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<th>Telephone Number</th>
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<tbody>
<tr>
<td>Academic Affairs, Vice President’s Office, Kent Hall, Room 125</td>
<td>301-322-0406</td>
</tr>
<tr>
<td>Admissions, Bladen Hall, Room 126</td>
<td>301-336-6000</td>
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<tr>
<td>Advising and Transfer Services, Bladen Hall, Room 124</td>
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<tr>
<td>Allied Health, Center for Health Studies, Room 1415</td>
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<td>Anthropology, Marlboro Hall, Room 2018</td>
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<td>Art, Marlboro Hall, Room 1034</td>
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<td>Athletics, Novak Field House, Room 111</td>
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<td>Biological Sciences, Chesapeake Hall, Room 100</td>
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<td>Blackboard Technical Support</td>
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<tr>
<td>Bookstore, Largo Student Center, First Floor</td>
<td>301-322-0912</td>
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<td>Business Management, Bladen Hall, Room 221</td>
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<tr>
<td>Campus Police, Physical Plant</td>
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<td>Career Services, Marlboro Hall, Room 2102</td>
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<td>Cashier, Bladen Hall, Room 120</td>
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<td>Child Care, Childtime Center</td>
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<td>Culinary Center</td>
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<td>College Life Services, Largo Student Center, Room 149</td>
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<td>Communications and Theatre, Queen Anne Fine Arts, Room 113</td>
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<td>eLearning, Accokeek Hall, 3rd Floor</td>
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<td>Emergency</td>
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<td>Information and Engineering Technology, Center for Applied Technology 129</td>
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<td>Intramural Sports, Novak Field House, Room 111</td>
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<td>Circulation Desk</td>
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<td>Research Information Desk</td>
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<td>Natatorium (pool, weight rooms)</td>
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<td>Nursing, Center for Health Studies, Room 1402</td>
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<td>Owl Newspaper, Largo Student Center, Room 245</td>
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<td>Parking Permits, Campus Substation, Bladen Hall, Room 105C</td>
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<td>Placement Testing, Bladen Hall, Room 100</td>
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<td>Police (24 hours)</td>
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<td>Political Science, Marlboro Hall, Room 2054</td>
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<td>Tutoring Center, Bladen Hall, Room 107</td>
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<td>University Town Center</td>
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<td>Westphalia Training Center</td>
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<tr>
<td>Writing Center, Bladen Hall, Room 107</td>
<td>301-322-0748</td>
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</table>

### TTY Numbers

- Advising Services: 301-322-0122
- Disability Support Services: 301-322-0122
- Maryland Relay: 800-735-2258
- Student Support Services: 301-322-0973

For numbers not listed, please call 301-336-6000, Monday–Thursday, 8 a.m.–8 p.m., Friday, 8 a.m.–6 p.m. and Saturday, 8 a.m.–1 p.m.
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Welcome to Prince George's Community College. For more than 50 years, PGCC has been providing quality academic and workforce development and continuing education programs to the residents of Prince George's County. Through our Largo Campus and the degree and extension centers in Laurel, Hyattsville, Camp Springs, Upper Marlboro, Capitol Heights and Joint Base Andrews, the institution provides high quality, accessible, and affordable learning experiences for the diverse populations we serve.

Prince George's Community College takes great pride in providing numerous opportunities to assist you with your academic growth, personal enrichment and career planning. Whether you are a high school student, recent graduate, returning student, or degree-holder seeking new skills or advanced training, the college's more than 200 academic programs and workforce development and continuing education courses will meet your needs.

As you look through the 2013–2014 Student Handbook and Daily Planner, please note the wealth of opportunities that await you as a PGCC student. We strongly encourage you to spend your time wisely during your matriculation at Prince George's Community College. Engage in dialogue with faculty and students; participate in service-learning and community-focused activity; join a student organization; or consider trying out for intercollegiate athletics or intramural teams. One thing to remember is that a key indicator of student success is a student's involvement in the institution beyond the confines of the classroom. Simply put, students who get involved in co-curricular activities are those most likely to meet with success in their academic careers and, ultimately, reap the benefits of this success.

You will find dedicated faculty members with expertise in their fields to help you have a meaningful educational experience. You will also meet knowledgeable staff committed to providing quality support services in the areas of advising, career counseling and financial aid. Strongly dedicated to student success, our faculty and staff work as a collaborative team to help you achieve your goals.

Please take the time to familiarize yourself with the contents of this handbook. Get to know who we are and what we offer that can make your time at Prince George's Community College both productive and enjoyable.

Again, welcome to the college, and we look forward to sharing in your successes!

Charlene M. Dukes
President
**Vision—Innovate**  
Prince George’s Community College will be the community’s first choice for innovative, high quality learning opportunities.

**Mission—Transform**  
Prince George’s Community College transforms students’ lives. The college exists to educate, train, and serve its diverse populations through accessible, affordable, and rigorous learning experiences.
Dear Prince George’s Community College Students:

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

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

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

Best wishes for the upcoming year,

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

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

Tyjaun A. Lee, Ph.D.
Vice President for Student Services
Academic Calendar 2013–2014

(Summer Semester 2013)

Apr. 22 ............. Mon. ............. Registration for all 2013 summer sessions begins for all students
Apr. 29–May 3 ...... Mon.–Fri. ........ Advance registration for fall 2013 for returning students
May 6 .............. Mon. ............. Registration for fall 2013 begins for all students
May 25–27 .......... Sat.–Mon. ........ COLLEGE CLOSED—Memorial Day observed
May 28 ............. Tues. ............. Classes begin for first 5-week and 10-week session at Laurel College Center

May 31 ............. Fri. ............. Registration ends for first 5-week and 10-week sessions
June 3 .............. Mon. ............. Classes begin for first 5-week and 10-week sessions
July 4 ............. Thurs. ............ COLLEGE CLOSED—Independence Day observed
July 5 ............. Fri. ............. Last day of first 5-week session
July 5 ............. Fri. ............. Registration ends for second 5-week session
July 8 .............. Mon. ............. Second 5-week session begins
July 15 ............ Mon. ............. Last day to apply for summer graduation
Aug. 9 ............. Fri. ............. Last day of second 5-week and 10-week sessions

(Fall Semester 2013)

Apr. 29–May 3 ...... Mon.–Fri. ........ Advance registration for fall 2013 begins for returning students
May 6 .............. Mon. ............. Registration for fall 2013 begins for all students
May 23 ............. Thurs. ............ Commencement
May 25–27 .......... Sat.–Mon. ........ COLLEGE CLOSED—Memorial Day observed
July 4 ............. Thurs. ............ COLLEGE CLOSED—Independence Day observed
Aug. 9 ............. Fri. ............. Priority registration deadline for Health Sciences programs
Aug. 17 ............ Sat. ............. Saturday registration, 9 a.m.–1 p.m.
Aug. 23 ............ Fri. ............. Regular registration for full semester courses ends at 5 p.m.
Aug. 24 ............ Sat. ............. Classes begin for fall 2013
Aug. 31–Sept. 2 ...... Sat.–Mon. ........ COLLEGE CLOSED—Labor Day observed
Sept. 3 ............. Tues. ............. Classes begin for fall 2013 at the Laurel College Center

(Academic Calendar 2013–2014 (Subject to change. See current schedule of classes for updates.)
Sept. 16 ............. Mon. ............. Last day to apply for fall graduation
Sept. 23 ............. Mon. ............. Last day to change from “credit” to “audit” or “audit” to “credit” for full-semester classes
Sept. 30–Nov. 4 ...... Mon.–Thurs. ...... Advising Weeks
Oct. 2 ................. Wed. ............. Last day to withdraw from first half-semester classes
Oct. 16 ............... Wed. ............. Midterm; end of first half-semester classes
Oct. 17 ............... Thurs. .......... Begin second half-semester classes
Oct. 28 ............... Mon. ............. Registration for Intersession 2014 begins for all students
Oct. 29 ............... Tues. ........... College Enrichment Day—No classes, except Laurel College Center
Nov. 15 .............. Fri. ............... Last day to withdraw from full-semester classes
Nov. 27 .............. Wed. ............. College Open—No Classes
Nov. 28–Dec. 1 ...... Thurs.–Sun. ...... COLLEGE CLOSED—Thanksgiving Break
Dec. 2 .............. Mon. ............. College re-opens and classes resume
Dec. 2 .............. Mon. ............. Last day to withdraw from second half-semester classes
Dec. 2–6 ............. Mon.–Fri. ......... Advance registration for spring 2014 begins for returning students
Dec. 8 .............. Sun. .............. Last day of regular classes for fall semester
Dec. 9 .............. Mon. ............. Registration for spring 2014 semester begins for all students
Dec. 9–15 ........... Mon.–Sun. ......... Final examination period/last week of classes
Dec. 16 .............. Mon. ............. Intersession registration ends. In-person registration closes for spring; resumes Monday, January 6
Jan. 2 .............. Thurs. ............. College re-opens
Spring Semester 2014

Oct. 28 ............. Mon. ............. Registration for Intersession 2014 begins for all students
Dec. 2–6 ............. Mon.–Fri. .......... Advance registration for spring 2014 begins for returning students
Dec. 9 .............. Mon. ............. Registration for spring 2014 semester begins for all students
Dec. 16 ............. Mon. ............. Intersession registration ends. In-person registration closes for spring; resumes Monday, January 6
Jan. 2 .............. Thurs. ............. College re-opens
Jan. 6 .............. Mon. ............. Peak registration for spring 2014 begins
Jan. 6 .............. Mon. ............. Intersession 2014 begins
Jan. 11 .............. Sat. ............. Saturday registration, 9 a.m.–1 p.m.
Jan. 17 .............. Fri. ............. Intersession 2014 ends
Jan. 18 .............. Sat. ............. Regular registration for full semester courses ends for spring 2014 at 1 p.m.
Jan. 20 .............. Mon. ............. COLLEGE CLOSED—Martin Luther King, Jr. holiday observed
Jan. 21 .............. Tues. ............. Classes begin for spring 2014
Jan. 15 .............. Sat. ............. Classes begin at Laurel College Center
Feb. 14 .............. Fri. ............. Last day to apply for spring graduation
Feb. 14 .............. Fri. ............. Last day to change from “credit” to “audit” or “audit” to “credit” for full-semester classes
Feb. 17 .............. Mon. ............. COLLEGE CLOSED—Presidents’ Day observed
    Laurel College Center open and classes held
Feb. 25 .............. Tues. ............. Last day to withdraw from first half-semester classes
Mar. 4–Apr. 7 ...... Mon.–Thurs. ...... Advising Weeks
Mar. 12 .............. Wed. ............. Midterm; End of first half-semester classes
Mar. 13 .............. Thurs. ............ Begin second half-semester classes
Apr. 11 .............. Fri. ............. Last day to withdraw from full semester classes
Apr. 14–20 ........ Mon.–Sun. ........ COLLEGE CLOSED—Spring Break
Apr. 21 .............. Mon. ............. College re-opens and classes resume
Apr. 21 .............. Mon. ............. Registration for summer 2014 sessions begins for all students
Apr. 25 .............. Fri. ............. Last day to withdraw from second half-semester classes
Apr. 28–May 2 ...... Mon.–Fri. .......... Advance registration for fall 2014 begins for returning students
May 5 ............... Mon. ............... Registration for fall 2014 begins for all students
May 5 ............... Mon. ............... Last day of regular classes for the spring semester
May 6–12** ......... Tues–Mon. ......... Final examination period/last week of classes
May 22 ............. Thurs. ............ Commencement
May 24–26 ........ Sat.–Mon. ........ COLLEGE CLOSED—Memorial Day observed
**Possible snow make-up days

