual acts. Consent must be present throughout sexual activity and may be withdrawn at any time. If there is confusion as to whether there is consent or whether prior consent has been withdrawn, it is essential that the participants stop the activity until the confusion is resolved. Consent cannot be given by someone known to be—or should be known to be—mentally or physically incapacitated. In order to give consent, one must be of legal age. Consent is the responsibility of the person who wants to engage in the activity. Consent cannot be obtained by use of physical force, compelling threats, intimidating behavior, or coercion.

- (xiv) “Coercion” means unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure used. When someone makes clear that he/she does not want sex that he/she wants to stop, that he/she does not want to perform certain acts or that he/she does not want to go beyond a certain point, continued pressure can be coercive.
- (xv) “Non-consent: Non-consensual contact—any intentional sexual touching, however slight, with any object, by a person upon a person that is without consent and/or by force. Sexual contact includes, but is not limited to, intentional contact with the breasts, buttocks, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth, or other orifice.
- (xvi) “Non-consensual sexual intercourse” means committed by physical force, coercion, threat, or intimidation, actual or implied, by a person(s) known or unknown to the victim. Sexual intercourse can involve anal, oral, or vaginal penetration, no matter how slight.

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

- (i) Any member of the college community who believes he or she has been subjected to, or has observed or been informed of, discrimination, sexual harassment, or sexual misconduct prohibited by this policy, should promptly report it to the one of the designated reporting authorities:
  - (a) College Police
  - (b) Title IX Coordinators
  - (c) Affirmative Action Officer
  - (d) Dean of Human Resources, or
  - (e) Coordinator of Violence Prevention Center
 Affected member may also report to employee’s supervisor, department chair, or department head.
- (ii) Any member of the college community who is advised of discrimination, sexual harassment, or sexual misconduct prohibited by this policy, including any reports made anonymously, or who otherwise has reason to believe that a violation of this policy has occurred, should promptly notify the designated reporting authorities as noted above.
- (iii) Human Resources or the affirmative action officer is responsible for promptly investigating and resolving all employee complaints. The vice president for student affairs, or designee, is responsible for promptly investigating and resolving all student complaints. Ordinarily this should include:
  - (a) Meeting with the complainant, within ten days of receiving the complaint, documenting the complaint and explaining that the complaint will be investigated as confidentially as possible. Employees or students involved in the complaint may be asked to document their version of the incident.
  - (b) Within ten days of meeting with the employee or student notifying the accused employee or student of the allegations and giving him or her an opportunity to respond.
  - (c) Advising both parties that each will be given the opportunity to identify witnesses who will be interviewed and each party will be permitted to provide any additional evidence he or she deems relevant.
  - (d) Advising all employees or students involved in the investigation, including the complainant, that the complaint and investigation should be treated as confidential.

- (e) Within 60 days of receiving the complaint, informing both the complainant and the accused of the results of the investigation as well as the basis for the decision and ensuring that appropriate corrective action is taken if warranted which would prevent the recurrence of any discrimination and correct any discriminatory effects on the complainant; and
  - (f) Maintaining a confidential record of the complaint, including a summary of the allegations and the accused's response, and the manner in which the complaint was resolved.
  - (g) Although anonymous complaints may be difficult to investigate, Human Resources, the affirmative action officer, or the vice president for student affairs, nevertheless, should investigate such complaints, to the best of their ability, and take appropriate corrective action if it is determined that a violation of this policy has occurred.
  - (h) All investigations shall be adequate, reliable, and impartial.
- (iv) These procedures are intended to supersede the grievance procedures set forth in Section 3-501 of the College Code.
- (5) Investigative Procedures, Protocol and Reporting.**
- (i) Any person who believes that he/she has been the subject of sexual harassment, discrimination or assault, in any form, should immediately report the incident to the Title IX Officer and/or the College Police. Persons who would like assistance in contacting local authorities may request such help from campus authorities. At the request of the victim, campus authorities will provide prompt assistance in notifying the appropriate law enforcement officials and disciplinary authorities of an incident of sexual assault.
  - (ii) College personnel will provide full and prompt cooperation in obtaining appropriate medical attention, including transportation to Prince George's Hospital Center, 3001 Hospital Drive, Cheverly, Maryland and by providing the hospital's phone number — 301-618-3154. Persons who experience sexual assault can access a Sexual Assault Forensic Exam (SAFE) within 72 hours of an assault from the Domestic Violence and Sexual Assault Center at Prince George's Hospital Center.
  - (iii) The College recognizes that a student who is under the influence of alcohol and/or drugs at the time of an incident may be hesitant to report sexual assault because of the threat of disciplinary sanctions for his/her own violation of the Student Code of Conduct. In this context, a student who reports sexual assault to the College or a law enforcement officer or who participates in an investigation of sexual assault as a witness is not under disciplinary sanctions if:
    - (a) The College determines the violation occurred during or near the time of the alleged sexual assault,
    - (b) The student is determined to have made the report of sexual assault or is participating in an investigation as a witness in good faith, and
    - (c) The College determines that the violation was not an act that was reasonably likely to place the health or safety of another individual at risk.

