
GARRETT COLLEGE

2013-2014 STUDENT HANDBOOK

Garrett College ▪ 687 Mosser Road ▪ McHenry, MD 21541 ▪ 301.387.3000 www.garrettcollege.edu

Garrett College is a public, two year, associate's degree granting institution of the State of Maryland, accredited by Middle States Commission on Higher Education.

WELCOME!
FROM THE DEAN OF STUDENT LIFE

Dear Garrett College Students:

It is my pleasure and privilege to serve as your Dean of Student Life and to welcome you to the Garrett College community. Garrett is a special place where students explore and develop passions, make lifelong friends and grow intellectually and personally.

The administration, faculty, and staff create a caring and supportive environment designed to assist you in reaching your goals. Your Garrett experience will combine a challenging and supportive classroom atmosphere with campus activities that create an environment in which students can grow intellectually and personally as they prepare to meet their educational, career, and life goals.

Please feel free to contact me or any member of the Student Life staff if we can be of service. Our number one priority is to make the student experience at Garrett College a rewarding one.

Sincerely,

George Brelsford
Dean of Student Life

Note: The 2013-2014 Student Handbook is subject to change and will be updated accordingly.

GARRETT COLLEGE MISSION AND GOALS

Garrett College provides accessible, quality education in a supportive environment to a diverse student population. We offer associate degrees and certificate programs as well as continuing education to meet the transfer, career, workforce development, and lifelong learning needs of our students and the community. We are committed to the ongoing development of engaging, innovative, and sustainable curricula, programs, and initiatives that are responsive to a changing world.

INSTITUTIONAL GOALS:

Accessibility: Make higher education accessible to a diverse student population through appropriate admissions practices, active recruitment of a diverse student body, affordable tuition and fees, financial aid and scholarship assistance, developmental studies for students who are under-prepared for college-level work, student support services, and delivery of courses at times and via media that are responsive to student needs.

Student Satisfaction and Success: Create and sustain a supportive learning environment that encourages student growth and achievement through appropriate advising and career counseling, transfer and career preparation programs, experiential learning opportunities, and curricular as well as extra-curricular activities that encourage student engagement and responsibility.

Educational Effectiveness: Ensure, through an emphasis on teaching excellence, that graduating students are able to demonstrate mastery with respect to oral and written communications skills, information literacy, critical reasoning and analysis, quantitative reasoning, scientific literacy, and information management; that they have achieved the requisite levels of academic and technical proficiency in their major; and that, through activities focusing on diversity and cultural awareness, they are adequately prepared to live and work in a global society comprised of diverse cultures and beliefs.

Workforce Development: Support the economic development of Garrett County and the surrounding region by creating a skilled workforce through credit programs, as well as non-credit job readiness and workforce preparation courses; Garrett College will also be the provider of choice for affordable contract and customized training in response to the emerging needs of new and growing businesses.

Community Service: Serve, within the scope of available resources, the specific needs of the community through partnerships with local government, businesses, community and arts organizations, schools, and non-profit agencies; and by providing continuing education courses for personal enrichment, lifelong learning, and community need.

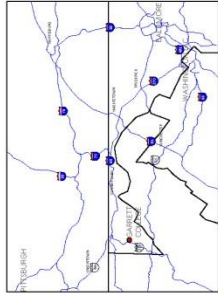
Effective Use of Financial, Human, and Physical Resources: Ensure, through the application of “best practices”, that financial, human, and physical resources are managed effectively and efficiently for optimal results.

CAMPUS DIRECTORY

When calling these offices, first dial the area code (301) and then the extension (387) before dialing the four digit numbers listed (unless otherwise noted).

Academic Affairs	3054.....	LC-623
Admissions.....	3044.....	SC-404
Adventure Sports Office.....	3330.....	CAOS-1001
Advising & Academic Success.....	3046.....	LRC-526
Athletics	3052.....	CARC 951
Bookstore	3042.....	SC-414
Business Office.....	3089.....	FA-707
Continuing Education.....	3069.....	CE-210
Counseling Services.....	3743.....	LRC-523
Disability Services.....	3749.....	LC-643
Financial Aid.....	3012.....	SC-401
Faculty Secretary.....	3079.....	LC-625
GC Foundation.....	3100.....	CE-213
Health Services.....	3742.....	CARC 928
IT Help Desk.....	3027.....	TC-310
Laker Café.....	3041.....	SC-426
Library.....	3009.....	LRC-500
Marketing and Enrollment Management.....	3045.....	SC-412
Math Lab.....	3715.....	LRC-513
Mountaintop Truck Driving Institute.....	301-895-3750	
Northern Outreach Center.....	301-895-3750	
Payroll/Personnel.....	3049.....	FA-703
President's Office.....	3056.....	CE-213
Records and Registration.....	3153/3047.....	SC-410
Residence Life.....	3164.....	LC-641
Security 24 hours.....	240-321-5799.....	MT-768
Southern Outreach Center.....	301-334-3781	
Student Life.....	3749.....	LC-643
Student Programs.....	3129.....	FA-710
Switchboard.....	3000.....	SC-404
Transcript Request.....	3153.....	SC-410
Veterans Affairs.....	3057.....	SC-407
Weather Line.....	3198	
Writing Center.....	3715.....	LRC-517

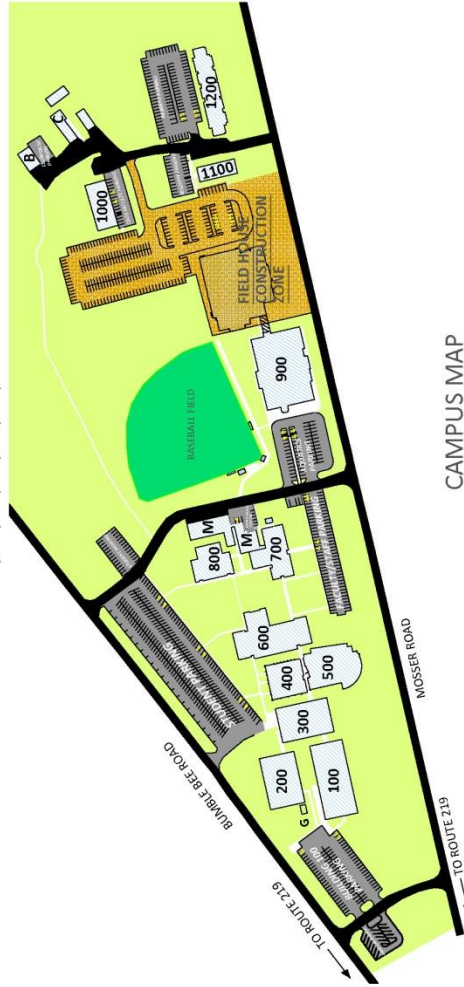
MAP OF CAMPUS



GARRETT COLLEGE
 687 Mosser Road
 McHenry, MD 21541
 (301) 387-3000



LEGEND	
100	GARRETT INFO. ENTERPRISE CENTER (GIEC)
200	CONTINUING EDUCATION
300	INFORMATION TECHNOLOGY
400	STUDENT CENTER
500	LIBRARY RESOURCE CENTER
600	STUDENT RESOURCE CENTER
700	FINE ARTS / BUSINESS ADMIN.
800	ATHLETIC CENTER
900	CARC-AQUATICS
950	CARC FIELD HOUSE (OPENING 2022)
1000	CARC FIELD HOUSE (RENOVATION)
1100	GARRETT MALL
1200	LAKER HALL
B	BASEBALL PRACTICE
C	BASEBALL CLUBHOUSE
M	MEN'S BASKETBALL
G	GARRETT JAMES ARTS FESTIVAL



CAMPUS MAP

ACADEMIC CALENDAR

Academic Year 2013-2014

Summer 2013 (201410)

Wednesday, June 19 Payment Due Date / Disenrollment for Non-Payment at COB
Wednesday, June 19 **First Day of Classes**
Monday, June 24 Last Day for Financial Aid Bookstore Charges
Tuesday, June 25 Last Day to Drop Classes / Last Day for 100% Refund
Friday, June 28 Last Day for 50% Refund
Wednesday, July 3 College Open, No Classes Scheduled
Thursday, July 4 *Independence Day Holiday*
Friday, July 5 College Open, No Classes Scheduled
Monday, July 22 Last Day to Withdraw from Classes
Tuesday, August 20 **Last Day of Classes / Final Exams**
Wednesday, August 21 Final Grades Due

Fall Semester 2013 (201420)

Friday, August 9 Payment Due Date for Registrations dated Apr 10 – Aug 9
Monday, August 12 Disenrollment for Non Payment
Wednesday, August 21 Fall Semester Books Available for Purchase
Thursday, August 29 Payment Due Date for Registrations dated Aug 10 – Aug 29
For Registrations after this date Payment Due at time of Registration
Friday, August 30 Disenrollment for Non-Payment
Sunday, September 1 New Student Residence Hall Check-in
Monday, September 2 Check-in for Returning Students
Monday, September 2 *Labor Day Holiday*
Tuesday, September 3 Late Registration (Payment Due at Registration) / Schedule Adjustment
Tuesday, September 3 New Student Orientation
Wednesday, September 4 **First Day of Classes**
September 4 - September 10 Drop/Add Period
Tuesday, September 10 Last Day to Drop Classes / Last Day for 100% Refund
Thursday, September 12 Last Day for Financial Aid Bookstore Charges
Thursday, September 19 Last Day for 50% Refund
Friday, October 18 Mid-Term Grade Reports Due
Friday, October 25 Last Day to Withdraw from Classes
Wednesday, November 27 - Sunday, December 1 *Thanksgiving Holiday*
Friday, December 6 **Last Day of Classes**
Monday, December 9 - Thursday, December 12 Final Exams
Friday, December 13 Final Grades Due

Intersession 2014 (201430)

Thursday, January 2 College Opens / Late Registration / Schedule Adjustment
Friday, January 3 Intersession Books Available for Purchase
Friday, January 3 Payment Due Date / Disenrollment for Non-Payment at COB

COLLEGE POLICIES

Students are required to be knowledgeable of all policies of the College. These are contained in the *Student Handbook*, *College Catalog*, *Residence Hall Guide*, and *College website* at www.garrettcollege.edu.