**Summer Semester 2014**

Apr. 21 ............... Mon. ............... Registration for 2014 summer sessions begins for all students
Apr. 28–May 2 ....... Mon.–Fri. ......... Advance registration for fall 2014 begins for returning students
May 5 ............... Mon. ............... Registration for fall 2014 begins for all students
May 29 ............. Thurs. ............. Classes begin at Laurel College Center
May 24–26 ........ Sat.–Mon. ........ COLLEGE CLOSED—Memorial Day observed
May 30 ............. Fri. ............... Registration ends for first 5-week and 10-week sessions
June 2 ............... Mon. ............... Classes begin for first 5-week and 10-week sessions
July 3 ............... Thurs. ............. Last day of first 5-week session
July 3 ............... Thurs. ............. Registration ends for second 5-week session
July 4 ............... Fri. ............... COLLEGE CLOSED—Independence Day observed
July 7 ............... Mon. ............... Second 5-week session begins
July 14 ............... Mon. ............. Last day to apply for summer graduation
Aug. 8 ............... Fri. ............... Last day of second 5-week and 10-week sessions
Daily Planner
2013–2014
Two Years at a Glance

### 2013

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### 2014

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### Fall Semester Classes

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Spring Semester Classes

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Sunday 18

Monday 19

Tuesday 20

Wednesday 21

Thursday 22

Friday 23

Regular registration for full semester classes ends

Classes begin for fall 2013

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**Saturday 31**

**COLLEGE CLOSED—Labor Day observed**

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**SEPTEMBER 2013**

**Sunday**  1 September

**Monday**  2

**Tuesday**  3

**Classes begin for fall 2013 for the**

**Laurel College Center**

**Wednesday**  4

**Thursday**  5

**Friday**  6

**Saturday**  7
September 2013

Sunday 15

Monday 16

Last day to apply for December graduation

Tuesday 17

Wednesday 18

Thursday 19

Friday 20

Saturday 21
SEPTEMBER 2013

Sunday 22  Monday 23

Tuesday 24  Wednesday 25

Thursday 26  Friday 27

Saturday 28
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**Tuesday** 1 October

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**Saturday** 5

### September

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October 2013

13  Monday  14

15  Tuesday  16  Midterm. End of first half-semester classes

17  Thursday  18  Begin second half-semester classes

19  Saturday
<table>
<thead>
<tr>
<th>October/November 2013</th>
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<tbody>
<tr>
<td><strong>Sunday</strong> 27</td>
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</tr>
<tr>
<td>Registration for Intersession 2014 begins</td>
</tr>
<tr>
<td><strong>Tuesday</strong> 29</td>
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<tr>
<td>College Enrichment Day—No classes, except Laurel</td>
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<tr>
<td><strong>Thursday</strong> 31</td>
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### November 2013

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<tr>
<td></td>
<td><strong>Last day to withdraw from fall semester classes</strong></td>
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<td>Thursday 28</td>
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<td>Friday 29</td>
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<tr>
<td>Saturday 30</td>
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</table>
December 2013

Sunday 1 December

**COLLEGE CLOSED—Thanksgiving Break**

Monday 2

**College re-opens and classes resume. Advance registration for spring 2014 begins for returning students. Last day to withdraw from second half semester classes.**

Tuesday 3

Wednesday 4

Thursday 5

Friday 6

**Advance registration for spring 2014 ends for returning students**

Saturday 7
December 2013

Sunday  8  

- Last day of regular classes for all students
- Final examination period/last week of classes

Monday  9

- Registration for spring 2014 begins for all students
- Final examination period/last week of classes

Tuesday  10

- Final examination period/last week of classes
- Final examination period/last week of classes

Wednesday  11

- Final examination period/last week of classes
- Final examination period/last week of classes

Thursday  12

- Final examination period/last week of classes
- Final examination period/last week of classes

Friday  13

- Final examination period/last week of classes
- Final examination period/last week of classes

Saturday  14

- Final examination period/last week of classes
December 2013

Sunday 15

Final examination period/last week of classes

Monday 16

Intersession registration ends. In-person registration closes for spring; resumes Monday, January 6

Tuesday 17

Wednesday 18

Thursday 19

COLLEGE CLOSED—Winter Break

Friday 20

COLLEGE CLOSED—Winter Break

Saturday 21

COLLEGE CLOSED—Winter Break

Final examination period/last week of classes

Intersession registration ends. In-person registration closes for spring; resumes Monday, January 6

Sunday 15

Monday 16

Tuesday 17

Wednesday 18

Thursday 19

Friday 20

Saturday 21
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<thead>
<tr>
<th>Day</th>
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**January 2014**

**Monday 6**

- Intersession 2014 begins
- Peak registration begins

**Tuesday 7**

**Wednesday 8**

**Thursday 9**

**Friday 10**

**Saturday 11**
Sunday  12

Regular registration for full semester classes ends for spring 2014

January 2014

Monday  13

Regular registration for full semester classes ends for spring 2014

Tuesday  14

Intersession 2014 ends

Wednesday  15

Thursday  16

Friday  17

Saturday  18
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<td><strong>Saturday</strong></td>
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<tr>
<td><strong>Classes begin at the Laurel College Center</strong></td>
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February 2014

Sunday  2

Monday  3

Tuesday  4

Wednesday  5

Thursday  6

Friday  7

Saturday  8
February 2014

Sunday  9

Monday  10

Tuesday  11

Wednesday  12

Thursday  13

Friday  14

Last day to apply for spring 2014 graduation

Saturday  15
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<td>Laurel College Center open and classes held</td>
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<td>Tuesday</td>
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</table>
February/March 2014

Sunday  23

Monday  24

Tuesday  25

Wednesday  26

Last day to withdraw from first half-semester classes

Thursday  27

Friday  28

Saturday  1 March

Last day to withdraw from first half-semester classes
March 2014

Sunday 2

Monday 3

Tuesday 4

Wednesday 5

Advising Weeks begin

Thursday 6

Friday 7

Saturday 8
March 2014

Sunday  9

Monday  10

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Tuesday  11

Wednesday  12

Midterm. End of first half-semester classes

---

Thursday  13

Friday  14

Begin second half-semester classes

---

Saturday  15

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March 2014

Sunday 16

Monday 17

Tuesday 18

Wednesday 19

Thursday 20

Friday 21

Saturday 22
March/April 2014

Sunday 30

Monday 31

Tuesday 1 April

Wednesday 2

Thursday 3

Friday 4

Saturday 5
April 2014

Sunday 6


Monday 7

Advising Weeks ends


Tuesday 8


Wednesday 9


Thursday 10


Friday 11

Last day to withdraw from full semester classes


Saturday 12


March

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May

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## April 2014

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**Student Handbook and Daily Planner 2013–2014**

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**COLLEGE CLOSED—Spring Break**

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**COLLEGE CLOSED—Spring Break**

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**COLLEGE CLOSED—Spring Break**

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April 2014

Sunday 20

COLLEGE CLOSED—Spring Break

Monday 21

College re-opens and classes resume
Registration for summer 2014 begins for all students

Tuesday 22


Wednesday 23


Thursday 24

Last day to withdraw from second half-semester classes

Friday 25


Saturday 26

March

s m t w t f s

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

April

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

May

s m t w t f s

1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30 31
### April/May 2014

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<td>30</td>
<td>1 May</td>
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</table>

- **Advance registration for fall 2014 begins**
- **Advance registration for fall 2014 ends**
- **for returning students**
- **for returning students**
Final examination period/last week of classes

Registration for fall 2014 begins for all students

Last day of regular classes for the spring semester

Final examination period/last week of classes

Final examination period/last week of classes

Final examination period/last week of classes

Final examination period/last week of classes
# May 2014

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May 2014

Sunday  

Monday  

Tuesday  20  

Wednesday  21  

Thursday  22  

Friday  23  

Saturday  24  

COLLEGE CLOSED—Memorial Day observed

Commencement
<table>
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<tr>
<td>Thursday</td>
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<td>Friday</td>
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</tr>
<tr>
<td>Classes begin at Laurel College Center</td>
<td>Registration ends for first 5-week and 10-week sessions</td>
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Classes begin for first 5-week and 10-week sessions
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Tuesday 1 July

Wednesday 2

Thursday 3

Friday 4

Last day of first 5-week session
Registration ends for second 5-week session

COLLEGE CLOSED—Independence Day observed
Sunday    6

Second 5-week session begins

Monday    7

Tuesday    8

Wednesday  9

Thursday   10

Friday     11

Saturday   12
July 2014

- **Sunday, 13 July**: Last day to apply for summer graduation

- **Monday, 14 July**

- **Tuesday, 15 July**

- **Wednesday, 16 July**

- **Thursday, 17 July**

- **Friday, 18 July**

- **Saturday, 19 July**

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2013–2014 Day Planner  61
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August 2014

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Thursday 21

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Saturday 23

July

August

September

Sunday 24

Monday 25

Tuesday 26

Wednesday 27

Thursday 28

Friday 29

Saturday 30

Friday 31

August 2014
Alumni Association
The Prince George's Community College Alumni Association is open to students who have completed at least 15 credit hours. Alumni Association members receive newsletters, invitations to various campus events, and access to the library, career, and computer centers. Benefits also include discounts for the college bookstore, the association's annual scholarship golf tournament, theatre production tickets, the Robert I. Bickford Natatorium (includes 50-meter pool, weight room, and racquetball courts), and computers purchased through the employee plan. Upon graduation or transfer to a four-year institution, students are eligible to receive one year of free membership. Thereafter, the annual fee is $25.00. For additional information or a membership application, please contact the Office of Institutional Advancement, Accokeek Hall, Room 312, or call 301-322-0858.

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

Campus Police Department/Campus Safety
Campus police provide continuous security and law enforcement to the college community. Campus 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. Police are available to escort students to their cars upon request. Campus police officers are trained in advanced first aid and certified as police officers.
Report a crime or suspicious activity to the campus police at 301-322-0666 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 campus 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). Campus 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 campus police by calling 301-322-0666

**If you are assaulted**
Call the campus 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 campus police immediately. They will take appropriate action.

**Fire Safety/Evacuation Procedures**
1. Learn where exits are now.
2. Participate in fire drills.
3. In case of fire, smoke, or irritating fumes
   - Don’t hesitate—sound alarm.
   - Leave the building.
     • Crawl if there is smoke.
     • Do not use the elevators; they are dangerous in fire.
     • If possible, take the exit across to the adjacent building instead of taking the stairs.
     • Otherwise, take stairs. Stairways are designed to be free of smoke and fire when fire doors are closed.
If you are disabled
  • Plan ahead
  • Know how to tell someone how to help you.
  • Learn more than one exit from all buildings.

To help someone else get down the stairs:
  • Partner with another person for the two-person carry.
  • Position yourselves on either side of the person needing help; have them grasp your upper arms or shoulders.
  • Place the arms of the person you’re helping around your shoulders and the shoulders of the other helper.

Look for areas of refuge, for example, on the other side of the fire doors away from smoke, fire, or danger.

Call 0111 (emergency dispatcher) on a campus phone, report location of fire, and give any other pertinent information. The campus alarm does not automatically notify firehouse.

4. Fire Extinguishers

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

Degree/Extension Centers

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

Emergency College Closings/Delayed Openings

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

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

When the college announces a delayed opening, all classes with at least 45 minutes of class time remaining at the time of the opening will be held. For example, in the event of a 10 a.m. opening, a 9:30–10:45 a.m. class will be held. This procedure applies to all credit classes.
Lockers
The college provides pay lockers for student use. Lockers are located in the Largo Student Center, on the second floor of Marlboro Hall, and in the Music Department wing of Marlboro Hall, first floor.

Lost and Found
All lost items can be returned or claimed within 30 days at the College Life Services front desk in the Largo Student Center. After 30 days, items are donated to local shelters. College Life Services is open Monday–Friday, 8:30 a.m.–5 p.m. For additional information, contact College Life Services at 301-322-0853.

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

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

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

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

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

Smoking on Campus
In accordance with state and county laws, smoking is not permitted in any building at any of the Prince George’s Community College locations. Additionally, smoking is not permitted within 25 feet of any facility entrance at the Largo campus.