### **Definitions**

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

- (ii) “Confidentiality” means that information shared by an individual with designated campus or community professionals cannot be revealed to any other individual without the express permission of the individual. These campus and community professionals include mental health providers, ordained clergy, rape crisis counselors and attorneys, all of whom have legally protected confidentiality. These individuals are prohibited from breaking confidentiality unless there is an imminent threat of harm to self or others or a suspicion of child abuse.
- (iii) “Reporting”
- (a) “Voluntary Confidential Reporting” means if victims of a crime do not want to pursue action within the College or the criminal justice system, they may still want to consider making a confidential report. With victims’ permission, a designated reporting authority, such as, College Police, Title IX Coordinators, dean of Human Resources, or other College administrators, can file a report on the details of the incident without revealing their identity. The purpose of a confidential report is to comply with their wish to keep the matter confidential, while taking steps to ensure the future safety of themselves and others. With such information, the College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the college community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.
- (b) “Limited Voluntary Confidential Reporting” means the College encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to other PGCC Campus Security Authorities as identified below.
- (c) “Campus Security Authorities” means any official of an institution who has significant responsibility for student and campus activities, or who manages or otherwise oversees student and campus activities. For example, staff responsible for Student Engagement and Leadership, the Largo Student Center, or student extra-curricular activities; program directors and other designated reporting authority at all college extension centers; a director of athletics or a team coach; faculty advisors to student groups; staff responsible for student conduct. Check the following link for the Campus Security Authority Memorandum:  
**[http://www.pgcc.edu/Campus\\_Info/campus\\_police/Campus\\_Police.aspx](http://www.pgcc.edu/Campus_Info/campus_police/Campus_Police.aspx)**.
- (d) Counselors and Confidential Crime Reporting—College “Professional Counselors” and the coordinator of the Violence Prevention Center, when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.
- [1] Reporting on Campus—Who to Contact?  
**Designated Reporting Authorities:**
- [a] College Police, 301 Largo Road, Facilities Building, Room 102, Largo, MD 20774, (301) 546-0666;
- [b] Title IX Coordinator—Vice President for Student Affairs, 301 Largo Road, Kent Hall, Room 119, Largo, MD 20774, (301) 546-0412;



- [c] Office of Human Resources, 301 Largo Road, Kent Hall, Room 103, Largo, MD 20774, (301) 546-0613;
  - [d] Affirmative Action Officer, 301 Largo Road, Kent Hall, Room 130, Largo, MD 20774, (301) 546-0170;
  - [e] Violence Prevention Center Coordinator, 301, Largo Road, Bladen Hall, Room 124-M, Largo, MD 20774, (301) 546-5281;
- [2] Interim Measures will be implemented at the discretion of the College. Potential remedies, which may be applied to the Complainant and/or the Respondent, include:
- [a] Access to counseling services and assistance in setting up initial appointment, both on and off campus
  - [b] Imposition of campus “Stay-Away Letter”
  - [c] Rescheduling of exams and assignments (in conjunction with appropriate faculty)
  - [d] Providing alternative course completion options (with the agreement of the appropriate faculty)
  - [e] Change in class schedule, including the ability to take an “incomplete,” drop a course without penalty, or transfer sections (with the agreement of the appropriate faculty)
  - [f] Change in work schedule or job assignment
  - [g] Limit an individual or organization’s access to certain college facilities or activities pending resolution of the matter
  - [h] Voluntary leave of absence
  - [i] Providing academic support services, such as tutoring
  - [j] Interim suspension or college-imposed leave
  - [k] Any other remedy that can be tailored to the involved individuals to achieve the goals of this policy.
- [3] Respondent Interim Suspension—
- [a] Where the report of discrimination, sexual harassment, and sexual misconduct poses a substantial and immediate threat of harm to the safety or well-being of an individual, members of the college community, or the performance of normal college functions, the College may place a student or student organization on interim suspension or impose leave for an employee. Pending resolution of the report, the individual or organization may be denied access to campus, campus facilities and/or all other college activities or privileges for which the student might otherwise be eligible, as the College determines appropriate.
  - [b] When interim suspension or leave is imposed, the College will make reasonable efforts to complete the investigation and resolution within an expedited time frame.
- [4] Findings and Resolution—
- [a] If, after an investigation, it is determined that this policy has been violated, corrective action designed to eliminate any form of prohibited harassment should be taken. This action may range from educating the employee or student on the inappropriateness of his or her behavior, to termination of employment or expulsion from the College.