ACADEMIC INFORMATION & SERVICES

ADVISING & ACADEMIC SUCCESS CENTER

Each new student participates in a New Student Advising Day where they work with a new student advisor in the selection of courses for his/her first semester. Students who transfer in 9 or more credits to Garrett College will work directly with the Academic Program Director to be advised and get registered for classes. Prior to registration for the following semester the student will be assigned to an academic program advisor, who is typically a full-time faculty member.

Approximately one month before the end of classes, a period known as Best Chance Advising takes place during which returning students meet with their academic program advisor to get registered for the following semester. After scheduling the appointment, students are strongly advised to use the Student Portal to select a class schedule that works well for them and meets the program requirements as identified in the student's Degree Audit (also available on the Student Portal). Additionally, students should attend to any Holds that have been placed on the student's account, as students with Holds will not be able to register until the Holds have been removed. This should be done prior to the advising appointment meeting. During this appointment the advisee and advisor work together to implement the academic plan that supports the student's educational, career, and life goals. Advisors are available to advisees during regular scheduled office hours and by appointment and by email correspondence through the Garrett College email system.

If at any time a student is not able to connect with their academic program advisor through the means stated above, he/she may contact the Program Director responsible for the student's major or the Office of Academic Affairs.

ACADEMIC ASSISTANCE

Math Lab

The Math Lab, located in LRC 513, offers help with math course work from arithmetic and pre-algebra through calculus. Students work with a technician to help identify problem areas and sharpen skills. Walk-ins are welcome! For information on the Math Lab, contact Christine Upole at 301-387-3715 or christine.upole@garrettcollege.edu.

Tutoring

Garrett College provides free tutoring services for students who need additional support in their studies. These services are conducted by students who have demonstrated academic excellence. For information on tutoring, contact 301-387-3741.

Writing Center

The Writing Center, located in LRC 517, offers short, one-on-one troubleshooting sessions with students regarding their written assignments for any class. For information on the Writing Lab, contact Christine Upole at 301-387-3715 or christine.upole@garrettcollege.edu.

ACADEMIC RECORDS & REGISTRATION

Application for Graduation

To be officially confirmed as a graduate and receive a diploma, you must submit an "Application for Graduation & Diploma." All students must apply for graduation, regardless of whether or not you intend to participate in the Commencement ceremony. Degrees are conferred and diplomas issued in August, December, and May; and one Commencement ceremony is held in May. Deadlines for application are as follows: July 1st for August conferral, October 1st for December conferral; and January 1st for May conferral. Potential graduates should see their advisor to initiate the application process.

Enrollment & Degree Verifications

Garrett College has authorized the National Student Clearinghouse to provide employers and background screening

firms with enrollment and degree verifications. Organizations should visit www.degreeverify.org to request this information. Current students may request enrollment verifications for insurance companies, housing authorities, etc., by visiting the Office of Records & Registration.

Schedule Changes – Adding or Dropping a Course / Withdrawing from College

Students wishing to adjust their schedules should contact their Academic Advisor and work together to complete a “Schedule Change” form. All schedule changes and/or withdraws must be conducted within the time frame designated in the Academic Calendar. The Last Day for 100% Refund, Last Day to Drop, Last Day to Withdrawal, etc., dates are printed with each course on the student’s schedule and are published in the Academic Year Calendar (AYC). Refer to the *College Catalog* on the *College website* at www.garrettcollge.edu/academics for complete details regarding Academic Year Calendar, Adds, Drops and Withdraws.

Transcripts

An official academic transcript can be obtained only from the Office of Records & Registration, and written authorization from the student is required before any transcript(s) will be released. Please allow at least 24-hour advance notice for all requests. Students may print “unofficial” transcripts via the Student Portal. Refer to the Campus Technology section of the Student Handbook regarding the Student Portal.

Tuition Refunds

Refunds will be determined by college refund policy dates. Refund dates vary by course; dates and percentages are printed with each course on the student’s schedule.

BOOKSTORE

Students may purchase required books for their classes at the GC Bookstore. The Bookstore sells new and used books, which often can be sold back to the Bookstore at the end of each semester. In addition, the Bookstore sells novelties, gifts, GC gear and clothing, school supplies and office supplies. The regular school year hours for the Bookstore are Monday – Thursday, 8:30 a.m. – 4:30 p.m., Friday, 8:30 a.m. – 1:00 p.m., with extended hours at the beginning of each semester. The bookstore is closed from June 30th to the last week in August, with posted hours for Summer II and Advising events. The Bookstore encourages students to attend their first class before purchasing books as there are **no cash refunds**.

CAMPUS TECHNOLOGY

Registered Garrett College students have access to various College technology resources. Campus computer labs allow students to access email, Blackboard, and the Student Portal. All campus technology uses the same username and password. For assistance with username and password information, visit TC-310 (a photo id will be required.)

LAKER EMAIL

Garrett College issues a College email account, Laker Email, to new students with 24 hours of registering for classes. From that point forward, all College communications are conducted through College email accounts. Information on how to set up the College email account is mailed to the new student within one week of registering for classes.

EXPECTATIONS ABOUT USE OF EMAIL

Garrett College requires that email exchanges between students, faculty, and staff be conducted via their Garrett College email accounts.

Students are expected to check their College email account on a daily basis in order to remain informed of College related communications. Students have the responsibility to recognize that certain communications may be time-critical. Failure to receive and read College communications in a timely manner does not absolve the student from knowing and complying with the content of such communications.

APPROPRIATE USE OF EMAIL

All use of email will be consistent with College policies outlined in the Student Handbook (e.g., harassment, appropriate language, responsibility for others, verbal abuse, etc.).

Users should exercise extreme caution in using email to communicate confidential or sensitive matters, and should not assume that email is private and confidential. It is important that users are careful to send messages only to the intended recipient(s), especially when using the “reply” command during email correspondence. Users should remember that emails can be stored, copied, or forwarded by recipients.

STUDENT PORTAL

The Student Portal offers students 24/7 access to a variety of features, including:

Class Schedules	Grades
Transcripts	Exam Schedules
Degree Audits	Billing Statements

To access the Student portal, open the Garrett College website and click on the **Student Portal** button.

Students are encouraged to use the Student Portal to prepare for advising appointments. Use the Degree Audit link to see what courses you still need to complete your degree. Then, use the Course Listing link to see the list of courses offered. Prepare a list of class numbers and meeting times, and be prepared with a back-up plan, just in case the class or time you wanted is no longer available.

BLACKBOARD LEARN ACCOUNT

Online, hybrid and some on-campus courses use Blackboard to provide access to assignments, grades, and more. To log in to Blackboard, go to <http://blackboard.garrettcollege.edu>. If you are taking an online course hosted by another institution, you must get login information from that institution.

ON-CAMPUS COMPUTERS

General access computers are located in the Library and are available during posted Library hours (access will be closed during scheduled holidays and occasionally due to inclement weather). You must login to the Garrett College network to use on-campus computers.

FINANCIAL AID

The Financial Aid Office at Garrett College is here for you! Our website is a service of our office and describes all the forms required to apply for federal, state and institutional financial aid for incoming and returning students. There are various forms of financial aid available at Garrett College: grants, scholarships, loans and Federal Work-Study. You may be eligible for one or more of these types of aid programs. Additional information can be obtained from the Financial Aid office or the *Garrett College website* at www.garrettcollege.edu/financialaid.

Complete the FAFSA. You can fill out the application online at www.fafsa.ed.gov.

Enter Garrett’s school code (010014) on your FAFSA so that we’ll receive your information as soon as it is processed.

Submit your FAFSA as soon as possible after January 1 and before the March 1st priority deadline for Maryland Grant money. (If you do not have a MDCAPS account, sign up for one at <http://mdcaps.mhec.state.md.us>).

SATISFACTORY PROGRESS FOR FINANCIAL AID

Students must be making satisfactory academic progress in order to receive financial aid. A copy of this policy may be obtained from the Financial Aid Office and on the *Garrett College website* at www.garrettcollege.edu/financialaid.

Did you know you can lose your Financial Aid award if you don’t meet the government’s requirement for Satisfactory Academic Progress? Students receiving Financial Aid must *successfully* complete 67% of the hours

attempted each semester (F, NC, W, and I grades are not successful). You must also achieve the required minimum cumulative grade point average for the total number of hours you have attempted (1-14 hrs attempted - 1.50 cgpa, 15-28 hrs attempted - 1.75, and 29+ hours attempted - 2.00 cgpa).

RETURN OF FEDERAL TITLE IV FUNDS

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. The federal Title IV financial aid programs must be recalculated in these situations. If a student leaves the institution prior to completing 60% of a payment period or term, the Financial Aid Office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV Funds formula: *Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term.* (Any break of five days or more is not counted as part of the days in the term.) The percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula: *aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.*

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. When Title IV funds are returned, the student may owe a balance to the institution. If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal. The institution must return the amount of Title IV funds for which it is responsible no later than 30 days after the date of the determination of the date of the student's withdrawal.