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

- Posting content that violates state or federal law
- Commercial or political activity
- Online gambling
- Endorsement of any product, service, or private organization
- Posting personal information or material protected by copyright
- Posting viruses or Trojan-infected content
- Uploading pornographic content or images that depict hazing, harassment, vandalism, or alcohol or drug paraphernalia
- Using inappropriate or profane language
- Demeaning other users
- Sharing information that could potentially harm an individual, organization, or institution

Remember, when using college social media:

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

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

Prince George's Community College may choose to use content generated by members of the college's online community on the main website at [www.pgcc.edu](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.

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

Admission and Records Office photo ID hours:

- Monday–Thursday, 8:30 a.m.–8 p.m.
- Friday, 8:30 a.m.–5 p.m.

Library photo ID hours:

- Monday–Thursday 9 a.m.–5 p.m.
- Friday, 9 a.m.–3 p.m.
- Saturday, 10:30 a.m.–2:30 p.m.
Photo ID cards and validation stickers are also available at Prince George's Community College at University Town Center, Laurel College Center, and Prince George's Community College at Joint Base Andrews degree centers.

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

**Telephones**
Banks of pay phones available for student use are located next to the college bookstore in the Largo Student Center, on the first floor of Lanham Hall, in various parking lots, and outside most buildings. There are pay phones available at both Prince George's Community College at University Town Center and Laurel College Center.

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

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

Academic Standing
Students whose cumulative GPAs and course completion rates meet the college's criteria are said 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, may be found in the college catalog.

Financial aid students 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 by mail, to the Office of Admissions and Records, Bladen Hall, Room 126, fax (301-322-0119), or in person. Changes also can be submitted at any degree center. While post office boxes may be used as mailing addresses, they may not be substituted for legal addresses. Students who wish their mail to go to a post office box must submit proof of legal residence before the post office box can be used. Mail returned to the college as nondeliverable because of an incorrect address will result in a hold being placed on the student’s record until the address has been verified with appropriate documentation.

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

Attendance
All students are expected to regularly attend their 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. Students who never attend a class or who stop attending early in the semester will be administratively withdrawn and assigned a final grade of “Q.”

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

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

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

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

Students who wish to receive their grades by mail must request that service in writing at the Office of Admissions and Records each semester.
Any student who wishes to question a grade should contact the instructor of the course within 30 days of the electronic posting of the grade. Appeals that are filed after 30 days of the electronic posting of the grade will not be considered.

**Graduation Requirements**
Students are eligible to graduate upon successful completion of all courses listed for their curricula. An application for graduation should be completed and submitted to the Office of Admissions and Records early in the semester in which graduation is anticipated. Deadlines for submitting the application are September 16 for the fall semester, February 14 for the spring semester, and July 14 for the summer. Applications are available from the Office of Admissions and Records or from any degree center. A $25 fee is charged, refundable in the event graduation is denied.

Though degree requirements may change from catalog to catalog, 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 a counselor or academic advisor if you have questions about the requirements that apply to you. The e-mail address is graduation@pgcc.edu.

**Payment and Registration**

**Fall semesters**
- Students, who register on or before July 15, have until 11:59 p.m. on July 14 to have paid or set up a payment plan with the college. Any student who has not done so will be dropped from their courses at 12 a.m. the following day.
- For those who register after July 15, payment is due in full by 11:59 p.m. the day of registration, regardless of when the course begins. Any student who fails to pay or set up a payment plan by the prescribed time period will be dropped for nonpayment. This includes registration for late starting classes.

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

**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.

**Records Disclosure Notice to Students**
The Family Educational Rights and Privacy Act (FERPA) gives students certain rights with respect to their educational records.
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, the registration fee, or late registration fee. Forms received after the deadline will be processed as withdrawals but will not generate a refund.

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

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

You can print your own unofficial transcripts and class schedules, submit e-mail address changes, and request transcripts to be sent to other colleges. In the near future, 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, 301-322-0637 or helpdesk@pgcc.edu.

Owl Mail
All credit students are issued a PGCC e-mail account, called Owl Mail. Students are expected to activate this account immediately. This is the only address college faculty/staff will use when communicating with students about academic matters.

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

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

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

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

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

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

Withdrawal from Classes

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

Workforce Development and Continuing Education

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

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

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

**Academic Advising**

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

- Assist students with Satisfactory Academic Progress Appeal request
- Assist students with Academic Reinstatement request
- Interpret placement test scores
- Provide an overview to Owl Link online services and instruction on My Educational Plan
- 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
- Participate in SOAR (Student Orientation, Advising, Registration) programs for new students
- Refer students to campus programs and services to meet individual needs

International student advisors are also located in Bladen Hall, Room 124. Academic advisement is available for students attending Joint Base Andrews, 301-322-0778; Prince George's Community College at University Town Center in Hyattsville, 301-277-5934; or Laurel College Center, 1-866-228-6110. Students interested in selective admissions programs such as nursing, radiography, respiratory therapy, nuclear medicine technology, or health information management must meet with an advisor to discuss special procedures to be followed for admission to these programs. The advising office in Largo is open Monday through Friday, 8:30 a.m.–8 p.m. and Friday, 8:30 a.m.–5 p.m. Students must sign in a half hour prior to the office closing.
Academic Advising Process and Owl Link
Owl Link provides important online services to help students accomplish educational and career goals. Advisors provide students with an overview of Owl Link and the functions of the My Credit Academic Records section of the Credit Students menu. Most importantly, advisors instruct students in the use of the academic planning tool, My Educational Plan.

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

My Educational Plan
This online tool allows students to plan coursework in advance, keeping them on track to successfully complete their program of study. Students electronically plan coursework in advance for their entire program of study and then register for those future semesters when registration opens to them. My Educational Plan combines several tools with the powerful Academic Program Evaluation 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 log in to Owl Link and selecting My Credit Academic Records from the Credit Students menu, students can do the following directly through My Educational Plan:

- Verify personal and academic information.
- Review the Academic Program Evaluation for program of study requirements. This report 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 Academic Program Evaluation. Course status is updated at the time of registration and again after course completion.
- Run the Course Planning Wizard where the course selection process begins. Students can select courses from one or more general education or program concentration categories for planning.
- Create a Worksheet, checking course descriptions and prerequisites for proper course sequencing and select the semester each course will be taken.
- View and modify worksheet to make changes.
- Register for classes that have been planned.
- E-mail advising@pgcc.edu with questions about program requirements or course selection.

Advising and Transfer Services and My Educational Plan are important resources that assist students in successfully planning and achieving educational goals.

Transfer Advising Services
Students need to plan early for transfer to a four-year college or university. The Advising and Transfer 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 academic year. Look for announcements on campus. Workshops on using ARTSYS (www.artweb.usmd.edu) are offered. This is a Web-based, University of
Maryland System program which specifies the courses required for individual majors. Visit the Advising/Transfer Center in Bladen Hall, Room 124, call 301-336-6000 or e-mail articulation@pgcc.edu.

Advising and Transfer Services is open Monday through Thursday, 8:30 a.m.–8 p.m. and Friday, 8:30 a.m.–5 p.m. Students must sign in a half hour prior to the office closing.

**Blackboard (pgcconline.blackboard.com)**

Blackboard is a Web-based program used for online courses and as a supplement to 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.

Many on-campus courses also use Blackboard. The degree to which Blackboard is used in each course varies. Students in an on-campus course using Blackboard may be able to access syllabi and other course documents, take quizzes, and participate in online discussions and other activities. It is important for students to communicate with their faculty member to determine how Blackboard is used in each of their courses.

Students will use their Owl Link username and password to login to Blackboard. Students have access to Blackboard while enrolled in classes. Blackboard course sites become available four days prior to the start date of the course and will remain available until two weeks after the end date of the course. For complete details about Blackboard, visit eLearning Services online at www.pgcconline.com or on campus in Accokeek Hall, Room 346 or call 301-322-0463.

**Career Services**

The Career Services staff help students at all stages of career planning and job acquisition, including career exploration, choice of college major, assistance through career transitions, and assistance in acquiring internship positions or engaging in supervised work experiences that align with their major course of study. Advisors assist students to identify their career goals that use their skills, interests, and values. The staff provides assistance for seeking employment by offering help with job-hunting strategies, interviewing techniques, and resume writing. The office maintains job and internship announcements and a list of currently available positions in the metropolitan area. Various employers visit the campus throughout the year for on-campus recruitment and interviewing. The Career Center is located in Marlboro Hall, Room 2102. Call 301-322-0109 (Career Services), or 301-322-0136 (internships), or e-mail career_jobs@pgcc.edu. The office is open Monday through Thursday, 8:30 a.m.–8 p.m. and Friday, 8:30 a.m.–5 p.m.

**Internship Options**

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

**Work-Study Positions**

- College work-study positions are available for students determined to be eligible by the Financial Aid Office. Stop by the Career Center, Marlboro Hall, Room 2102, or call 301-322-0109. The e-mail address is career_job@pgcc.edu.
Other services available from Career Services include

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

Child Care
If you are interested in quality full-time or hourly child care, contact ChildTime, Inc., a private agency located at 303 Largo Road, on the college campus. Operating hours are 6:30 a.m.–6 p.m. ChildTime, Inc. is committed to providing service to students enrolling in credit courses, and flexible arrangements can be made to coincide with your academic schedule. For additional information, fee schedules, and application materials, please contact ChildTime, Inc. at 301-336-7740.

College Bookstore
The college bookstore, located on the first floor in Largo Student Center, is operated on a contracted basis and serves the students, faculty, and staff with required textbooks, trade books, supplies, novelties, refunds, rental of books, and exchanges, purchase of used books, and degree/extension center sales. Cash, checks, and credit cards (MasterCard, American Express, VISA, and Discover) are accepted. Purchase orders, government contracts, and financial aid can only be processed at the Largo campus bookstore. Bookstore information can be found on the Web at www.pgcccbookstore.com: 301-322-0912

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

The College Life Services Office is the distribution center for college activities. Services and information provided include room reservations, activities calendar, recreational equipment, lost and found, information on campus activities, and student clubs. The office is open Monday through Thursday, 8:30 a.m.–8 p.m. and Friday, 8:30 a.m.–5 p.m. Telephone: 301-322-0853.

Counseling Services
As a benefit to students, counselors are available to help you with personal and interpersonal problems that may be impacting your success in college. Short-term counseling is available to help students overcome barriers with cultural and college adjustments. Referrals for long-term counseling will be made to off-campus mental health service providers who may charge nominal fees. The counselors are located in Bladen Hall, Room 122. Telephone: 301-322-0149. The e-mail address is counselingservices@pgcc.edu. The office is open Monday through Thursday, 8:30 a.m.–6 p.m. and Friday, 8:30 a.m.–5 p.m.
Disability Support Services
Prince George’s Community College is committed to providing reasonable accommodation and services to qualified persons with disabilities under the Americans with Disabilities Act (ADA). In order to receive services, students with disabilities must register with the Disability Support Services (DSS) Office and provide documentation of disability. Students requesting services such as an interpreter or scribe must register and pay for their classes at least one month prior to the beginning of the semester. Students needing accommodations for classes at Prince George’s Community College at University Town Center, Laurel College Center, or Prince George’s Community College at Joint Base Andrews should consult DSS staff at the Largo campus.

Call to schedule an appointment with a DSS advisor or counselor, Monday through Friday, 8:30 a.m.–4:30 p.m. Telephone: 301-322-0838; TTY: 301-322-0122. The office is located in Bladen Hall, Room 124. The e-mail address is dss@pgcc.edu.

Diverse Male Student Initiatives at Prince George’s Community College
The Diverse Male Student Initiatives at Prince George’s Community College (DMSI) is an aggressive college retention program that targets all diverse males enrolled at Prince George’s Community College. DMSI aims to increase participants’ retention and academic achievement; develop participants’ self-knowledge, focus, and initiative in plotting and implementing a plan for personal success; and improve participants’ career/entrepreneurship readiness. As they progress through the initiative, students are expected to become motivated, develop a career path, receive academic support, and get exposed to internal and external resources and opportunities. For more information, please call 301-583-5292.