[b] If the corrective action to be taken involves a change in an employee's employment status (i.e. transfer, demotion, or termination), the dean of Human Resources must be consulted. If the corrective action to be taken involves a change in a student's status (i.e. suspension or expulsion), the vice president for student affairs must be consulted.

[i] If the action taken is termination of employment, regular employees maintain the right to utilize the General Grievance Procedure.

[ii] If the action taken against a student is expulsion, students may use the Student Grievance Procedure.

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

(i) The College utilizes the community partners in effort to combat sexual assault, harassment, and misconduct on the main campus and all extension centers. The campus and community resources available to faculty, staff, and students at the College are outlined below.

(ii) Sexual Assault Response Team is a multidisciplinary interagency team of individuals working collaboratively to provide services for the community by offering specialized sexual assault intervention services.

(iii) Resources (Community Partners)

(a) Domestic Violence and Sexual Assault Center at Prince George's Hospital Center, 3001 Hospital Drive, Cheverly, MD 20785, 301 618 3154;

(b) National Black Justice Coalition,  
Post Office Box 71395, Washington, DC 20024, 202 319 1552;

(c) Office of the State's Attorney for Prince George's County,  
14735 Main Street, Suite M3403, Upper Marlboro, MD 20772, 301 952 3500;

(d) Prince George's County Domestic Violence Coordinating Council,  
14330 Old Marlboro Pike, Upper Marlboro, MD 20772, 301 952 1440;

(e) Prince George's County Office of the Sheriff,  
5303 Chrysler Way, Upper Marlboro, MD 20772, 301 780 8600;

(f) House of Ruth, 2201 Argonne Drive, Baltimore, MD 21218, 410 889 7884;

(g) Women's Law Center of Maryland,  
305 W. Chesapeake Avenue, Towson, MD 21204, 410 321 8761;

**(7) Relation to Other Policies and Rules.**

(i) There are some intersections with this policy and the requirements outlined by other laws and regulations.

(a) Clery Act: The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act applies to institutions of higher education and is confined to campus crimes, which occur on campus, adjacent to campus, or off-campus when associated with the institution. Under the Clery Act the College must provide a timely warning of any crime that presents an ongoing threat to the campus community. The Clery Act also requires the College to compile and make available an Annual Security Report of all campus crimes. Reports for Title IX offenses must be included in the Annual Security Report. The report is found online at: [http://www.pgcc.edu/Campus\\_Info/campus\\_police/Annual\\_Security\\_Report.aspx](http://www.pgcc.edu/Campus_Info/campus_police/Annual_Security_Report.aspx)

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

## Mandated Acts

### *Clery Act*

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

### *Drug and Alcohol Abuse Prevention Program*

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

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

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

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

- (1) The right to inspect and review the education records within 45 days of the day PGCC receives your request for access.

You must submit to the director of records and registration a written request that identifies the record(s) you wish to inspect. The director will make arrangements for access and notify you of the time and place where the records may be inspected. If the records are not maintained by the Office of Records and Registration, the director will advise you of the college official to whom the request should be addressed.

- (2) The right to request the amendment of education records that you believe are inaccurate or misleading.

You must write the college official responsible for the record, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading.

If the College decides not to amend the record as requested, the College will notify you of the decision and advise you of your right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you at that time.

- (3) The right to consent to disclosures of non-directory, personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff ); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Directory information is information which may be released to a third party without your written consent. Directory information includes, but is not limited to, name, address, telephone number, e-mail address, date and place of birth, dates of attendance, degrees earned, and previous Colleges attended. While the College does not routinely release such information to anyone who inquires, it may legally do so if the third party demonstrates a legitimate need to know such information. You may refuse to permit such disclosure without your written consent by notifying the director of records and registration in writing of your wish to be excluded from such a release of information.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

### ***Services for Persons with Disabilities***

Prince George's Community College is committed to providing reasonable accommodations and services to qualified persons with disabilities under the Americans with Disabilities Act (ADA). Individuals who need classroom accommodations should contact the Office of Disability Support Services, Marlboro Hall, Room 2102, or call 301-546-0838. For TTY or TDD call 301-546-0122. The e-mail address is: [dss@pgcc.edu](mailto:dss@pgcc.edu).