Refunds are allocated in the following order:

1. Unsubsidized Federal Direct Loans
2. Subsidized Federal Direct Loans
3. Federal Parent (PLUS) Loans
4. Federal Pell Grants for which a return of funds is required
5. Federal Supplemental Opportunity Grants for which a return of funds is required
6. Other assistance under this Title for which a return of funds is required

Financial Aid Policies are subject to change in accordance with federal and state regulations.

FINANCIAL ASSISTANCE INFORMATION

The information includes eligibility requirements, application forms and procedures, satisfactory progress standards, cost of attendance, types of financial aid programs, disbursement of funds and return of Title IV assistance.

INSTITUTIONAL INFORMATION

The College Catalog, available on the *Garrett College website* at www.garrettcollege.edu/academics or upon request from Registration and Records Office in the Student Center, contains information on academic programs (including degree and career offerings) faculty, staff, and administration, accreditations, student services including those for students with disabilities, withdrawal and refund policies, tuition and fees for full- and part-time students and much more.

GRADUATION AND TRANSFER-OUT RATES

In accordance with federal Student-Right-to-Know regulations, information on graduation and transfer-out rates of first-time, full-time, degree-seeking undergraduates is available. This information is available from the Office of Institutional Research.

INSTITUTIONAL SECURITY POLICIES AND ANNUAL REPORT ON CRIME STATISTICS

This report includes institutional policies concerning campus security, such as policies covering alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. The report also includes statistics for the previous three years on federally prescribed reportable crimes. You may obtain a copy of the report by contacting Campus Security.

ATHLETIC PROGRAM PARTICIPATION RATES AND FINANCIAL SUPPORT DATA

This report provides a listing of varsity sports with information about team participation by gender and operating expenses and revenues. This information is available by request from the Director of Athletics.

MARYLAND STATE-FUNDED FINANCIAL AID PROGRAMS

The programs in this section are administered by the Maryland Higher Education Commission (MHEC) and are available only to Maryland residents. To apply for these scholarships, you must complete the Free Application for Federal Student Aid (FASFA) prior to the March 1st deadline.

HOWARD P. RAWLINGS - EDUCATIONAL EXCELLENCE AWARD PROGRAM - GUARANTEED ACCESS GRANTS AND EDUCATIONAL ASSISTANCE GRANTS

The purpose of the Educational Excellence Award (EEA) Program is to provide need-based scholarship assistance. The state's neediest students will be guaranteed access to postsecondary education in Maryland through Guaranteed Access (GA) Grants. Low and middle income students will be awarded financial assistance through Educational Assistance (EA) Grants.

Guaranteed Access Grant Awards are made in an amount equal to the State Scholarship Administration's Adjusted Need rounded to the nearest \$100. The maximum award amount may not exceed the amount a student would receive to attend the University of Maryland, College Park. Educational Assistance Grant Awards range between \$200 and \$3,000 per year.

Complete a Free Application for Federal Student Aid and apply by March 1.

SENATORIAL SCHOLARSHIP

\$400 to \$2,000. Awards and amounts of awards are determined by State Senators. No repayment. Multiple year awards are possible with re-application.

Complete a Free Application for Federal Student Aid, and apply by March 1 (February is preferred) to your State Senator.

HOUSE OF DELEGATES SCHOLARSHIP

Apply to the applicant's State Delegate. Delegates have a choice of two methods of awarding these scholarships. First, delegates may award a student a scholarship in the amount of actual tuition and mandatory fees at any public college or university in Maryland. If used at an independent college, the award may not exceed \$1,827 per semester or \$3,654 per year. Second, delegates can use a set dollar amount. Awards range from \$200 to \$7,300 per year. The term of the award is for one to four years as decided by the delegate. No repayment.

Complete a Free Application for Federal Student Aid and apply by March 1 to your State Delegate.

The Maryland State Scholarship Administration offers additional scholarships for a variety of fields. For additional information on Maryland State Scholarships contact the Maryland Higher Education Commission, Office of Student Financial Aid, 6 N. Liberty Street, Baltimore, MD 21201, telephone: 410-767-3300 or 1-800-974-0203, email: <http://mdcaps.mhec.state.md.us>

PARKING

Parking is available to all faculty, staff and students. While there is no parking fee, students must obtain a parking permit from campus security. Forms and permits are available at the Business Office. Faculty, staff, students, and visitors with physical disabilities have access to the designated spaces in the College's parking lots. Reserved parking spaces are identified using the familiar "handicap parking only" international symbol. With documentation from a physician, special temporary parking permits are available. Students with permanent disabilities should apply to the MVA in the State of Maryland for a permanent sticker. For additional information, contact Campus Security at 240-321-5799.

STUDENT IDs

Student IDs serve many functions at Garrett College. Students are required to have their ID card on them at all times and show them to a college official when requested. A Student ID is required for all library transactions and meal plans and may be used to receive local discounts. Students must also present their ID cards to receive free admission to athletic and other on-campus events. The free ID card can be obtained in the Security Office located in the Maintenance Building. Replacement IDs are \$3 and fees are payable at the Business Office.

STUDENT LIFE

MISSION STATEMENT

The Offices of Student Life*, in collaboration with students, staff, faculty and the community, support the mission of Garrett College. We create an inclusive campus environment that promotes new challenges and growth opportunities through programs that foster student involvement, leadership, campus spirit and community partnerships. Student Life encourages the personal, physical, professional and academic success of students.

*Offices of Student Life include: Advising & Academic Success Center, Athletics, Counseling Services, Dean of Student Life, Health Services and Residence Life

ATHLETICS

The Garrett Lakers athletic program offers one of the most competitive athletic programs in the nation. Garrett College is a member of the National Junior College Athletic Association (NJCAA) competing at the Division II and III levels. Garrett is affiliated with the highly respected Region XX of the NJCAA and participates in conference play with the Maryland Junior College Athletic Conference (MDJUCO).

The Lakers compete in intercollegiate baseball, men's and women's basketball, men's and women's cross country, men's and women's golf, softball and women's volleyball. Garrett athletes play more games against tougher opponents than most junior college programs and have enthusiastic, hard working coaches leading their respective sports. Each student athlete, with the help of their coach, will work towards academic and athletic success to take them to the next level.

The Garrett College athletic facilities include the Laker Baseball Diamond; with a state-of-the-art fitness center, a competition swimming pool, warm water pool and the Laker Gymnasium, offering three collegiate-size basketball courts and seating for 1600.

ADVISING & ACADEMIC SUCCESS CENTER

Students are strongly encouraged to explore their career and transfer options as early in their time at Garrett College as possible. The Director of Advising, Career and Transfer Services is available to students by appointment to use a variety of tools and resources to identify their interests, skills, and work values and match them to occupations, and then to develop a plan that may include transferring to a 4-year institution in order to complete a Bachelor's degree. Drafting this career and transfer plan as early as possible will allow students to work with their academic program advisor to select an appropriate major and register for classes that will transfer easily to the student's targeted transfer institution.

For a Transfer Planning Timeline that lists suggested activities for each semester a student is enrolled at Garrett College, please go to: http://www.garrettcollege.edu/career/docs/TRANSFER_TIMELINE.pdf.

For additional information on Career and Transfer Advising, please contact Judy A. Carbone, Director of Advising, Career and Transfer Services, in Room 526 or at 301-387-3046 or judy.carbone@garrettcollege.edu.

COUNSELING SERVICES

The College provides referrals for students requiring counseling services. There is a part-time Counselor. She provides assistance to students in obtaining care through referral to appropriate providers. Students seeking services

should drop-in during office hours in Room 523. The hours are posted on the office door or on the internet; call the office extension at 301-387-3743; or by email at madonna.pool@garrettcollege.edu.

Students should be aware that because Garrett College is in a rural area, certain specialized counseling services may not be readily available. Students with chronic conditions or specific medical needs should check with their current health care providers to develop a care plan.

DINING SERVICES – LAKER CAFÉ

Our on campus café offers meals for breakfast, lunch and dinner when classes are in session. Declining balance plans can be purchased through Laker Café or the Business Office. Normal hours of operation are Monday to Friday 8a.m. to 9p.m. and Saturday and Sunday to 12p.m. to 5p.m..

HEALTH SERVICES

The College provides referrals for students requiring health services. There is a part-time Coordinator of Health Services. She provides assistance to students in obtaining care through referral to appropriate providers. Students seeking services should drop-in during office hours in Room 928. The hours are posted on the office door or on the internet; call the office extension at 301-387-3742; or by email at jamie.resh-kamp@garrettcollege.edu.

Students should be aware that because Garrett College is in a rural area, certain specialized health services may not be readily available. Students with chronic conditions or specific medical needs should check with their current health care providers to develop a care plan.

ORGANIZATIONS AND CLUBS

Garrett offers 6 student organizations and clubs. Students have the opportunity to participate in extracurricular activities such as plays, concerts, and other cultural events on campus and in the community.