Faculty Mentoring Program
Through the Faculty Mentoring Program, first-time, full-time students are paired with PGCC faculty, staff and administrators who serve as mentors. Mentors share their knowledge, experiences and expertise to help students enhance their education, advance in their careers and build supportive networks. The Faculty Mentoring Program complements and supplements the college’s academic advising services to meet students’ educational and career needs. The goal of the Faculty Mentoring Program is to improve the retention, engagement, and graduation rates of students in a learning-centered environment. The Faculty Mentoring Program Office is located in Marlboro Hall, Room 2038. Telephone: 301-386-7587. For further information, visit my.pgcc.edu and type Faculty Mentoring Program in the advanced search box.

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

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

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

The office is open Monday through Thursday, 8:30 a.m.–8 p.m. and Friday, 8:30 a.m.–5 p.m.
Contact the Financial Aid Office in Bladen Hall, Room 121. Telephone: 301-322-0822.

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.

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

**Food Services**

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

**Dining Hall (Largo Student Center, second floor)**
Monday–Thursday, 7:30 a.m.–6 p.m.; Friday, 7:30 a.m.–2 p.m.

**Cyber Café (Center for Advanced Technology, third floor)**
Monday–Friday, 8 a.m.–8 p.m.; Saturday, 8 a.m.–2 p.m.

**Marvelous Market (Center for Health Studies, first floor)**
Monday–Friday, 8 a.m.–4 p.m.

**Vending machines are located throughout the campus facilities.**
Refunds on vending may be obtained from any cashier in the dining hall. Call 301-322-0904 for any inquiries or problems concerning food services, or go to the dining hall in the Largo Student Center. Concerns at the extension/degree sites should be addressed in the administrative offices at those sites.

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

The Health Education Center is located in Bladen Hall, Room 132. Telephone: 301-322-0845. The office is open Monday through Friday, 9 a.m.–5 p.m.

**The International Education Center**
It is hard to understand what the rules are when enrolled in college in a different country. The International Education Center offers personal help from volunteer professors. Also, it is a clearinghouse for U.S. and international students, faculty and staff, providing information on international campus issues, bringing students together for multicultural interaction, and serving as a source of educational support. Find a mentor or be a mentor for someone from your home country or in your same major. Meet students from many countries and help develop cultural programs on campus. International Education Week is celebrated each November. The center is open during the fall and spring semesters from the second week of classes through the start of final exam week. Stop by the International Education Center located in Lanham Hall, Room 221, or call 301-322-0750. The e-mail address is internationalcenter@pgcc.edu or visit www.pgcc.edu/go/internationalcenter
Learning Assistance/Tutoring
There are many services on campus to help current PGCC students attain success in their studies. A student who is not sure which service is most appropriate should talk with an instructor, advisor, or counselor. Each fall, Vocational Support Services, along with various services, offers workshops and programs on college success skills and transitioning from college to work. Each semester a coordinated schedule of workshops is offered and distributed throughout the college and degree/extension centers.

Marlboro Individualized Learning Lab
The Marlboro Individualized Learning Lab has tutorial software, plus print and audiovisual resources to help students in developmental courses strengthen skills in reading, mathematics, and writing. The lab, open on a space-available basis to other PGCC students who wish to work on these skills, is located in Marlboro Hall, Room 2129. Peer tutoring for developmental math is available in Marlboro Hall, Room 2141. Telephone: 301-322-0503.

The University Town Center Learning Center, Room 246, is a computer lab serving students in developmental reading, writing and mathematics courses. Telephone: 301-322-0503.

Student Support Services
The Student Support Services program provides comprehensive intensive educational, career, and personal support services to low-income, first-generation college students and those with learning or physical disabilities. Services include needs assessment, academic and financial aid counseling, tutorial support, progress monitoring, financial literacy, and coordination of services with other on- and off-campus providers. Students should contact program staff to see if they are eligible. This program is funded through the U.S. Department of Education, Title IV of the Higher Education Act. The Student Support Services Office is in Marlboro Hall, Room 2087. Telephone: 301-322-0681. The e-mail address is sss@pgcc.edu. The office is open Monday through Friday, 8:30 a.m.–4:30 p.m.

Tutoring Center
The Tutoring Center provides individual and small group tutoring to students enrolled in accounting, biology, nursing, chemistry, computer information systems, mathematics, Spanish, physics, as well as other subjects. Students may schedule two hours of tutoring per subject, per week for courses in which they are currently enrolled. Students can make appointments by calling 301-322-0748. Walk-in assistance also is possible if a tutor is available. The Tutoring Center is located in Bladen Hall, Room 107. Limited tutoring also is available at both Prince George's Community College at University Town Center, 301-277-5934 and Laurel College Center 866-228-6110.

Vocational Support Services
Vocational Support Services (VSS) provides instructional support to students enrolled in career and technology education programs leading to an A.A.S. and A.A.T. degree. Staff helps students identify learning strengths, target areas for improvement, and build the skills for successful learning and accomplishment of educational goals. The student and VSS staff work with faculty, learning specialists, and other campus support services to identify barriers to success and develop strategies to help the student deal effectively with the demands of college studies. The office is located in Marlboro Hall, Room 2102. Telephone: 301-322-0730. The e-mail address is vss@pgcc.edu. The office is open Monday through Friday, 8:30 a.m.–4:30 p.m.

Writing Center
The Writing Center has faculty tutors who provide individual half-hour tutoring sessions for students wanting assistance with any writing assignment in any course. Tutors will work with students on discovering topics and generating ideas, supporting ideas with specific details, organizing materials, adding style to writing, and editing work. Appointments may be made by calling 301-322-0748. E-mail tutoring is available for registered PGCC...
students. The Writing Center is located in Bladen Hall, Room 107. Telephone: 301-322-0748. Writing tutoring also is available at both Prince George’s Community College at University Town Center, 301-277-5934 and the Laurel College Center, 866-228-6110.

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

- Library Hours: 301-322-0475
- Research Information Desk: 301-322-0476
- Circulation Desk: 301-322-0475

Online Courses (eLearning Services)
Prince George’s Community College offers two types of online courses: online and hybrid. Students who enroll in online and hybrid courses typically seek added convenience, greater independence, and more autonomy in pursuing their coursework. Online and hybrid courses use interactive Web-based applications, video, interactive video and multimedia computer applications in varied combinations to deliver instruction at a distance. Students visit their online classroom via Blackboard, a Web-based course management system. Online courses have no required on-campus meeting sessions, but may require proctored testing. Hybrid courses combine on-campus meetings with online instruction. All hybrid courses have required on-campus meeting sessions, yet meeting schedules vary. For more information and to view the eLearning schedule of classes, visit the eLearning Services website at www.pgcconline.com. To speak with an eLearning representative, call 301-322-0463 or e-mail elearning@pgcc.edu. The eLearning office is open for walk-in support Monday through Thursday, 8:30 a.m.–8 p.m. and Friday, 8:30 a.m.–5 p.m.

Open Computer Labs
All open computer labs and printer service areas are considered Quiet Zones. Students are required to read the “Acceptable Use Guidelines.” Agreeing to these mandatory guidelines will hold users accountable for their actions while utilizing academic computer-enabled areas and resources. Violation of mandatory guidelines may result in denied access to college computing resources and may be subject to other penalties and disciplinary action. Computers and printers will be turned off promptly at closing time. Students are encouraged to save their work to a thumb drive or storage media of their choice. Call 301-322-0999 for more information.

<table>
<thead>
<tr>
<th>Bladen Hall Computer Labs and Printer Services</th>
<th>Hours of Operation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Floor</strong></td>
<td><strong>Room</strong></td>
</tr>
<tr>
<td>First Floor</td>
<td>B-104</td>
</tr>
</tbody>
</table>

Note: B-103D and E also will be utilized as computer labs; however, they may close earlier depending on volume of customers.
PGCC Owl Debit Card
Higher One is a vendor chosen to disburse college refunds through your PGCC Owl Debit Card. Credit students will receive a PGCC Owl Debit Card, Issued through Higher One Bank. This card is very important and must be acted upon in order to set up a preference for the way refunds from the college will be delivered to you. This includes financial aid rebates. Students may choose to have their refunds and rebates processed as deposits to their PGCC Owl Debit Card or they may choose to have their refunds electronically deposited through ACH to a checking and or savings account at another banking institution. The college highly recommends choosing ACH transfer to a personal checking or savings account specified on the Higher One/PGCC Owl Debit Card activation site. 301-322-0688

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. For more information, contact the Office of Student Success Programs, Marlboro Hall, Room 2102. Telephone: 301-341-3037. The e-mail address is owlsuccessfye@pgcc.edu. The office is open Monday through Friday, 8:30 a.m.–4:30 p.m.

Service Learning Center
The Service Learning Program encourages the development of civic responsibility through students’ participation in service projects within the community which support their academic objectives. Through service learning students learn actively, applying principles learned in the classroom while developing critical, reflective thinking as well as personal and civic responsibility. Service Learning at Prince George's Community College is an academic component that can be integrated within the coursework of most disciplines and is also available as a
separate independent credit course. Students who participate enhance their academic skills, while developing a better understanding and appreciation of civic responsibility. The Service Learning Center is in Lanham Hall, Room 210. Telephone: 301-322-0713.

**Student Health Insurance**
The college does not provide students with health coverage; however, information on securing such coverage is available in the Health Education Center in Bladen Hall, Room 132. Telephone: 301-322-0845.

**Testing Services (Student Assessment Services)**
Most of the testing services on campus are handled by the following two areas:

**Student Assessment Services**
Student Assessment Services is currently located in Bladen Hall, Room 100. Student Assessment Services administers the placement tests necessary for registration in credit and developmental education courses. The center also administers challenge and competency exams. Call 301-322-0090 for placement testing services. The e-mail address is placementtesting@pgcc.edu.

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

Selected academic testing also is conducted by Student Assessment Services. Much of the testing for academic departments is in mathematics and sciences, as well as eLearning and some weekend courses. In courses where this service is available, instructors will provide students with detailed information about testing dates, test format and procedures. Call 301-322-0090 for academic testing services. The e-mail address is academictesting@pgcc.edu.

**TRiO**
TRiO is an academic and personal support program designed to improve the retention, transfer, and graduation rates of program eligible, low-income, first-generation college students and individuals with documented disabilities. The services provided include tutoring, academic advising and support, financial aid and transfer advising, career and personal counseling, college visits, educational and cultural activities, and study skills assistance. For more information, please call 301-386-7571.

**Tuition Payment Plan**
Prince George’s Community College offers a convenient and affordable alternative monthly payment plan through our chosen vendor Nelnet Business Solutions (formerly known as FACTS). This monthly plan is only 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 301-322-0688.

**Veterans Services**
The Veterans Services Office assists students eligible for VA educational benefits in applying for and obtaining their benefits. It is located in Bladen Hall, Room 122. Telephone: 301-583-0155. The e-mail address is veterans@pgcc.edu. Students who have questions about their eligibility for benefits should contact the Department of Veterans Affairs (DVA) directly. Telephone: 1-888-442-4551 toll-free. Electronic inquiries can be made through the DVA website, www.gibill.va.gov. The Veterans Services office is open Monday through Thursday, 9 a.m.–7 p.m. and Friday, 9 a.m.–5 p.m.
Women of Wisdom
The Women of Wisdom (W.O.W) program is a highly comprehensive and specialized program that is aligned with our mission to transforms students’ lives. W.O.W transforms the lives of women by providing unique opportunities that enhance their academic, personal, and professional development in a holistic environment. The W.O.W program offers exclusive opportunities including workshops, panel discussions, lectures, field trips, retreats, and the Annual Women’s Summit. For more information, please call 301-322-0725 or e-mail W.O.W at wow@pgcc.edu. You can also like W.O.W on Facebook at www.facebook.com/wowatpgcc and follow them on Twitter @wowatpgcc.
Introduction to College Life Services

Believing there is more to college than academics, the Office of College Life Services provides support and advising to every student organization to promote participation, leadership, and personal growth that complements the academic experience. Our activities program includes student governance, student publications, student programming activities, organizations, and intercollegiate and intramural activities. We support the successful fulfillment of student goals and promote student success through our support for leadership programs, college-wide events and activities, entertainment, and cultural and social activities that include the Prince George’s Community College community. Student organizations bring to the campus, nationally and locally renowned speakers and performers. The college sponsors two major festivals each year—the Music Festival in the spring and the Bluebird Blues Festival in the fall.