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

### ***Sex Offender Registry and Access to Related Information***

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

### ***Student Right to Know Act.***

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

## **Guidelines for Use of Alcoholic Beverages on College Property**

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

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

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

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

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

## Campus Traffic Rules and Regulations

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

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

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

## Traffic Information

The College Police offices are located in the Facilities Management Building and Bladen Hall. Information on all traffic and parking rules and regulations may be obtained by contacting the College Police Department on 301-546-0666, or may be picked up from the College Police Substation in Bladen Hall.

## Campus Visitors

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

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

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

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



# Strategies for Success

## Chapter 6

### Ten Points to Empower Students

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

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

and dismissal. These are all serious actions and should not come as a surprise; nevertheless, students are often shocked to learn that they are ineligible to enroll in classes due to one of these actions. Talk to your advisor (#1) about your academic progress and review your catalog (#2) to make certain you understand how your GPA is calculated.

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

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

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

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

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

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

## College Anxiety Bill of Rights

- I have the right to learn at my own pace and not feel stupid if I am slower than others.
- I have the right to ask any questions.
- I have the right to need extra help.
- I have the right to ask a teacher or tutor for help.
- I have the right to say I do not understand.
- I have the right to feel good about myself, regardless of my abilities.
- I have the right to view myself as capable of learning.
- I have the right to relax.
- I have the right to be treated as a competent adult.

## College Success Tips

- |   |  |
|---|--|
| Go to class.                                | Attend job training and career services workshops. |
| Ask questions.                              | Get involved—join a club or organization.          |
| Take notes.                                 | Attend an event on campus.                         |
| Review class notes daily.                   | Use student support services.                      |
| Exercise and stay healthy.                  | Learn to manage your time.                         |
| Use the college library.                    | Make new friends.                                  |
| Learn to use a computer.                    |  |
| Get to know your professor.                 |  |
| Visit your academic advisor.                |  |
| See a counselor to resolve personal issues. |  |







# PRINCE GEORGE'S COMMUNITY COLLEGE

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

## Nondiscrimination Statement

Prince George's Community College is committed to a policy of equal opportunity for all persons to the end that no person, on the grounds of sex, age, race, color, religion, national origin, ancestry, marital status, sexual orientation, or status as a qualified individual with a disability, qualified disabled veteran, or Vietnam-era veteran, shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity of this institution. Under this policy, this institution will not discriminate against any person on the grounds of sex, race, age, color, religion, veteran's status, disability, ancestry, marital status, sexual orientation, or national origin in its admission policies and practices or any other policies or practices of the institution relating to the treatment of students and other individuals, including employment, the provision of services, financial aid, and other benefits, and including the use of any building, structure, room space, materials, equipment, facility, or any other property. This policy is consistent with Title VI and Title VII of the *Civil Rights Act of 1964*, as amended; Title IX of the *1972 Educational Amendments*; Section 504 of the *1973 Rehabilitation Act* as amended; Title II of the *Americans with Disabilities Act*; and other applicable laws and regulations. One who believes oneself or any specific class of individual to be subject to prohibited discrimination may, by themselves or through a representative, file a written complaint with the Office of Civil Rights of the Department of Education or

with the college president, or both. The Chief of Staff, Kent Hall, Room 130, 301-546-0170, coordinates the college's program of nondiscrimination.