CRU Sharon Elsey Sharon.elsey@garrettcollege.edu	Student Veterans of America Kathy Fauber kathy.fauber@garrettcollege.edu
Hall Council Katie O'Neil Katie.oneil@garrettcollege.edu	Wildlife Club Kevin Dodge kevin.dodge@garrettcollege.edu
Student Government Association Sarah Schenk Sarah.schenk@garrettcollege.edu	World View International Club Krista McKenzie Krista.mckenzie@garrettcollege.edu

Student Government Association

The students at Garrett College govern themselves. The Student Government Association (SGA) is an elected body. By participating in SGA, a student has the opportunity to assume the responsibility of leadership. Its officers: President, Vice President, Secretary, Treasurer, Freshman and Sophomore Representative, and Historian, are elected by the entire student body. The SGA allocates, controls, and spends (after the budget has been approved by the SGA Advisor) money collected from students in the form of student fees. The SGA has two open meetings per month in which any student can participate.

Student Ambassadors

GC Student Ambassadors are a select group of students who are members of a student service organization dedicated to enhancing the image and promoting the awareness of Garrett College. The organization is committed to the encouragement of educational success and to the recruitment and retention of Garrett College students. Student Ambassadors serve Garrett College in a wide range of activities such as giving campus tours, hosting College guests and representing the College in the community through participation in community functions. Student Ambassadors assist the College with all student life programming, college recruitment, retention, and community relations. These students are chosen each year through an application and interview process and are financially compensated for their efforts.

Hall Council

Hall Council's aim is to advocate for residential students and ensure for them the living environment that they deserve. HC strives to maintain a safe, enjoyable, and enriching environment for Garrett's residential students. To achieve this, HC offers a number of services and events, and actively represents student concerns to the Residence Life office, SGA and the College administration.

RESIDENCE LIFE

Garrett College maintains two distinctive styles of residential living. Our conveniently located residence halls include Laker Hall, apartment living, and Garrett Hall, which provides traditional housing. Through the residential experience, students are exposed to education and social programs, as well as activities that familiarize students with the diversity of lifestyles, backgrounds and personalities of their peers.

Both Laker and Garrett Halls have student resident assistants (RAs) who work to connect residents to all that the campus has to offer while also bringing opportunities for growth and development into the residential communities. For additional information on RAs, please contact the Office of Residence Life at 301-387-3164.

VETERANS PROGRAMS

VETERANS PROGRAMS

The GI Bill includes several educational programs which are serviced by the Department of Veterans Affairs (VA). GI Bill programs are designed to help active duty, Guard and Reserve Service members, as well as veterans and their families earn a degree, certification, and/or vocational training. Although programs differ depending on the user's status, participants can receive benefits which may cover up to 100 percent of their tuition and fees, a stipend for books and supplies, and a monthly housing allowance. Various educational pursuits are only available under specific GI Bill programs. The participants should ensure the education program in which they wish to enroll will qualify for reimbursement under the GI Bill for which they are eligible. You may be eligible for more than one educational benefit.

For more information, visit the GI Bill website at www.gibill.va.gov or call toll-free 1-888-GIBILL (1-888-442-4551). Additional questions regarding VA educational benefits can be directed to the GC Veterans Affairs Office at 301-387-3057.

MARYLAND ARMY NATIONAL GUARD GRANT

The Maryland National Guard and Garrett College have formed a joint relationship as Partners in Education. To receive a 50% tuition waiver, guard personnel must present their tuition waiver authorization letter (obtained from their company commander) to GC at the time of registration each semester. For more information, contact the Maryland Army National Guard in Cumberland, MD by telephone at 301-777-9395 or 301-268-5022.

ALCOHOL AND DRUG POLICY

In compliance with the Federal Drug-Free Workplace Act of 1988; the Federal Drug-free Schools and Communities Act of 1989; the Maryland Drug and Alcohol Abuse Control Plan of 1990; and the Maryland Higher Education Commissioner's policies of 1990, Garrett College is dedicated in spirit and in compliance with law to a drug-free workplace and educational environment.

Students and employees are expected and required to be in appropriate mental and physical condition and to be free from the influence of alcohol or drugs. Alcohol use is not permitted on campus except under limited conditions that require the approval of the President (see section E of the Drug and Alcohol Policy in the HR manual).

The unlawful manufacture, distribution, sale, possession, or use of illicit drugs and the illegal use of alcohol as a part of any Garrett College activity, are absolutely prohibited, in accordance with all applicable federal, state, and local laws.

Violations of this policy by employees or students will result in disciplinary action, up to and including dismissal, consistent with normal college policy and procedure (See Student Code of Conduct and Human Resources Manual for sanctions). In addition, any violations may have legal consequences consistent with local, state, and federal law.

The College recognizes drug or alcohol abuse as a major health problem as well as a potential safety and security issue. Students and employees needing assistance in dealing with such problems are encouraged to use community or campus assistance services. Contact information for these services can be found on the “resources” page (20) of the annual security report.

The College will maintain a program to increase the awareness of the College community about:

- The dangers of drug and alcohol abuse. All students, staff and faculty will be advised individually through mail, email, advertisements, sessions, awareness programs, and through other appropriate avenues.
- The availability of drug and alcohol counseling and rehabilitation programs. The College will distribute a description of drug or alcohol counseling, treatment, rehabilitation, or re-entry programs available to the College community at least once per year.
- The College employs a counselor for 20 hours per week for students. The counselor provides an intake that identifies potential alcohol and/or drug use, has the ability to refer students for drug/alcohol screening, and provides counseling services.

At the beginning of each semester (typically the third week of September and the third week of January), the College will hold a drug and alcohol awareness and prevention week. Throughout the year, the College will hold special programs on drug and alcohol prevention sponsored and organized by the Campus Security, Counseling, and Health Services offices in conjunction with the Garrett County Health Department. Times, dates, and locations of these event will be advertised weeks in advance to the college community on the College website, the intranet, and emailed to students’ college accounts.

If a student has been convicted of any offense under any federal or state law involving the possession or sale of a controlled substance, he/she will be ineligible to receive any grant, loan, or work assistance under Title IV during the period from the date of the conviction and through the interval specified below.

The period of ineligibility for federal student aid funds varies depending on whether the conviction was for sale or possession and whether you had previous offenses. If a student is convicted of both possessing and selling illegal drugs, and the period of ineligibility are different, the student will be ineligible for the longer period.

Possession of Illegal Drugs:

First Offense: one year from date of conviction
Second Offense: two years from date of conviction
Third + Offense: indefinite period

Sale of Illegal Drugs:

First Offense: two years from date of conviction
Second Offense: indefinite period
Third + Offense: indefinite period

NOTE: A conviction that was reversed, set aside, or removed from the student’s record does not count, nor does one received when the student was a juvenile, unless the student was tried as an adult. Further, you may be able to resume eligibility before the end of your ineligibility period if you satisfactorily complete an acceptable drug rehabilitation program.

Employees in need of assistance may be referred by area supervisors, department heads, administrators, or security personnel. Drug counseling and rehabilitation program information can be obtained through the College’s Director of Human Resources or the Health Services Office.

CAMPUS CLOSURE POLICIES

When inclement weather, hazardous road conditions or other emergencies make the closing (or delayed opening) of the College necessary, the procedures outlined below will be followed. The College makes every effort to arrive at a decision at the earliest possible time. Every effort will be made to notify broadcast sources by 6:30 am for morning classes and by 3:00pm for evening classes. **The final judgment on traveling to class or work shall be the responsibility of the individual, but college expectations for work and study will be uniform.**

Sources for Emergency Announcements	Standard Emergency Announcements
<p style="text-align: center;">Primary Broadcast Sources</p> <p>Weather Line: 301-387-3198 e2campus Notification: (www.e2campus.net/my/garrettcollege/) GC Web site: www.garrettcollege.edu/</p> <p style="text-align: center;">Other Broadcast Sources</p> <p><u>Radio:</u> WWHC(92.3 FM) WFRB (105.3 FM) WKMM (96.7 FM) WKHJ (104.5 FM) WKGO (106 FM) WQZK (Q94 FM) WAIJ (90.3 FM) WMSG (1050 AM) WTBO (1450 AM) WVAQ (101.9 FM) WROG (102.9 FM)</p> <p><u>Social Media:</u> www.twitter.com/SafeNSecureGC www.facebook.com/SafeNSecureGC</p> <p>Important Notes: Other broadcast sources might not use the exact words we provide them, so please be aware that announcements could differ from station to station. Due to the possibility of inaccurate announcements we would advise you to check at least 2 different broadcast sources.</p> <p>As weather conditions change, the College may announce closings during the day or evening, as well. Always check at least 2 different broadcast sources before heading out to the campus.</p>	<ul style="list-style-type: none"> • In the absence of an announcement, the College is open and operating under normal schedules. • The College does NOT follow the same schedule as the public school system or the County. <p>1. Garrett College will open at "X" designated time Garrett College will open at the designated time ("X") and will follow normal schedules after the delay. This applies to all faculty, staff and students. College delayed openings for weather will most often be at 10 a.m. (Note: The message will be similar to "all classes and activities starting prior to 10 a.m. are canceled"). However, depending on changing weather conditions, the decision to open at 10 a.m. or to close will be re-evaluated. When in doubt, call 301-387-3198 or check the web sites for the most current updates BEFORE you head to campus. While the campus is closed, students, faculty, and staff members will not be allowed on campus more than 30 minutes prior to the announced opening time.</p> <p>2. Garrett College is closed Only "essential" personnel (maintenance and security personnel) who have been designated by the Administration should come to work and will be allowed on campus.</p>
Important Notes when the College delays opening	
<p>The Community Aquatic and Recreation Complex (CARC) will make a separate determination on delays/closings. For more information, go to: www.gccarc.com</p>	
<p>Note: If Garrett College is closed for inclement weather or any other reason, all GC classes - no matter where they are held - are canceled. For classes with a start time at or before 7 am, a determination will be made the evening before.</p>	

COURSE ATTENDANCE/ABSENCE POLICY

It is the expectation of the College that an enrolled student will attend all class sessions. Each faculty member defines the attendance/absence policy for his/her course and the policy is published in the course syllabus. Non-attendance which exceeds that allowed by the course policy may negatively affect one's grade in the course and can result in failure. It is the responsibility of the student to understand and to follow the policy as established by each instructor. If a student must be absent from class, the student should discuss the absence with the instructor. Student athletes who will be absent due to a scheduled game should discuss the upcoming absence with the instructor prior to said absence. At the discretion of the instructor, documentation verifying reason for absence may be requested.