Involvement in a student organization helps students meet new friends, joins individuals with similar views, and promotes and celebrates common interests, while building interpersonal skills. Students who participate in student organizations get opportunities that enrich their college experiences through the development of core competencies that include effective communication, intellectual growth, self-awareness and collaboration with others. Participation in student organizations and leadership programs help students to become more engaged and integrated into campus life, and get 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 for *The Owl* newspaper and *Reflections* literary magazine.

The Intercollegiate Athletic Program consists of 12 teams of both men’s and women’s sports. The intramural program is an informal, fun, participatory program involving students, faculty, and staff.
Leadership Development
Becoming a student leader is empowering and the College Life Services team at Prince George’s Community College believes involvement in co-curricular activities allows students to become more engaged in campus life and get more out of their college experience. Students can choose to participate in one of two Leadership Certificate Programs—the Pathways Student Leadership Program and the Maryland Community College Certificate Program. These programs provide unique opportunities for students to learn skills that they need to possess in order to be effective leaders in campus organizations and in the greater community. These opportunities can give students a competitive edge as they enter the workforce, apply for scholarships, or transfer to a four-year college or university.

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

Eligibility and Selection for Student Offices
Students interested in eligibility to seek or hold student offices may contact the College Life Services office in the Largo Student Center, Room 149 or call 301-322-0853. All requirements are posted and a complete description of the selection process for all student offices may be found in the Student Organizational Handbook.

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

Student Governance Association
The Student Governance Association (SGA) is the governing body for the Associated Students (student body) of Prince George’s Community College. The elected students of the SGA are here to serve the student body. SGA executive officers and student representatives who serve on various college committees act as a liaison for students to the administration, faculty, and staff. They provide input that may influence administrative decisions directly affecting students. The Constitution of the Associated Students of Prince George’s Community College is included in the Student Organizational Handbook available in the Office of College Life Services. Students interested in eligibility to seek or hold office on the Student Governance Association may contact the Office of College Life Services in the Largo Student Center, Room 149. Telephone: 301-322–0853.

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

The Student Publications Board which consists of faculty, staff and student representatives is responsible for the student editors, advisors, organizational, publication guidelines, and approval of student publications. 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. 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 301-322-0905.

**Reflections Literary Magazine**

*Reflections* is Prince George's Community College’s literary magazine. An all-student staff works to gather submissions, edit and publish the magazine once a semester. Poetry, short stories, artwork and photography created by members of the campus community are published within its pages. For more information, call the *Reflections* office. Telephone: 301-322-0121

**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 2.00 GPA must be willing to serve as the leadership team for the new group. The mission of the group must support the co-curricular and social needs of the Prince George's Community College student body. Interested students should consult with staff members in the Office of College Life Services when proposing a new student organization and familiarize themselves with the *Student Organizational Handbook*, which details the requirements, policies, and procedures for all student organizations. Copies of the handbook are available in the Office of College Life Services, Largo Student Center, Room 149.

To become involved in a current student organization or create one of your own, please contact the Office of College Life Services in Largo Student Center, Room 149. Telephone 301-322-0853

**Student Organizations**

All student organizations at Prince George's Community College are housed within the Office of College Life Services and funded by the Student Affairs Finance Board. These groups are completely organized and run by students, for students, with advice from a faculty or staff advisor. All student organizations support the co-curricular and social needs of the student body and provide a venue of expression for other students. Recognizing the value student organizations contribute to the community, each group participates in one community service project per semester. Also, all club activities with the exception of the Student Governance Board and the Campus Activities Board will end on the last day of class each semester. A listing of student organizations available at Prince George's Community College can be found on pages 96–97.

To become involved in a current student organization or create one of your own, please contact the Office of College Life Services in Largo Student Center, Room 149, or call 301-322-0853.

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

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

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

**BAMN! (By Any Means Necessary)**—promotes awareness and provides community outreach through artistic expressions and outreach events.

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

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

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

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

**Chemistry Club**—increases students’ interest in chemistry through direct participation in the club activities and serves as an informational source for a career in chemistry.

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

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

**Gospel Choir**—allows students to express themselves vocally through gospel music while enlightening their peers.

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

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

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

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

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

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

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

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

**Nursing Club**—empowers future nurses through educational experiences and community service opportunities.

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

**PGCC Chapter, National Society of Black Engineers**—helps students interested in helping STEM majors stay on their career path by providing networking opportunities.
**Phi Theta Kappa**—promotes scholarship, service and leadership for students. Rewards and recognizes academically outstanding students.

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

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

**S.E.G.A (Gaming Society)**—provides an environment for students to socialize and network through video games.

**Service Members to Scholars (S2S) Veterans Club**—provides a social network for veterans at the college and creates a welcoming environment that assists veterans in transitioning and adapting to college life.

**Otagen Anime Society**—educates and entertains people of the Japanese Anime culture.

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

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

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

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

**NLE Music Production Club**—educates students on the fundamentals and composition of music production

**Photography Club**—introduces aspiring photographers to the wonderful world of photography

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

**Students for Gender and Sexual Equality**—promotes unity, awareness and empowerment within students in and out of the LGBTQIA community

**Envision Models**—educates students on the theatrics and art of modeling

**Nyopi Society**—spreads awareness about the Filipino culture, arts, and values to the college, along with encouraging Filipino students to develop friendships with one another.
Staff and Faculty Advisors to Student Organizations

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

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

Funding Student Organizations

The college recognizes that service to the community is an important part of leadership. All student organizations receiving funding from student activities revenues are now required to execute or participate in a community service project. The Office of College Life Services can assist student organizations with selecting a community service project. The project must be completed during the fall or spring semester. For further details and guidelines, please visit the Office of College Life Services, Largo Student Center, Room 149, or call 301-322-0853.

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

1. If you qualify for the activity fee budget (see Section J(8) of the Code of Conduct), the accounting clerk of College Life Services will give you the SAFB request forms and explain the rules and regulations of the SAFB.
2. Return your completed SAFB request form to College Life Services. Your budget request will be reviewed by the accounting clerk, and a time will be scheduled for you to appear before the SAFB to explain your budget requests in relation to your program.
3. The SAFB will deliberate and forward its recommendation to the vice president for student services for approval.
4. Student organizations will be notified, via e-mail address, of the SAFB’s decision within two weeks.
College Athletics
The athletics program encourages active participation and provides instruction to help students develop skills that will serve their current and future recreational/leisure activity needs. For more information regarding eligibility requirements for intercollegiate athletic teams, visit the Athletic Department in the Novak Field House, Room 111.

Intercollegiate Activities
The Prince George's Community College Athletic Department is a member of the National Junior College Athletic Association (NJCAA) and the Maryland Junior College Athletic Conference (MD JUCO). Twelve intercollegiate teams represent the college in the NJCAA and MD JUCO—men's soccer, women's soccer, men's cross country, women's cross country, men's basketball, women's basketball, men's indoor track, women's indoor, 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 301-322-0518.

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 301-322-0518.

Reserving College Facilities
All requests for space on campus other than academic must be filed with the scheduling coordinator or the manager of event scheduling and special projects in College Life Services and approved at least 10 days prior to the planned event. The scheduling staff will assist you with planning your event and selecting the most appropriate space for your function. Complete procedures on building reservation and use can be obtained from College Life Services, Largo Student Center, Room 149, or by calling 301-322-0853.
The Prince George’s Community College Code of Conduct
The Prince George's Community College Code of Conduct, adopted by the Board of Trustees, defines the rights and responsibilities of students and establishes a system of procedures for dealing with students charged with violations of the code and other rules and regulations of the college. Copies of the code may be obtained from the vice president for student services, Kent Hall, Room 119.

A. Introduction
This code is adopted by the Board of Trustees of Prince George's Community College (called the “Board”) for the purpose of defining the rights and responsibilities of students of Prince George's Community College (called the “college”), and establishing a system of procedures for dealing fairly with students charged with violations of this code and other rules and regulations of the college.

1. For purpose of this code, a student is defined as one who is currently enrolled at the college, and one who has completed the immediately preceding semester session and is eligible for re-enrollment.

2. Members of the student body, the faculty, and the administrative staff (collectively called the “college community”) are invited to suggest amendments, deletions, or new areas of coverage for this code by filing proposals in writing with the vice president for student services, who will forward them to the president for transmittal to the Board after study by the appropriate student, faculty, and administrative staff committees.

3. To the extent any prior college rules, regulations, policies, and procedures, including those contained in the Student Handbook, are inconsistent with the code, they stand repealed, but they otherwise remain in force and effect.
(4) The president, after consultation with appropriate committees, may promulgate such implementing regulations and procedures, consistent with this code, as he/she deems advisable for the administration of this code, subject to modification by the Board.

(5) During the periods of campus emergency, as determined by the president, he/she may place into immediate effect any reasonable emergency regulations, procedures, and other reasonable measures he/she deems necessary or appropriate to meet the emergency, safeguard persons and property, and maintain educational activities.

(6) In the absence of the president, the vice president for student services shall exercise all rights and powers vested in the president by this code. The president may delegate the rights and powers, except for those vested by the following paragraphs of this code: A(4), A(5), D, D(2), E(6), F(2), F(3), F(4), G(10), G(11), G(12).

(7) For purposes of this code, the term “college property” is intended to include 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.

B. Standard of Student Conduct

A student enrolling in the college assumes an obligation to conduct himself/herself in a manner compatible with the college's function as an educational institution. Misconduct for which students are subject to discipline falls into the following categories:

(1) Knowingly furnishing false information to the college;

(2) Academic dishonesty, such as:
   (i) Cheating, which means intentionally using or attempting to use unauthorized materials, information, or study aids in an academic exercise;
   (ii) Fabrication, which means intentional and unauthorized falsification or invention of any information or citation in an academic exercise;
   (iii) Facilitating academic dishonesty, which means intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty; or
   (iv) Plagiarism, which means intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise.

(3) Dealing with any member of the college community or campus visitor dishonestly; (4) Forgery, alteration, or misuse of college documents, records, or identification;

(5) 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;

(6) 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 conduct that threatens or endangers the health or safety of any such person;

(7) Stealing, concealing, defacing, or damaging college property or the property of a member of the college community or campus visitor;

(8) Unauthorized entry to or use of college property, including the failure to leave any of the college buildings or grounds after being requested to do so by an authorized employee of the college;

(9) Violations of this code or of other college policies or regulations, including those concerning the registration of student organizations, the use of college property, or the time, place, and manner of public expression;
(10) Use, possession, or distribution on college properties or at college-sponsored or -supervised functions of controlled dangerous substances as defined by Maryland law, except as expressly permitted by law;
(11) Gambling, disorderly conduct, or lewd, indecent, or obscene conduct or expression on college property or at college-sponsored or -supervised functions;
(12) Possession or use on college property of any firearm, gun, knife, or other dangerous or deadly weapon of any kind, or of any explosive material or device, except as expressly permitted by the president;
(13) Smoking in any classroom or building where smoking is prohibited;
(14) Drinking or possessing any alcoholic beverage on college property, except as expressly permitted by the president;
(15) Use of any sound amplification equipment, system, or device, except as provided for by college regulations or expressly permitted by the president;
(16) Failure to comply with directions of college officials acting in performance of their duties, including refusing to furnish identification upon request.