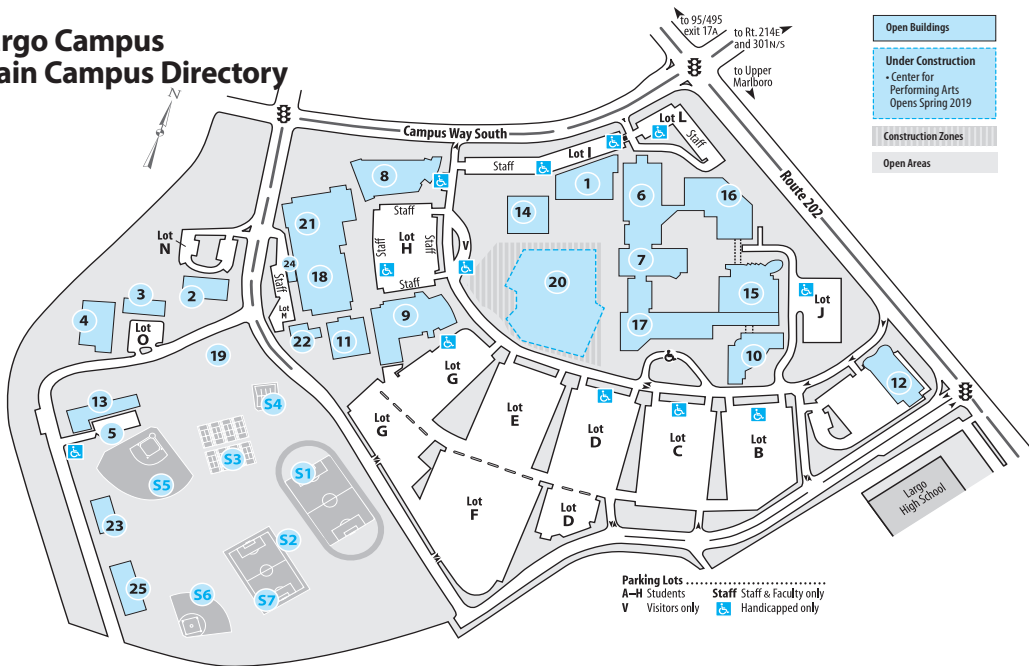
### Title IX

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

### Accessible Transportation

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

# Largo Campus Main Campus Directory



1. **Accokeek Hall**  
eLearning  
Library
2. **Annex A**
3. **Annex B**
4. **Annex C**  
Next Step Training and Education  
PGCC Cares  
Youth@Work/SYEP Job Training
5. **Auto Bay**
6. **Bladen Hall (north)**  
Academic, Transfer  
and Career Advising  
Admissions  
Advising and Transfer Services  
Cashier  
Counseling Services  
Enrollment Services  
International Student Services  
Records and Registration  
Recruitment  
Student Financial Aid Office (SFAO)  
Veteran Services  
Welcome Center  
Wellness Center (nurse)
7. **Bladen Hall (south)**  
Campus Police Substation  
College Lab Services (*computer labs*)  
Financial Aid Office  
Language Studies Lab  
Testing Center  
Tutoring and Writing Centers

8. **Center for Advanced Technology**  
College Lab Services (*computer labs*)
9. **Center for Health Studies**  
International Education Center  
Marvelous Market
10. **Chesapeake Hall**
11. **Continuing Education Building**  
Classrooms
12. **Culinary Arts Center**
13. **Facilities Management**  
College Police
14. **Kent Hall**  
Administration  
Human Resources
15. **Lanham Hall**  
Academy of Health Sciences  
Classrooms, Offices,  
and Owls Nest  
Adult Education  
ESL  
GED/NEDP Programs  
Tutoring and Writing Centers  
Workforce Development and  
Continuing Education Offices
16. **Largo Student Center**  
Bookstore  
Campus Dining  
Community Rooms A, B, C  
Rennie Forum  
Student Engagement and Leadership
17. **Marlboro Hall**  
Disability Support Services (DDS)

- Marlboro Gallery  
Student Success Center  
Student Support Services (TRiO)  
Vocational Support Services (VSS)
18. **Novak Field House**
  19. **Picnic Grove**
  20. **Center for Performing Arts**  
*Closed for Renovations*
  21. **Robert I. Bickford Natatorium**  
Pool, Racquetball Courts  
Weight Room
  22. **Steel Art Building**

## ATHLETICS FACILITIES

- S1 Track/Practice Soccer Field
- S2 Golf Range
- S3 Tennis Courts
- S4 Racquetball Courts
- S5 Baseball Diamond
- S6 Softball Diamond
- S7 Main Soccer Field

## ATHLETICS FACILITIES

- S1 Track/Practice Soccer Field
- S2 Golf Range
- S3 Tennis Courts
- S4 Racquetball Courts
- S5 Baseball Diamond
- S6 Softball Diamond
- S7 Main Soccer Field

# DISCOVER Your Academic and Career Pathways



**Allied Health and Nursing**



**Behavioral and  
Social Sciences**



**Business, Industry,  
and Entrepreneurship**



**Education**



**Liberal and Creative Arts**



**Professional and  
Personal Development**



**Public Safety and Law**



**Science, Engineering,  
and Mathematics**



**Technology**



**Wellness, Culinary Arts,  
and Hospitality**

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