Attendance may impact your grade in class – you can FAIL a class for poor attendance!

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Family Education Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include the right to review your education records, the right to request amendment of records, the right to consent to disclosure of personally identifiable information, and the right to file a complaint with the Department of Education.

In accordance with the provisions of the Act, directory information (i.e., information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed) may be disclosed without the student's prior consent unless the student submits a Non-Disclosure of Information Form with the Office of Records and Registration. Non-Disclosure of Information Forms must be submitted to the Office of Records and Registration within two weeks after the first day of class for the semester.

Complete details regarding the Family Educational Rights and Privacy Act, along with procedures for reviewing records and requesting amendments, and a list of "Directory Information" items and procedures for blocking release can be found in the *Garrett College Catalog* at www.garrettcollege.edu/academics.

HARASSMENT/ASSAULT & HATE CRIME POLICY

Garrett College is dedicated to ensuring all members of the college community, students, faculty, staff and administrators, the right to work and learn in an environment free from intimidation or coercion in any form. College policies have been established to promote an educational and work atmosphere free from the threat of harassment or assault.

Sexual assault is any sexual advances, physical, or verbal, that becomes violent in nature possibly causing emotional stress or turmoil in relation to one's work, employment, education, or self-esteem and well being. Sexual assault includes but is not limited to:

- Verbal or physical attacks or abuse;
- Pressure for sexual favors

Sexual Harassment is any persistent sexual behaviors, requests for sexual favors, or other irritating and unwelcome sexual conduct toward another individual including:

- Sexual involvement with an individual followed by threats concerning one's education or employment;
- Unwelcome remarks or gestures with sexual connotations toward an individual;

- Unwelcome touching

Hate crime: Any act of intimidation, harassment, physical force or threat of physical force directed against any person, their property or advocate, motivated either in whole, or in part, by hostility to their real or perceived race, ethnic background, religious belief, sex, age, disability, or sexual orientation, with the intention of causing fear or intimidation; or with the intent to deter or resulting in the deterrence of the free exercise or enjoyment of any rights or privileges secured by the Constitution or the laws of the United States or Maryland whether or not performed under color of law.

Sexual offenses and hate crimes are very serious incidents and active involvement is requested in order to prevent or reduce the opportunities for incidents of this nature to occur. By being aware of your surroundings, being alert, reporting suspicious activity, and participating in any college sponsored prevention programming, members of the college community can help maintain a safe campus for all.

Procedure for Reporting

Any student who feels that (s)/he has been subject to sexual harassment/assault by another student or a college employee should file an incident report with the:

- Dean of Student Life in LC 643 or at 301-387-3749
- Coordinator of Security in MT 766 or at 301-387-3037
- Counseling Services in LRC 523 or at 301-387-3743
- Health Services in CARC 928 or at 301-387-3742

If a student brings such an incident to the attention of any employee of the College, that employee should immediately notify one of the responsible officers of the College listed above that an alleged incident has occurred. The individual should be encouraged to file an incident report which can be done so anonymously. Designated college officials will direct the student to the college Counseling Services office who will assist them in filing a report, contacting law enforcement, receiving medical attention, and setting them up with the appropriate resources.

If the incident involves only students, it will be investigated by the Dean of Student Life. If the allegation is found to be credible, the incident will be handled through the process established in the Student Conduct Code.

Any employee who feels that (s)/he has been subjected to sexual harassment/assault by another employee or a student should file an incident report with the:

- Director of Human Resources in BO 703A or at 301-387-3049
- Coordinator of Security in MT 766 or at 301-387-3037

If the incident involves college personnel, the incident will be investigated by the Director of Human Resources. If the complaint is found to be credible, outside legal counsel will be engaged to perform the investigation. Legal counsel will prepare a report for the President who will take appropriate action.

Any individual who feels (s)/he has been the victim of harassment, assault, or hate crime has the right to pursue additional legal action as provided for in the state and federal legal and/or civil codes. The outcome of any such action may result in additional sanctions. The College will cooperate fully in any investigation of harassment, assault, or hate crime by a law enforcement agency and will assist in any way the victim of a crime.

Reporting harassment, assault, or a hate crime will not reflect on the individual in any way with regard to his/her status as a student or employee of the College including future employment, grades, work assignments, etc.

Title IX Statement

It is the policy of Garrett College to prohibit discrimination on the basis of age, color, disability, gender, national origin, race, religion, sex or veteran's status in regard to the administration of all campus programs, services and activities including intercollegiate athletics, and the admission of students, employment actions, or other sponsored activities.

Title IX of the Education Amendments of 1972 and certain other federal and state laws prohibit discrimination on these bases in education programs and activities operated by Garrett College. Garrett College complies with the requirements of Title IX of the Education Amendments of 1972, 20 U.S.C. Sec. 1681, et seq., and subsequent regulations, which prohibits discrimination on the basis of sex in all programs and activities receiving federal financial assistance.

To ensure compliance with Title IX, the President of the College has designated the Title IX Coordinators as the primary contact responsible for developing, adopting and/or assuring the dissemination of the College's nondiscrimination policy and for making the policy available to the College community. In addition, the Athletics Director will make the policy available to student-athletes as required to be in full compliance with the law. The Office of Human Resources will make the policy available to faculty, staff, the College community and the public.

Inquiries concerning the application of these laws to programs and activities of Garrett College or any individual who believes he or she has been discriminated against in violation of the College's nondiscrimination policy, including sexual harassment or gender discrimination, or who has witnessed discrimination against another, may obtain information and assistance regarding the College's policies and responsive processes from the following resources:

Garrett College Title IX Coordinators
Shawn Noel, Director of Athletics
Office: CARC 951
Phone Number: 301-387-3052

Kalie Ashby, Institutional research Analyst
Office: Room CE-206
Phone Number: 301-387-3060

Garrett College faculty, staff, and students with inquiries concerning the application of Title IX to the College's programs and activities, or for inquiries regarding allegations of discrimination or grievances concerning Title IX are encouraged to contact:

Dr. George Brelsford, Dean of Student Life
Office: Room LC-643
Phone Number: 301-387-3748

POLICY OF NONDISCRIMINATION

Garrett College does not discriminate based on race, sex, religion, natural origin, or handicapping conditions. This non-discrimination policy includes equal treatment for students regarding admission, programs/activities, financial assistance, and equal treatment of faculty and staff in employment.

Non-Discrimination

Garrett College prohibits discrimination against any person on the basis of race, ethnicity, religion, gender, age, sexual orientation, veteran status, or physical or mental disability. This non-discrimination policy applies to and includes, but is not necessarily limited to, access to employment, equitable employment practices, access to educational programs, and access to services for individuals in these protected classes. The College will abide by all applicable requirements of state and Federal law prohibiting discrimination.

All members of the College community are expected to abide by this non-discrimination policy and to abide by state and federal requirements. Those persons charged with a violation of this policy, if substantiated, may be subject to disciplinary action, including discharge, in addition to the penalties imposed under state and federal law. Any employee or job applicant who feels that he or she has been subjected to illegal discrimination by employees, officers, or agents of the College is requested to report the incident or complaint to the Director of Human Resources (or to the President if the complaint is against the Director of Human Resources), following the procedures described below.

Title IX. Garrett 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 office of the Dean of Student Life

STUDENT GRIEVANCE POLICY

A. Policy

Any Garrett College student who believes that (s)he has been harmed by a decision/action of an academic or non-academic nature as the result of an inappropriate act(s) by an employee(s) of Garrett College is entitled to file a complaint. Actions affecting a student's final grade should be filed through the Final Grade Appeal Process as outlined in the *Garrett College Catalog* available on the *Garrett College website* at www.garrettcollege.edu/academics. All other complaints are considered as Professional Misconduct Complaints.

B. Complaint and Appeal Procedures

1. Final Grade Appeal Process

Refer to the *Garrett College Catalog* available on the *Garrett College website* at www.garrettcollege.edu/academics for complete details regarding the final grade appeal process

2. Professional Misconduct Complaints

Garrett College encourages all parties to direct their efforts towards resolving any issue(s) at an informal level. For this reason, completion of an informal process to find resolution is required before a formal process may be initiated.

Filing and Resolution of Complaints of Professional Misconduct

- a. **Informal Complaint:** The first action in the case of all complaints of Professional Misconduct should be an informal meeting to seek resolution. Informal complaints may not result in personnel actions.

If the matter concerns the conduct of an instructor in a particular course, the student should schedule a meeting with the instructor to discuss the issue. If no resolution results or additional contact with the respondent(s) would be non-productive or cause a harmful escalation, the student should file a Formal Complaint.

If the matter concerns the conduct of non-academic personnel, the student is encouraged to speak directly with the respondent(s) involved. If no resolution results or additional contact with the respondent(s) would be non-productive or cause a harmful escalation, the student should file a Formal Complaint.