C. Code of Academic Integrity
I. 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.
II. Definitions of Breaches of Academic Integrity
Plagiarism
(1) 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.
(2) Intentionally or knowingly assisting someone in violating any provision of the Code.
(3) 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).
(4) Duplicating an author's words without quotation marks and accurate citation of references.
(5) Duplicating an author's words or phrases in paraphrase without accurate citation of references.
(6) Submitting a paper in which the exact words or phrases of an author are merely rearranged without quotation or citations.
Cheating
(7) Intentionally using or attempting to use unauthorized information, materials, or study aids.
(8) Intentionally using unauthorized notes or another individual's materials.
(9) Intentionally using unauthorized prior knowledge of the contents of tests, quizzes, or other assessment instruments.
(10) Intentionally fabricating, falsifying, or inventing any information or citation.
III. Awareness of the Code of Academic Integrity
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 the violation of the Code. Lack of awareness of the policy shall not be considered a defense against the allegation of plagiarism or cheating. Faculty members are in no way precluded from issuing supplemental guidelines on academic dishonesty.
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.

IV. Procedures for Suspected Plagiarism/Cheating

The faculty member is responsible for gathering any and all data that support the allegation of plagiarism/cheating within a reasonable time after the date of the suspected infraction. 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.

The student shall be given the opportunity at the conference with the faculty member 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 VI—Appeals Procedure for Breach of Academic Integrity)

The faculty member shall complete and send the Charge of Violation of Academic Integrity form to the vice president for Student Services, with copies to the department chair and academic dean. All supporting documentation must accompany the form.

V. Sanctions

(1) If the student admits to the charge of plagiarism/cheating and/or the evidence supports the charge, the faculty member:
   a) shall assign a grade of “zero” for the assignment
   b) may assign a grade of “F*” for the course
   c) shall send written notification to the student

(2) If the faculty member believes that plagiarism/cheating has occurred but lacks sufficient supporting evidence, and the student does not admit the charge, the faculty member:
   a) shall issue a written warning to the student and provide a copy of this warning to the office of the vice president for student services. The written warning without substantive evidence does not create a formal disciplinary record in the office of the vice president.
   b) may require a substitute assignment be completed by the student.

(3) If a student commits two or more violations of the Code of Academic Integrity in the same class, the faculty member:
   a) shall assign a grade of “F*” for the course, and
   b) the office of the vice president for student services will convene a discipline hearing and appropriate sanctions shall be determined.
   c) the relevant provisions governing disciplinary proceedings in the Code of Student Conduct will apply. A record of multiple violations may result in suspension or expulsion.

(4) If the charge of plagiarism/cheating is considered to be the first violation, the vice president for student services:
   a) shall create a breach of academic integrity record and shall send a letter to the student's address of record explaining the nature of the offense with an admonition that any further instances will result in disciplinary action.

(5) If the vice president for student services finds that the student has committed one or more previous violations of the Code of Academic Integrity, then the vice president for student services:
   a) shall notify the faculty member and
   b) shall assign a grade of “F*” on the student’s transcript.
(6) If, after a charge of violation of the Code of Academic Integrity is found to be true, a student withdraws or changes from credit to audit status, the vice president for student services, after consultation with the faculty member and the student:
   a) shall substitute a grade of “F*” on the student’s transcript
   b) shall notify the faculty member of the F* grade change and shall send written notification to the Admissions and Records Office that an “F*” is to be recorded for the course.

VI. Appeal Procedure for Breaches of Academic Integrity
Students have the right to appeal alleged breaches of the Code of Academic Integrity with the exception of V(5).

   Written notice of intent to appeal the decision of a faculty member must be received by the department chair and/or divisional dean and the office of the vice president for student services not later than seven calendar days after the faculty member renders a decision in writing to the student.

   The notification of 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 purposes of delivering appeals, business days shall be considered Monday through Friday.
(1) A student has the right to appeal the decision of the faculty member with the following exception:

   A student may not appeal the decision of the faculty member with regard to V(5).

(2) A student may appeal a first offense to the department chair, or, if the faculty member instructor is the department chair, to the divisional dean.

Written notice of the intent to appeal the decision on more than one infraction must be made to the office of the vice president for student services. The student’s written appeal must be received no later than seven calendar days after an administrative decision is rendered 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 purposes of delivering appeals, business days shall be considered Monday through Friday. In accordance with the Section F—Disciplinary Proceedings and the designated timeline, a hearing officer or the Student Conduct Committee will convene the hearing, and a final recommendation shall be made to the President. The relevant provisions governing appeals in the Code of Conduct in the Prince George’s Community College CODE of Policies, Rules, Regulations, and Procedures apply.

F*—on the academic transcript shall be identified as a violation of the Code of Academic Integrity.

D. Student Discipline
The president and, as expressly provided herein, the vice president for student services, may impose discipline for violation of this code or other college policies, rules, or regulations whether or not such violations are also violations of law, and whether or not proceedings are or have been pending in the courts involving the same acts.

(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 requirements, except the college may impose sanctions if the misconduct demonstrated a flagrant disregard for the rights of others that affects his/her suitability as a student. In such case, expulsion is not permitted until the student has been adjudged guilty in a court of law, and the student shall be reinstated if he/she is acquitted or the charges are withdrawn.
(2) The president may immediately impose warning or interim suspension upon a student when circumstances warrant it.

(3) 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 violations shall be subject to discipline under this code.

E. Types of Student Discipline
Recognizing that the goal of student discipline is generally rehabilitation or deterrence rather than punishment or removal of an offending student from the college community, the president and, as expressly provided herein, the vice president for student services, shall have discretion to impose the following types of discipline:

(1) Warning: Notice to the student that continuation or repetition of specified conduct may be cause for other disciplinary action;

(2) Censure: Written reprimand for violation of specified regulation;

(3) 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 Standard 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;

(4) 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;

(5) Suspension: Exclusion from classes, and exclusion from other privileges or activities or from the campus 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 Standard of Conduct while on a campus of the college 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;

(6) 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 Standard 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;

(7) Expulsion: Permanent termination of student status without possibility of readmission to any campus of the college;

(8) Other: Other types of discipline as set forth in campus regulations;

(9) 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.

F. Disciplinary Proceedings
These procedures are designed to assure procedural fairness in student conduct cases, and offer procedures appropriate to the nature of the case and the severity of the potential discipline.

(1) All alleged violations that could result in the imposition of discipline will be investigated by the vice president for student services’ office, on the basis of which the vice president for student services will dismiss the charges, will dispose of the matter by mutual consent, or refer it to a hearing in his/her office. On the basis of this hearing, which shall not be public, the vice president or designee will:
(i) dismiss the case;
(ii) impose discipline no more severe than warning, censure, or probation;
(iii) recommend to the president any other discipline authorized by this code;
(iv) refer the case to the Committee on Student Conduct (or if the student so elects, to a faculty hearing officer), for a recommendation to the president, who will decide the case.

(2) If the vice president takes action (1)(i) or (1)(ii), that decision concludes the case. If the vice president takes action (1)(iii) and recommends discipline more severe than warning, censure, probation, and/or restitution, the student may appeal within ten days of such action to either the Committee on Student Conduct or a faculty hearing officer for a hearing and recommendation to the president, who will decide the case. If the vice president takes action (1)(iv) and refers the case for a hearing, the recommendation of the Committee on Student Conduct or faculty hearing officer will be sent to the president for a final decision.

(3) The Committee on Student Conduct shall consist of 12 members of the college community, nine members selected by the Faculty Senate annually, and three members selected by the Student Governance Board annually. In the event the Faculty Senate shall not select the committee, the president may appoint the committee. Hearings before this committee shall be conducted before three-member panels of the committee, selected on a rotating basis. One member of each such panel shall be a student, unless the student whose case is to be heard advises the vice president for student services five days in advance of the hearing date that he/she desires no student on the panel. Hearings before the Committee on Student Conduct shall not be public. The panel hearing the case may recommend any discipline authorized by this code and will promptly submit a recommendation for disposition to the president, who will decide the case.

(4) The faculty hearing officer shall be appointed for each hearing by the president from a panel of three tenured faculty members of the rank of associate professor or professor annually selected by the Faculty Senate. In the event the Faculty Senate shall not select the panel, the president may appoint the panel. Hearings before the faculty hearing officer are public. The faculty hearing officer may recommend any discipline authorized by this code and will promptly submit a recommendation for disposition to the president, who will decide the case.

G. Procedural Safeguards in Disciplinary Proceedings
In hearings in which discipline more severe than warning is imposed, the following procedural safeguards will apply:

(1) The student shall be given notice of the charges against him/her, which in hearings before the Committee on Student Conduct or a faculty hearing officer shall be in writing. He/she shall respond in writing to such written charges within seven days. The vice president for student services may extend the time for such response. The vice president shall set a time for hearing, which shall not be less than seven or more than 15 days after the day on which the student's response is due.

(2) The student is entitled to an impartial hearing.

(3) The student is entitled to be told the evidence against him/her and the identity of its sources, and is entitled to present evidence on his/her own behalf.

(4) No ex parte communications will be received.

(5) If a student intends to be accompanied at a hearing by an attorney, he/she must notify the vice president for student services five days in advance of the hearing date to permit the college to make arrangements for legal counsel.
No one will be required to give self-incriminating evidence. An adequate summary of the hearing will be kept. In hearings before the Committee on Student Conduct or a faculty hearing officer, there shall be both a digest and a verbatim record, such as a tape recording. A student may, in addition and at his/her own expense, obtain the services of a stenographic reporter. The student will be furnished a draft of the summary and he/she will have the opportunity to submit written comment that will be incorporated as part of the record. No person other than the hearing body may tape record a hearing.

The student will be informed of the recommendation.

No recommendation for the imposition of discipline may be based solely upon the failure of the student to respond to charges or appear at any hearing. In such a case, evidence in support of the charges shall be presented and considered.

If discipline more severe than that recommended by the vice president for student services, the Committee on Student Conduct or faculty hearing officer is finally imposed, the president or other person imposing such final discipline will familiarize himself/herself with the record and evidence and will not consider new evidence unless its content and sources have first been told to the student.

In disciplinary proceedings, the student may submit, either orally or in writing, any arguments concerning the constitutionality or legality of this code, or any college regulation or policy. Arguments concerning the constitutionality or legal validity of this code, regulations, or policies shall not be addressed to the individual or committee hearing the case but, as provided below, may be submitted to the president after a recommendation by the Committee on Student Conduct or faculty hearing officer has been made.

If, in a disciplinary proceeding, a challenge arises to the constitutionality or legality of this code, or any regulation or policy upon which the charge is based, the challenge may be submitted in writing to the president. The president will seek advice on the question so reported from the office of the Board attorney. This advice will be reported to the president and will be considered before a final decision is rendered in the proceeding.

Pending final determination of cases in accordance with these regulations, the president may, independently of the above sections, impose warnings or interim suspension upon a student or suspension of registration of a student organization when circumstances warrant such action. The president will inform the student or organization in writing of the reasons for the interim action.

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

1. **Purpose.** The purpose of this rule is to implement the Policy on Student Rights and Responsibilities by providing a procedure that an instructor may elect to follow in dealing with disruptive student behavior in instructional areas, as an alternative to, or in addition to, the procedures contained in the Code of Conduct. This procedure is designed to provide an efficient, informal process for resolving student-instructor classroom conflicts.

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

(ii) “Instructional area” means any area of the college where instructional activities take place. This includes, but is not limited to, classrooms, laboratories, studios, gymnasiums, library facilities, faculty offices, clinical practice facilities, or field trip sites.

(iii) “Instructor” means any person performing an instructional function for the college. This includes, but is not limited to, instructors, tutors, counselors, advisors, librarians, co-op coordinators, and mentors.

(iv) “Interim suspension” means exclusion from the college and all classes, authorized by the president, for a limited period of time pending adjudication of a charge of alleged violation of the Code of Conduct.

3. **Nondiscrimination.** This procedure is to be applied in a nondiscriminatory manner, without regard to a person’s gender, race, age, color, religion, veterans status, disability, ancestry, marital status, sexual orientation, or national origin.

4. **Election.** If a disruption occurs in an instructional area, the instructor may elect to take either or both of the following actions:
   (i) proceed under this rule as described in the following procedures, and/or
   (ii) file a charge with the office of the vice president for student services, in which event the matter will proceed under the Code of Conduct.

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

(f) In addition, the instructor may file charges under various criminal laws, such as §26-101 of the Education Article of the Maryland Code, which provides criminal penalties for persons found guilty of willfully disturbing activities at an institution of higher education.

(ii) Level I: Except for disruptive behavior provided for under section (i) above, the following procedures should be used:

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

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

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

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

(d) If the student has had to be removed by the campus police, the instructor is obligated to file a charge under the Code of Conduct, and unless interim suspension has been imposed, the student will be required to meet with the dean and/or the vice president for student services prior to being permitted to return to class. The instructor will also be present at the meeting unless specifically excused for good cause by the dean and/or vice president. The meeting will be held at the earliest time practicable, but in no event later than three working days subsequent to the instructor’s action. The meeting shall be informal in nature. The official conducting the meeting shall seek to determine whether the student should be permitted to return to the instructional area or should be excluded pending adjudication of the charge. The results of this meeting will determine the student’s access to work missed.

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

(a) order the student to leave the instructional area, and if the student refuses to leave, call the campus police, who will remove the student;

(b) notify the department chair and dean of the infraction, and bar the student from further attending class until the matter has been finally resolved by the vice president for student services. An informal meeting will be convened by the vice president for student services and shall include the student, an advisor chosen by the student, if the student desires one, the instructor, and others as determined by the vice president for student services.

(c) The role of the advisor is limited to observer of the proceedings and counselor to the student, and does not extend to legal representative for the student. The advisor is not an advocate and may not comment, question witnesses, or present argument, and may be excluded from doing so. The student will be given a reasonable opportunity during the course of the meeting to confer in private with the advisor. If the student has selected an advisor with personal knowledge of the events leading to this meeting, he/she may give his/her recollection of the events. No continuances will be granted to allow the advisor to attend.

(d) The conditions for readmission to class, if permitted at all, shall be determined by the vice president for student services and communicated through the dean to the instructor.

6. Appeals. A student may appeal to the vice president for student services any adverse action taken or decision made under this rule, except that appeals from decisions of the vice president shall be to the president, who may appoint a designee to consider the same. A student may also seek redress through the department chair of any adverse academic impact of an absence from class imposed under this rule.

(i) Any such appeal must be in writing and delivered to the vice president for student services (or president, if the appeal is from the vice president’s decision) not later than two working days after the student receives notice of the decision. Notice may be delivered to the student or mailed to the student at his or her last address recorded in the Office of Admissions and Records. Notice
by mail shall be conclusively presumed to have been received by the student five days after the date it is deposited in the mail, first class, postage prepaid, properly addressed.

(ii) The party considering the appeal will expeditiously conduct such investigation as he or she deems appropriate to determine whether or not the decision appealed is supported by substantial credible evidence, and will give the student an opportunity to present his or her side of the case before deciding the appeal.

(iii) The decision will be affirmed if supported by substantial credible evidence and if consistent with college policies, procedures, regulations, and rules.

(iv) A student otherwise barred from attending class will not be permitted to attend class pending appeal except with the written permission of the vice president for student services or president, if the appeal is from the vice president’s decision.

7. **Evaluation.** The vice president for student services will seek faculty and student participation in a periodic review of this alternative procedure and recommend appropriate changes to the president.

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**I. 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. Registered student organizations may invite noncollege 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 noncollege speakers to address meetings on college property. Whenever the president considers it appropriate in furtherance of educational objectives, he 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.

4. 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.

5. The student press is to be free of censorship. The editors and managers shall not be arbitrarily suspended or disciplined because of student, faculty, administration, alumni, or community disapproval of editorial policy or content. This freedom entails a corollary obligation of responsible journalism, which the editors and managers will be required to meet. In the event that disagreements
arise concerning the definition of responsible journalism, appeals will be heard by a board known as “The Publication Board.”

(6) All student publications shall explicitly state that the opinions expressed are not necessarily those of the college or its student body.

**J. 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 this code and with college policies, rules, and regulations and are subject to revocation of registration or other discipline for violations of same.

(2) A student organization shall not use the name of the college, or abbreviations thereof, as part of its own name except in accordance with college regulations.

(3) A registered student organization may state that its membership is composed of students of Prince George’s Community College, but shall not indicate or imply that it is acting on behalf of the college or with its approval or sponsorship.

(4) Student organizations, whether or not registered, may take positions on issues if they expressly state in so doing that they are not necessarily representing the views of the college or its student body.

(5) A student organization must subscribe to its stated aims and meet its stated obligations without regard to race, religion, or national origin, and shall achieve and retain the status of a registered student organization by complying with the following:
   
   (i) Submitting a current list of its officers and copies of its constitution and bylaws to the coordinator of college life services, and by submitting all changes in officers, when effective, and amendments within one week after adoption.

   (ii) If it is affiliated with an external organization, submitting that organization’s constitution and bylaws to the coordinator of college life services and submitting amendments within a reasonable time after adoption.

   (iii) Reporting all outside sources of funds to the director of college life services.

(6) Approval or disapproval by the college of the aims, objectives, and policies of any student organization is not to be inferred or implied from the registration or nonregistration 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 Board, any other registered student organization, or the college in the form of stationery, supplies, postage, telephone, reproduction services, secretarial service, or otherwise.
(i) Organizations: An organization is a political organization if it is empowered to or does devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise. For this purpose, an organization will be regarded as attempting to influence legislation if the organization contacts, or urges its members or the public to contact members of a legislative body for the purpose of proposing, supporting, or opposing legislation; or advocates the adoption or rejection of legislation. The term “legislation,” as used in this subdivision, includes action by the Congress, by any state legislature, by any local council or similar governing body, or by the public in a referendum, initiative, constitutional amendment, or similar procedure. An organization will not fail to meet the operational test merely because it advocates, as an insubstantial part of its activities, the adoption or rejection of legislation.

An organization is a political organization if it participates or intervenes, or encourages its members to participate or intervene, directly or indirectly, in any political campaign on behalf of or in opposition to any candidate for public office. The term “candidate for public office” means an individual who offers himself/herself, or is proposed by others, as a contestant for an elective public office, whether such office be national, state, or local. Activities that constitute participation or intervention in a political campaign on behalf of or in opposition of written or printed statements or the making of oral statements on behalf of or in opposition to such a candidate.

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

(ii) Religious Organization: An organization is a religious organization when it is one whose aims are primarily sectarian.

An organization is a religious organization if it is empowered to or does devote part of its activities to any specific system of belief, worship, or ritual.

(iii) Other Unsupported Organizations: Nonregistered student organizations and other organizations whose activities are not deemed entitled to receive financial support, including those that are empowered to or do devote more than an insubstantial part of their activities to any one or more of the following:

(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) Insult or derogate or encourage their members or others to insult or derogate any other person or group on the basis of race, religion, or national origin.

(c) 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.

(d) Use or encourage their members or others to use techniques disturbing the atmosphere of free and responsible discussion and of intellectual exploration on the campus.

(e) Engage in or encourage their members to engage in discourteous conduct to others.

(f) Otherwise engage in activities or encourage their members to engage in activities inappropriate to an academic community.

None of the foregoing shall be construed or utilized to impair or inhibit the right of any student or organization to engage in free inquiry, expression, assembly, and advocacy, but they are intended to safeguard the freedom to learn, to which all members of the college community are entitled, and to prohibit support of any organization that denies that freedom to others. The foregoing is not intended to authorize or condone the described conduct, or to excuse or exempt any student engaging in the described conduct from inappropriate disciplinary action.

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

K. General Provisions

(1) Persons who are not members of the college community, while on college property, are required to adhere to the provisions of the 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. 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 non-discriminatory basis.

(3) Students may engage in orderly picketing and other forms of peaceful protest on college property provided the form and manner of such conduct does not violate any other provisions of this code or any other college rules, regulations, and policies.

(4) Student records are “public records,” access to which shall be denied except as provided in federal statute, the Annotated Code of Maryland, and the college's Educational Policy.

Student Academic Complaint/Appeal Process
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 should 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
Student Grievance Procedure

(1) Purpose—The purpose of this rule is to implement the Student Grievance Procedure and reaffirm the college's commitment to eliminate sexual harassment and discrimination on the basis of race, color, creed, sex, sexual orientation, marital status, personal appearance, age, national origin, political, or physical or mental disability.

(2) Coverage—This procedure applies to any student that is aggrieved by any action of any employee or fellow student of the college in violation of Paragraph One above.

(3) Making Complaint—Any student who believes that an employee or fellow student of the college has aggrieved him or her may, within 60 days, make a complaint in writing to the Program Coordinator, Student Conduct and Community Standards.

(4) Investigation—Upon receiving a complaint, the Program Coordinator, 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, 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.

(5) Hearing—
   (a) If the student is unsatisfied with the results of the investigation, he or she may file a written request for a hearing with the vice president for student services within 30 days of the vice president's determination.
   (b) Upon receiving a request for a hearing, the vice president for student services shall conduct the hearing.
   (c) The hearing will be conducted informally and witnesses shall testify under oath.
   (d) A tape recording of all testimony at the hearing shall be made.
   (e) Representation of persons at hearings is permitted only by those persons authorized by law to serve a “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.

(6) Decision—Within 30 days of the hearing, the hearing officer shall issue a written decision setting forth all supporting grounds.

(7) Appeal—
   (a) Within 15 days of the decision, any party may file a written request for an appeal to the president. The president shall then appoint a designee to review the decision and all evidence presented at the hearing. The appeal will be denied if the decision is supported by substantial evidence.
   (b) If any party is dissatisfied with the determination on appeal, a request may be made to the Board of Trustees to review the decision based on the evidence presented at the hearing. The Board of Trustees reserves the right to decline to review the determination. All decisions of the Board of Trustees are final.
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 campus 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.

Mandated Acts

Campus Security Act
In compliance with the Campus Security Act of 1990, Prince George’s Community College provides information regarding the safety and security of college community members. This information can be obtained from the office of the dean of enrollment services, located in Bladen Hall, Room 125, or by calling 301-322-0014.

Drug and Alcohol Abuse Prevention Program
It is the policy of the Board to comply with the Drug-Free Workplace Act of 1988 and to provide for its employees and students a workplace which is drug-free. The President is authorized to make, promulgate, issue, rescind and amend reasonable rules, regulations and procedures to carry out this policy and to assure compliance with the Drug-Free Act of 1988. In addition, the college expects all members of the college community to comply with all federal, state, and local laws pertaining to the possession, use, manufacture, distribution, or dispensing of alcohol and drugs. A more detailed overview of the college’s Drug Free Policy and Prevention Statement can be found on the college’s website at www.pgcc.edu, HEA Disclosures.

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

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

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

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

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

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

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

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

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

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

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

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

Services for Persons with Disabilities
Prince George’s Community College is committed to providing reasonable accommodations and services to qualified persons with disabilities under the Americans with Disabilities Act (ADA). Individuals who need classroom accommodations should contact the Office of Disability Support Services, Bladen Hall, Room 124, or call 301-322-0838. For TTY or TDD call 301-322-0122. The e-mail address is: dss@pgcc.edu.

Accessible transportation will be provided to accommodate persons with disabilities on all college sponsored trips. Requests for accommodations must be made to the sponsoring agent a minimum of 15 days prior to the trip. Individuals with questions, complaints, or suggestions should contact the Section 504/ADA Officer, Kent Hall, Room 130, or call 301-322-0170. For TDD call 301-322-0122.