- b. **Formal Complaint:** Formal complaints may result in a recommendation for personnel action. If the recommendation includes a personnel action, the appeal process for the employee will be conducted as prescribed in the *Personnel Manual*.

Filing a Formal Complaint of Professional Misconduct

A formal complaint must be filed in writing. The written complaint must describe the improper act; the date(s) of occurrence; explain why the student believes the decision was unfair and/or explain the adverse effects on the student; and describe the precise relief sought by the student. The student may attach copies of any relevant documents. The student should also describe the informal efforts taken to date to resolve the matter.

Complaints that involve professional misconduct by an instructor should be submitted to the Program Director to whom the instructor reports.

All other complaints by students against College personnel should be filed with the Dean of Student Life.

Time Limits for Filing: A complaint should be filed within ten calendar days from when the adverse action/decision occurred or should reasonably have been discovered. A delay in filing a complaint may constitute grounds for rejection of the grievance, unless the timing of filing is governed by legal statute due to the nature of the complaint.

Review of the complaint

For complaints of professional misconduct against an instructor the relevant Program Director shall consider the complaint. The Program Director shall review the written complaint, all associated documentation, interview the parties, and recommend a remedy. Both parties will be notified in writing of the recommended remedy within fourteen business days of the filing of the complaint. If the remedy is agreeable to both parties, the matter will be considered resolved. If either party is not satisfied with remedy, the party may appeal the decision to the Interim Dean of Instruction. In the case of a recommendation involving a personnel action, the appeal process for the employee will be conducted as prescribed in the *Personnel Manual*.

For all other complaints of professional misconduct the Dean of Student Life will consider the complaint. The DSL will recommend a remedy. If the remedy is agreeable to both parties, the matter will be considered to be resolved. Both parties will be notified in writing of the recommended remedy within fourteen business days of the filing of the complaint. If either party is not satisfied with the remedy, the party may appeal the decision to the Interim Dean of Instruction. In the case of a recommendation involving a personnel action, the appeal process for the employee will be conducted as prescribed in the *Personnel Manual*.

Appeal to the Interim Dean of Instruction

An appeal must be submitted in writing within ten business days of notification of the recommendation for remedy. The Interim Dean will review the complaint and interview the parties involved. All relevant documentation will be forwarded to the Interim Dean of Instruction including the recommended remedy.

The Interim Dean of Instruction may uphold the recommended remedy or recommend a new resolution. Both parties will be notified of the recommendation within fourteen business days of the filing of the appeal. If the recommendation is agreeable to both parties, the matter will be considered resolved. Either party may appeal the decision of the Interim Dean of Instruction to the President of the College. In the case of a recommendation involving a personnel action, the appeal process for the employee will be conducted as prescribed in the *Personnel Manual*.

Appeal to the President

An appeal must be submitted in writing to the President within ten business days of notification of the Interim Dean of Instruction's recommendation. All relevant documentation will be forwarded to the President including the Interim Dean of Instruction's recommendation. The President will review the documentation and may interview the parties involved.

The President may uphold the recommended remedy or recommend a new resolution. Both parties will be notified of the recommendation within fourteen business days of the filing of the appeal. If

the determination includes a personnel action, the appeal process for the employee will be conducted as prescribed in the *Personnel Manual*. Otherwise, the determination of the President is considered to be final.

STUDENT CONDUCT CODE

Policy Title: Student Conduct Code

Subject Area: Student Services

Policy Number: 4001

Applicable Procedure Title/Number (immediately following policy): 4001-A

Related Policies (Including old policies being updated, if applicable): To be determined/updated as needed.

Purpose: To establish rules and standards that addresses both the academic and social behaviors of students and provides a fair and reasonable mechanism to manage student conduct discipline.

Policy Statement:

***Preamble:** Garrett College aspires to foster high ethical standards, personal and academic integrity, the diligent pursuit of truth, and equity in the treatment of all members of the college community. The College is concerned with the living and learning environment of all its students; the student conduct process is designed to be primarily educative, not punitive, in nature. Students and student organizations are required to engage in responsible social conduct that reflects well upon the College community and to model good citizenship in any community. Students are expected to maintain high standards of honesty, integrity, and courtesy, to accept responsibility for their actions, and to be respectful of the rights of others.*

The College has the authority and responsibility to establish rules and standards to apply to both academic and social behavior that impacts the College community. In line with this authority the College seeks to promote a campus environment that supports the overall educational mission of the College while protecting the College community from disruption and harm. The College reserves the right to take action against students whose behavior, either on or off campus, blemishes the general image or reputation of the College or otherwise evidences disregard for the safety, well-being, or rights of others. Each student is expected to understand the stipulations set forth in this Student Conduct Code, which shall apply to conduct on and off campus, whether or not specifically related to College activities and business. Due process is afforded to all students, regardless of race, religion, age, sex, sexual orientation, handicap, or national origin.

ARTICLE I: Definitions

- A. The term “College” means Garrett College.
- B. The term “student” includes all persons taking courses at the College, either full-time or part-time, pursuing for-credit or non-credit studies. Persons who withdraw after allegedly violating the Student Conduct Code, who are not officially enrolled for a particular term but who have a continuing relationship with the College or who have been notified of their acceptance for admission are considered “students” as are all persons who are living in College residence halls other than full-time professional staff members and their cohabitants, whether or not they are enrolled in this institution. This Student Conduct Code applies at all locations of the College.
- C. The term “faculty member” means any person hired by the College to conduct classroom or teaching activities or who is otherwise considered by the College to be a member of its faculty.
- D. The term “College official” includes any person employed by the College, performing assigned administrative or professional responsibilities. Resident Assistants employed by the Office of Residence Life are considered College officials when acting in their official capacity to confront and document violations of College and/or residence hall policy.
- E. The term “member of the College community” includes any person who is a student, faculty member, College official or any other person employed by the College.
- F. The term “College premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College.
- G. The term “organization” means any number of persons who have complied with the formal requirements for College recognition and/or charter as a student organization.

- H. The term “Student Conduct Board” is the body authorized by the College to determine whether a student has violated the Student Conduct Code and to recommend sanctions that may be imposed when a rules violation has been committed.
- I. The term “Student Conduct Administrator” means the Dean of Student Life, or a College official authorized on a case-by-case basis by the Dean of Student Life to determine whether a student has violated the Student Conduct Code and to impose sanctions upon any student(s) found to have violated the Student Conduct Code.
- J. The term “Student Conduct Hearing” refers to the specific, formal process by which a Student Conduct Board or Student Conduct Administrator considers the facts of case, makes a determination of responsibility for violations of the Student Conduct Code, and imposes appropriate sanctions.
- K. The term “disciplinary body” refers to either the Student Conduct Board or the Student Conduct Administrator that is conducting a Student Conduct Hearing in a particular case.
- L. The term “shall” is used in the imperative sense.
- M. The term “may” is used in the permissive sense.
- N. The Dean of Student Life is the person designated by the College President to be responsible for the administration of the Student Conduct Code. When the position of the Dean of Student Life is vacant, the College President shall designate an individual to be responsible for Student Conduct Code administration in order to ensure continuity in any pending conduct proceedings.
- O. The term “policy” means the written regulations of the College as found in, but not limited to, the Student Conduct Code, Residence Life Guide, the College website, College catalogs, Policy Handbook, and any other published actions of the Garrett College Board of Trustees.
- P. The term “Complainant” means any person who submits an incident report alleging that a student violated the Student Conduct Code. When a student believes that s/he has been a victim of another student’s misconduct, the student who believes s/he has been a victim will have the same rights under the Student Conduct Code as are provided to the Complainant, even if another member of the College community submitted the charge itself.
- Q. The term “Accused Student” means any student accused of violating the Student Conduct Code.

ARTICLE II: Student Conduct Code Authority

1. The Dean of Student Life shall determine the composition of Student Conduct Boards and determine which Student Conduct Board and/or Student Conduct Administrator shall be authorized to hear each matter.
2. The Coordinator and Assistant Coordinator of Residence Life shall serve as the first-line Student Conduct Administrators charged with the handling of complaints which arise from incidents occurring within the residence halls and surrounding areas unless warranted by the merits of a particular case, as determined by the Dean of Student Life.
3. The Dean of Student Life shall develop procedures for the administration of the student conduct system and procedural rules for the conduct of Student Conduct Board Hearings that are not inconsistent with provisions of the Student Conduct Code, or other written provisions established by the College through its shared governance system.
4. Decisions made by a Student Conduct Board and/or Student Conduct Administrator shall be final, pending the appeal process as outlined in **Article IV(D)**.