Sexual and Discriminatory Harassment Policy

A. Policy
It is the policy of the Board of Trustees that no member of the college community shall be subject to the form of unlawful discrimination known as harassment or sexual harassment. The college is committed to maintaining an environment free from illegal discrimination and harassment. The college will not tolerate harassment whether verbal or physical, flagrant or subtle, related to any individual’s race, color, religion, gender, national origin, age, disability, sexual orientation or marital status. The college will not tolerate behavior that contributes to creating a hostile work or learning environment.
In addition, 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.

**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. Procedure**
Actions considered to be a case of sexual harassment should be reported to the office of the vice president for Student Services, Kent Hall, Room 119 or by calling 301-322-0412.

**Sexual and Discriminatory Harassment Procedure**
Prince George's Community College has a policy that prohibits sexual and discriminatory harassment. As stated in our policy, the college is committed to maintaining an environment free from illegal discrimination and harassment, and will not tolerate behavior that contributes to creating a hostile work or learning environment. The procedures listed below are meant to support a harassment-free work and learning environment.

**I. Identifying Harassment**

**A. Harassment**
Harassment 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. 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.

**B. Sexual Harassment**
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.
Sexual Harassment can include, but is not limited to:

- Conversations with unwelcome sexual innuendo such as sexually suggestive comments or jokes, or comments of a sexual nature, or derogatory comments about gender;
- Improper questions about an employee/student's private life; requests for sexual favors; or graphic, degrading or condescending comments about an employee/student's appearance, dress or anatomy;
- Repeated social invitations when the invitee has previously indicated that he or she is not interested in accepting such invitations;
- 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;
- Undesired, intentional physical contact (e.g., embracing, touching, pinching), or any threats or suggestions of such contact;
- Display of sexually suggestive calendars, objects, cartoons, computer applications or similar displays;
- Abuse of familiarities or inappropriate behavior such as whistling or catcalls, offensive gestures or leering.
- 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.

C. In the Context of 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.

D. Hostile Environment

A hostile work or learning environment is one in which unwelcome 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. Employers, supervisors, co-workers and students can create a hostile environment.

A hostile environment might include:

- Repeated requests for sexual favors
- Demeaning sexual inquiries and vulgarities
- Offensive language
- Other verbal or physical conduct of a sexual or degrading nature
- Sexually or otherwise offensive, explicit or sexist signs, cartoons, calendars, clothing, literature or photographs displayed in plain view
- Offensive or vulgar graffiti
II. Retaliation

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.

III. Complaint and Investigation Procedures

(a) Any employee who believes he or she has been subjected to or has observed harassment prohibited by this policy should promptly report it to the employee's supervisor, department chair or department head, dean, vice president, the human resources officer, the dean of human resources, or the affirmative action officer. Students should report the prohibited harassment to any department chair or dean, the vice president for academic affairs, or the vice president for student services.

(b) Any employee who is advised of a harassment complaint, including any made anonymously, or who otherwise has reason to believe that a violation of this policy has occurred, should promptly notify the human resources officer, the dean of human resources, or the affirmative action officer. If a student is involved, the vice president for student services should be notified.

(c) Human Resources or the affirmative action officer is responsible for promptly investigating and resolving all employee complaints. The vice president for student services is responsible for promptly investigating and resolving all student complaints. Ordinarily this should include:

(i) Meeting with the complainant, documenting the complaint and explaining that the complaint will be investigated as confidentially as possible. Employees or students involved in the complaint may be asked to document their version of the incident.

(ii) Notifying the accused employee or student of the allegations and giving him or her an opportunity to respond.

(iii) Interviewing other potential witnesses, if necessary.

(iv) Advising all employees or students involved in the investigation, including the complainant, that the complaint and investigation should be treated as confidential.

(v) Informing both the complainant and the accused of the results of the investigation and ensuring that appropriate corrective action is taken if warranted; and

(vi) 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.

(vii) Although anonymous complaints may be difficult to investigate, Human Resources, the affirmative action officer, or the vice president for student services, nevertheless, should investigate such complaints, to the best of their ability, and take appropriate corrective action if it is determined that a violation of this policy has occurred.

IV. Who To Contact

When the harassment is between Prince George’s Community College employees, the matter is to be investigated by the dean of human resources (HR) and the affirmative action officer (AAO), or their designee(s).

When the harassment is between Prince George’s Community College students, the matter is to be investigated by the vice president for student services and the attorney for the Board of Trustees, or their designee(s).
When the harassment is between a Prince George's Community College student and an employee, the matter is to be investigated by the dean of human resources and the affirmative action officer, or their designee(s). The dean of HR and the AAO are to collaborate with the vice president for student services, or designee, as necessary.

V. Corrective Action

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

If the action taken is termination of employment, regular employees maintain the right to utilize the General Grievance Procedure. If the action taken against a student is expulsion, students may use the Student Grievance Procedure.

VI. Relation to Other Policies and Rules

This procedure is not intended to supersede 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, age, national origin, or sexual orientation.

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 www1.dpscs.state.md.us/sor.

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 301-322-0723.
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 Code of Conduct.
(o) Students shall be responsible for complying with policies, rules, procedures, and regulations governing student conduct as well as the college operations.

Contact the office of the vice president for student services for further information, Kent Hall, Room 119. Telephone: 301-322-0412
**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 Code of Conduct lists under types of misconduct subject to disciplinary action the following in Section B(14): “Drinking or possessing any alcoholic beverage on college property, except as expressly permitted by the president.” (Adopted by Motion #143-70 by the Board of Trustees on August 24, 1970.) Administrative regulations defining the conditions under which the president’s permission may be granted can be found in the Facilities Use Policy, Section III (Facilities Use Procedures), G, Alcoholic Beverages.

**Constitution of the Associated Students of Prince George’s Community College**

The Constitution and By-laws of the Associated Students of Prince George's Community College are printed in the Student Organizational Handbook. You may obtain a copy by contacting the College Life Services Office, Largo Student Center, Room 149, or by calling 301-322-0853.

**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 301-322-0666.

**Traffic Information**

The Campus Police offices are located in the Facilities Management Building and Bladen Hall. The office in Bladen Hall will issue parking permits from 9 a.m.–9 p.m., Monday through Friday.

Information on all traffic and parking rules and regulations may be obtained by contacting the Campus Police Department on 301-322-0666, or may be picked up from the Campus Police Substation in Bladen Hall or the office of College Life Services, located in the Largo Student Center, Room 149, Telephone: 301-322-0853.
Ten Points to Empower Students

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

1. **Your Advisor**—Advisors are professionals at giving academic guidance; however, they are not mind readers. If you do not share your concerns, goals, and needs with them, then they cannot provide the best advice possible. Prepare questions and appropriate paperwork prior to meeting with an advisor. Take the time to meet with an advisor outside of the hectic registration period. Share the good and the bad, listen to their advice, and accept responsibility for your own progress.

2. **Your Catalog**—We know that the college catalog will never appear on the best-seller list, but it does have a wealth of important information in it, particularly your degree requirements and prerequisites. For an exception to any policy, you should consult your catalog first and see what the published policies and procedures are and how they could affect you. If you do not have a catalog, request one or go to the college website.

3. **Directions and Documentation**—Read all directions carefully and slowly before you begin. When given material such as curriculum guides, grade sheets or any official letter from the college read it carefully then create a file and bring the form with you if it pertains to your visit with an advisor, professor or other college employee. It is your responsibility to fill out all forms and review them for correctness and accuracy.

4. **Deadlines and Due Dates**—All academic institutions have official add/drop periods. Some also have late start and second half semester start classes. Make certain to write these on your calendar and adjust your schedule as needed within these time frames. Make special note of due dates for essays and dates of final exams.

5. **Your Grades**—Your grade point average (GPA) can determine your eligibility for certain programs, the Dean’s list, financial aid, and scholarships. It can also determine your academic progress and actions like warning, probation, suspension, and dismissal. These are all serious actions and should not come as a surprise; nevertheless, students are often shocked to learn that they are ineligible to enroll in classes due to one of these actions. Talk to...
your advisor (#1) about your academic progress and review your catalog (#2) to make certain you understand how your GPA is calculated.

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

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

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

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

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

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

### College Anxiety Bill of Rights

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

### College Success Tips

- Go to class.
- Ask questions.
- Take notes.
- Review class notes daily.
- Exercise and stay healthy.
- Use the college library.
- Learn to use a computer.
- Get to know your professor.
- Visit your academic advisor.
- See a counselor to resolve personal issues.
- Attend job training and career services workshops.
- Get involved—join a club or organization.
- Attend an event on campus.
- Use student support services.
- Learn to manage your time.
- Make new friends.
NOTE: While this handbook is intended to be a fair summary of certain matters of interest to students, its readers should be aware that (1) this handbook is not intended to be a complete statement of all college procedures, policies, rules, and regulations; (2) the college reserves the right to change without notice any academic or other requirements, course offerings, course contents, programs, procedures, policies, rules, and regulations that may be contained in this handbook; and (3) departmental procedures, policies, rules, and regulations, whether or not contained in this handbook, may be applicable to students in those departments. In the event any provision of this handbook conflicts with the Prince George’s Community College Code of Policies, Rules, Regulations, and Procedures, the provisions of the code shall prevail.

Nondiscrimination Statement

Prince George’s Community College is committed to a policy of equal opportunity for all persons to the end that no person, on the grounds of sex, age, race, color, religion, national origin, ancestry, marital status, sexual orientation, or status as a qualified individual with a disability, qualified disabled veteran, or Vietnam-era veteran, shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity of this institution. Under this policy, this institution will not discriminate against any person on the grounds of sex, race, age, color, religion, veteran’s status, disability, ancestry, marital status, sexual orientation, or national origin in its admission policies and practices or any other policies or practices of the institution relating to the treatment of students and other individuals, including employment, the provision of services, financial aid, and other benefits, and including the use of any building, structure, room space, materials, equipment, facility, or any other property. One who believes oneself or any specific class of individual to be subject to prohibited discrimination may, by oneself or through a representative, file a written complaint with the Office of Civil Rights of the Department of Education or with the college president, or both. The executive assistant to the president, Room 130, Kent Hall, 301-322-0170, 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 executive assistant to the president, Room 130, Kent Hall, 301-322-0170.

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.
1. Kent Hall
   - Administration
   - Workforce Development and Continuing Education Offices
   - Human Resources

2. Accokeek Hall (Library)
   - eLearning
   - Library

3. Bladen Hall
   - Admissions and Records
   - Advising and Transfer Services
   - Cashier
   - Counseling Services
   - Disability Support Services (DDS)
   - Enrollment Services
   - Financial Aid Office (FAO)
   - Health Education Center (Nurse)
   - International Student Services
   - Student Accounting/Cashiers
   - Recruitment
   - Registration
   - Veterans Services
   - Welcome Center

4. Bladen Hall
   - Campus Police Substation
   - College Lab Services (computer labs)
   - Language Studies Lab
   - Student Assessment Services (Testing Center)

5. Largo Student Center
   - Tutoring and Writing Centers

6. Chesapeake Hall

7. Lanham Hall
   - International Education Center
   - Service Learning

8. Marlboro Hall
   - Career Services
   - Marlboro Gallery
   - Student Support Services (TRiO)
   - Student Development Resource Center (SDRC)
   - Vocational Support Services (VSS)

9. Queen Anne Fine Arts
   - Hallam Theatre

10. Novak Field House

11. Robert I. Bickford Natatorium
    - Pool
    - Racquetball Courts
    - Weight Room

12. Continuing Education Building
    - Classrooms

13. Steel Building

14. Childtime Children’s Center

15. Facilities Management Building
    - Campus Police

16. Track/Practice Soccer Field

17. Golf Range

18. Tennis Courts

19. Racquetball Courts

20. Auto Bay

21. Warehouse

22. Baseball Diamond

23. Softball Diamond

24. Picnic Grove

25. Temporaries 1 and 2

26. Temporary Services Building TS

27. Temporary Services Building TO

28. Temporary Services Building TZ

29. Center for Advanced Technology
    - College Lab Services (computer labs)
    - Cyber Café

30. Center for Health Studies
    - Marvelous Market

31. Temporary 3

32. Main Soccer Field