ARTICLE III: Proscribed Conduct

- A. Jurisdiction of the College Student Conduct Code.** The College Student Conduct Code shall apply to conduct that occurs on College premises, at College sponsored activities, and to off-campus conduct that adversely affects the College Community, and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, as well as during the academic year, and during periods between terms of actual enrollment even if their conduct is not discovered until after a degree is awarded. The Student Conduct Code shall apply to a student’s conduct even if the student withdraws from school while a disciplinary matter is pending. The Dean of Student Life shall decide whether the Student Conduct Code shall be applied to conduct occurring off campus, on a case by case basis, according to his/her sole discretion.
- B. Conduct—Rules and Regulations.** Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions outlined in **Article IV**:
 - 1. Acts of Dishonesty.** All acts of dishonesty are prohibited, including but not limited to the following:

- a. Plagiarism.** Plagiarism is the use of someone else's words, ideas, images, or data as one's own. When a student submits academic work that includes another's words, ideas, images, or data, whether published or unpublished, the source of that information must be acknowledged with complete and accurate references and, if verbatim statements are included, with quotation marks as well. By submitting work as his or her own, a student certifies the originality of all material not otherwise acknowledged. Plagiarism includes, but is not limited to, the following:
- i.** the quotation or other use of another person's words, ideas, opinions, thoughts, or theories (even if paraphrased into one's own words) without acknowledgment of the source; or
 - ii.** the quotation or other use of facts, statistics, or other data or materials (including images) that are not clearly common knowledge without acknowledgment of the source.
- b. Fabrication.** Fabrication is the use of invented information or the falsification of research or other findings. Fabrication includes, but is not limited to, the following:
- iii.** the false citation or acknowledgment of a direct or secondary source, including the incorrect documentation of a source;
 - iv.** the citation, in a bibliography or other list of references, of sources that were not used to prepare the academic work; or
 - v.** the inclusion in an academic work of falsified, invented, or fictitious data or information, or the deliberate and knowing concealment or distortion of the true nature, origin, or function of such data or information.
- c. Cheating.** Cheating is an act or an attempted act of deception by which a student seeks to misrepresent that he or she has mastered information that has not been mastered. Cheating includes, but is not limited to, the following:
- vi.** copying of all or any portion of another's academic work and submitting it, in part or in its entirety, as one's own;
 - vii.** allowing another person to copy one's own academic work—whether intentionally or recklessly;
 - viii.** the unauthorized use or possession of a class textbook, notes, or any other material to complete or prepare an academic work;
 - ix.** the unauthorized collaboration with any other person on an academic exercise, including collaboration on a take-home or make-up academic exercise;
 - x.** the unauthorized use of electronic instruments, such as cell phones, or PDAs to access or share information; or
 - xi.** the unauthorized completion for another person of an academic work, or permitting someone else to complete an academic work for oneself.
- d. Lying.** Lying is knowingly furnishing false information in any form of communication to any College faculty member, staff member, office, or organization.
- e. Academic Misconduct.** Academic misconduct is any other act that impugns or disrupts the educational process. Academic misconduct includes, but is not limited to, the following:
- xii.** the unauthorized possession, copying, distribution, sale, or other transfer of all or any part of an academic exercise, including the answers or solutions to an academic exercise, whether or not the exercise has been administered;
 - xiii.** changing, altering, attempting to change or alter, or assisting another in changing or altering any grade or other academic record, including grades or records contained in a grade book or computer file, that is received for or in any way attributed to academic work;
 - xiv.** accessing any computer file, other College record by any means, or storage for dishonest purposes, such as obtaining the answers or solutions to an academic exercise or to change a grade;
 - xv.** continuing to work on an academic exercise after the specified allotted time has elapsed;
 - xvi.** bribing another person to obtain an academic exercise, including answers to questions of an academic exercise not yet administered; or
 - xvii.** other forms of academic dishonesty not described here but in violation of the Academic Honesty Statement of Policy which can be found in the College Catalog.

2. **Computer Misuse.** Computer misuse or theft of facilities and resources, encompassing on-campus and off-campus servers, include, but are not limited to, the following:
 - a. unauthorized entry into a file to use, read, or change the contents, or for any other purpose;
 - b. unauthorized transfer of a file;
 - c. use of another individual's identification and/or password;
 - d. use of computing facilities and resources to interfere with the work of another student, faculty member, or College official;
 - e. use of computing facilities and resources to send obscene or abusive messages;
 - f. use of computing facilities and resources to interfere with normal operation of the College computing system;
 - g. use of computing facilities and resources in violation of copyright laws; or
 - h. any other violation of the College Computer Use Policy not specifically stated herein.
3. **Disruptive and/or Obstructive Conduct.** A student shall not impair, interfere with, or obstruct the orderly conduct, process, or function of the College or any of its students, faculty members, College officials, or guests. This includes, but is not limited to, the following:
 - a. preventing or disrupting teaching, research, administration, disciplinary actions, or other activities approved by the College;
 - b. interfering with the freedom of movement of another person;
 - c. interfering with the right of another to enter, use, leave, or enjoy any College building, facility, property, service, resource, or activity;
 - d. interfering with a faculty member or College official in the performance of his or her duty;
 - e. interfering with the freedoms of speech, religion, or association of another person;
 - f. trespassing or the unauthorized entering or accessing of any College building, facility, property, service, resource, or activity;
 - g. instigating or otherwise encouraging others to engage in a fight, riot, or participate in other disruptions;
 - h. making, exhibiting, or producing any inappropriate, loud, or disruptive noise or behavior;
 - i. provoking or physically harassing wildlife or other animals or creating an unsafe or harmful environment for wildlife or other animals on property owned or controlled by the College; or
 - j. exhibiting public nudity or lewd behavior.
4. **Sexual Offenses.** Garrett College is particularly sensitive to the issue of sexual assault within a campus community. The college Title IX officer(s) are: Ms. Kalie Ashby, Institutional Research Analyst, Room #CE 206, (301) 387-3060 and Mr. Shawn Noel, Director of Athletics, Room #CARC 923, (301) 387-3052. Students found responsible for a sexual offense will be subject to a recommendation of suspension or expulsion from the College. The following behavior is expressly prohibited:
 - a. **Sexual Misconduct I.** By stranger or acquaintance, rape, forcible sodomy, or forcible sexual penetration, however slight, of another person's anal or genital opening with any object. These acts must be committed either by force, threat, intimidation or through the use of the victim's mental or physical helplessness of which the accused was aware or should have been aware.
 - b. **Sexual Misconduct II.** By stranger or acquaintance, the touching of an unwilling person's intimate parts (defined as genitalia, groin, breast, or buttocks, or clothing covering them), or forcing an unwilling person to touch another's intimate parts. These acts must be committed either by force, threat, intimidation or through the use of the victim's mental or physical helplessness of which the accused was aware or should have been aware.
5. **Harassment.** Garrett College is committed to protecting the rights and dignity of all students and seeks to maintain an environment that is free from all forms of unlawful harassment. The College will not tolerate any form of harassment, including, but not limited to, the following:
 - a. **Sexual Harassment.** Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting such individual, or (3) such conduct has the purpose or effect of unlawfully interfering with an individual's work or academic performance or unlawfully creating an intimidating, hostile, or offensive working or academic environment. The following types of actions may constitute sexual harassment, but are not limited to:

- i. demand for sexual favors accompanied by implied threats about the person's employment and/or academic status or implied promises of preferential treatment;
 - ii. persistent, unwelcome flirtation, requests for dates, meetings, advances or propositions of a sexual nature;
 - iii. repeated degrading or insulting comments that demean an individual's sexuality or sex;
 - iv. unwarranted displays of sexually suggestive objects or pictures; or
 - v. jokes of a sexual or prurient nature.
 - b. **Other Unlawful Harassment.** Engaging in intentional conduct directed at a specific person or persons which seriously alarms or intimidates such person or persons and which serves no official purpose. Such conduct may include, but is not limited to, the following:
 - i. explicit or implicit threats, including gestures which place a person, their family, friends or others in reasonable fear of unwelcome physical contact, harm, or death;
 - ii. pursuing or following another person; repeatedly showing up or waiting outside a person's residence, classroom, place of employment, or car;
 - iii. unwanted/unsolicited, repeated communication in a public place, including on social networking or other internet websites, to a specific person which are, by common usage, lewd, obscene, threatening, disturbing, expose a person to public hatred, or can be reasonably expected to cause acts of violence by the person to whom the remark is addressed;
 - iv. unwanted/unsolicited, repeated contact that includes face-to face contact, telephone calls, voice messages, text messages, electronic mail, instant messages, written letters, or unwanted gifts;
 - v. communicating anonymously by voice or graphic means, electronic formats, or making a telephone call anonymously, whether or not a conversation ensues;
 - vi. repeated verbal (e.g. berating, shouting) or physical abuse;
 - vii. unwanted touching of any nature;
 - viii. use of threatening gestures;
 - ix. harassing or stalking another person through a third party;
 - x. repeated and unwelcome invasion of a person's work space; or
 - xi. using surveillance or other types of observation, whether in person or through the use of electronic devices or software to track or obtain private information.
 - c. **Pranks & Raids:** Pranks can be humiliating to the person (s) "pranked"; they can also lead to destruction of personal property and unsafe activity or create illegitimate alarm in a time of legitimate concern. These pranks/raids include, but are not limited to, the following:
 - i. initiating, encouraging, supporting responding in kind, retaliating or participating in pranks/raids that are disruptive, offensive, damaging to property, make a mess, hostile to residents, staff, students, and/or faculty
 - ii. water fights
 - iii. leaners
 - iv. prank phone calls
 - v. snowball throwing
 - vi. locking people in or out of a room
 - vii. removing or relocating personal or College property
 - viii. shaving cream fights
 - ix. food fights
6. **Hazing.** The College considers hazing, as defined below, to be indefensible and contrary to the interests of the College community. Hazing includes, but is not limited to, the following:
- a. any activity or action which subtly, flagrantly, or deliberately demeans, embarrasses, threatens, invites ridicule, draws inappropriate or negative attention to an individual, and/or an attitude which implies one member is superior to another, that initiation must be earned through personal services, or meaningless activities for initiated members;
 - b. actions which result in the impairment of academic performance or of the proper fulfillment of obligations to College sponsored groups; or
 - c. retaliation or threats of retaliation against persons reporting acts prohibited by this section.

7. **Hate Crime.** A hate crime is defined as any act of intimidation, harassment, physical force or threat of physical force directed against any person, their property or advocate, motivated either in whole or in part by hostility to their real or perceived race, ethnic background, religious belief, gender, age, disability, or sexual orientation, with the intention of causing fear or intimidation; or with the intent to deter or resulting in the deterrence of the free exercise or enjoyment of any rights or privileges secured by the Constitution or the laws of the United States or Maryland whether or not performed under the color of law.
8. **Violence to Persons/Physical or Verbal Assault.** The College will not tolerate acts of violence to other persons by individuals or groups. Students found responsible for violence to persons involving serious physical injury shall be subject to a recommendation of suspension or expulsion from the College. Acts of violence for the purposes of this section include, but are not limited to, the following:
- Assault.** Assault includes violent verbal or written acts that place a person in personal fear, threatens or attempts to inflict physical contact or bodily harm on a person (such as lifting one's fist in a threatening manner), that puts the person in immediate danger of or in apprehension of such harm or conduct, or which have the effect of harassing or intimidating a person;
 - Battery.** Battery includes the unauthorized touching of another person and/or use of force on a person without the person's consent; or
 - Other.** Other actions in reckless disregard of human life and safety.
9. **Possession or Use of Weapons or Explosives.** Possession of firearms or potentially dangerous weapons or explosives is not permitted on College property. Any potentially dangerous weapon including, but not limited to rifles, pistols, hunting knives, bowie knives, martial arts weapons and live ammunition is prohibited. Fireworks are considered explosive devices and are not permitted on campus except when approved by the College administration for official functions. Weapons such as a dirk knife, switchblade knife, pen knife with a blade exceeding three inches, sand club, blackjack, metal knuckles, straight razor, paintball guns, pellet gun, BB gun or any weapon considered illegal by the state of Maryland are also not permitted on campus. Any object employed in a violent manner may be considered as "use of a weapon." Students found responsible for possession or use of weapons or explosives may be subject to removal from the residence hall and/or suspension or expulsion from the College.
10. **Theft.** Students shall respect the property of the College, its guests, and all members of the College community. Theft is defined as taking or possessing the property of another without right or permission, and includes, but is not limited to the following:
- the unauthorized taking, misappropriation, possession, retention, or disposal of any property owned or maintained by the College, another student, a person attending a College sponsored event, or any other person; or
 - the unauthorized taking or use of any College owned or contracted service.
11. **Destruction, Abuse and/or Misuse of Property.** The College will hold responsible individuals or groups for intentional or negligent acts involving completed or attempted damage to and/or abuse of College or private property. Individuals or groups found responsible for destruction or abuse of property shall be required to make just restitution for the loss of damage in addition to other sanctions which might be imposed. For the purposes of this section, property offenses include, but are not limited to, the following:
- malicious destruction, defacement, damage, or misuse of College property, private property, public property on-campus, or property being used for a College-sponsored event;
 - destroying, damaging, misusing, reproducing, or defacing any student identification card, College-provided key or other access card, residence hall access card, laboratory equipment, athletic equipment, or any material issued or owned by the College;
 - littering on or in any College property, facility, or building, which includes the improper disposal of trash or smoking refuse;
 - expelling bodily fluids, including urinating, defecating, or expectorating, in any area of College buildings, facilities, or property other than appropriate restrooms
12. **Violation of Regulations Pertaining to Health and Safety.** The state of Maryland prohibits the tampering with, removal of, setting off or damage to fire equipment or alarm systems in any College building when no fire or immediate danger of fire exists. Violations of other campus health and safety regulations are also prohibited by this section, and include, but are not limited to the following:
- creating a safety hazard;
 - setting, causing, or increasing the chance of fire (examples include incense, candles and open flames);

- c. tampering with, misusing or damaging fire or safety equipment, such as alarms, smoke detectors, hoses, and fire extinguishers;
- d. falsely reporting the presence of an explosive device or other potentially dangerous situation;
- e. failing to immediately exit any facility or building when a fire alarm has been sounded, or hindering or impairing the orderly evacuation of any College facility or building;
- f. disobeying a command by any College official or faculty member in connection with a fire, alarm, or other safety or security matter;
- g. violations of the Tobacco policy;
- h. obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions;
- i. disobeying traffic safety signs;
- j. reckless driving;
- k. repetitive non-moving violations; or
- l. skateboarding, rollerblading, and similar activities

13. Alcohol Regulations. All students must comply with Maryland law and these alcohol regulations. The College does not condone the use of alcoholic beverages and prohibits their abuse or illegal consumption.

- a. The possession, use, consumption, manufacture, sale, or distribution of alcoholic beverages is prohibited except when and where explicitly permitted by the College's Alcohol Policy, which can be found in the Student Handbook.
- b. The use and possession of alcohol is prohibited in the residence halls even by those who are of legal drinking age. Students may not have on residence hall property empty alcohol containers including, but not limited to beer cans, liquor and/or wine bottles. This is a health and safety matter, and also ensures compliance with the state law in regards to underage possession of alcohol. Beer bongs, empty kegs, etc., are also prohibited.
- c. Acts and/or the displaying of behaviors commonly associated with the consumption of alcohol are also prohibited on College premises.

14. Drug Policy. The College prohibits the possession, use, consumption, manufacture, sale, or distribution of drugs and drug paraphernalia. The term "Drugs" broadly includes, without limitation, any stimulant, intoxicant (other than alcohol), nervous system depressant, hallucinogen, or other chemical substance, compound, or combination when used to induce an altered state, including any otherwise lawfully available product used for any purpose other than its intended use. The term "Drug Paraphernalia" broadly includes any material, product, instrument, or item used to create, manufacture, distribute, use, or otherwise manipulate any drug and includes, but is not limited to, hypodermic needles and syringes. Any violations of this drug policy, including, but not limited to the following behaviors, will be subject to sanctions by the Student Conduct Code and may be reported to all appropriate law enforcement authorities:

- a. possession, use, consumption, manufacture, sale, or distribution of any drug or drug paraphernalia;
- b. delivery, transfer, or intent to deliver, transfer, or manufacture any drug or drug paraphernalia;
- c. violation of any applicable local, state, or federal law relating to drugs or drug paraphernalia;
- d. sale, delivery, or transfer of a prescription or prescription drug; or
- e. the possession of a prescription or prescription drug not issued to the student.
- f. acts and/or the displaying of behaviors commonly associated with the use of drugs are also prohibited on College premises.

15. Unauthorized Access. Unauthorized access includes, but is not limited to the following:

- a. entry or attempted entry into College buildings, rooms, facilities, residence halls or individual residence hall rooms when such buildings, rooms or facilities are locked, closed, or posted restricted access to the student body and the public, is prohibited;
- b. entry into College buildings, rooms, facilities, residence halls or individual residence halls rooms via windows or any other non-standard entrance; or
- c. unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to or use of College premises.

16. Failure to Comply. It is a violation to ignore, disobey, disregard, or otherwise violate any provision of this Student Conduct Code or any applicable rule. Specific violations include, but are not limited to:

- a. failing to comply with the directive of any College official;
- b. failure to comply with the sanction(s) imposed under the Student Conduct Code;
- c. failing to identifying yourself to College officials when asked;

- d. failing to comply with the terms of any policy, procedure or agreement, including the College's Housing Contract or any other agreement between a student and a College official or department; or
- e. failing to comply with any applicable federal, state, or local law; or
- f. failure to obey the notice from a Student Conduct Board or College official to appear for Student Conduct meeting or hearing as part of the Student Conduct System;

17. Abuse of the Student Conduct System. This includes, but is not limited to the following:

- a. falsification, distortion, or misrepresentation of information before a Student Conduct Board;
- b. disruption or interference with the orderly conduct of a Student Conduct Board proceeding;
- c. institution of a Student Conduct Code proceeding in bad faith;
- d. attempting to discourage an individual's proper participating in, or use of, the student conduct system;
- e. attempting to influence the impartiality of a member of a Student Conduct Board prior to, and/or during the course of, the Student Conduct Board proceeding;
- f. harassment (verbal or physical) and/or intimidation of a member of a Student Conduct Board prior to, during, and/or after a Student Conduct Code proceeding; or
- g. influencing or attempting to influence another person to commit an abuse of the Student Conduct Code system.

18. Misconduct of Registered Student Groups. The College reserves the right to take action against a student group for conduct prohibited by the College's Standards of Personal and Group Conduct. Such acts of misconduct by students engaged in organized activities of registered student groups, whether committed on or off campus, are subject to student conduct proceedings. An "organized activity" is any activity which is conducted under the auspices, sponsorship, or supervision of a registered student group.

19. Complicity. A student shall not, through act or omission, assist another student, individual, or group in committing or attempting to commit a violation of this Student Conduct Code. A student who has knowledge of another committing or attempting to commit a violation of the Code of Conduct is required to notify appropriate staff and remove him or herself from the situation, and failure to do so when reasonable under the circumstances may be the basis for a violation of this policy.

20. Residence Hall Violations. Violation of any rules listed in the Residence Hall Guide.

21. Other College Policy Violations. Violation of any College policy, rule, or regulation published in hard copy or available electronically on the College website.

C. Violation of Law and College Discipline

1. College disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Conduct Code (that is, if both violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Conduct Code may be carried out prior to, simultaneously with, or following a civil or criminal proceeding off campus at the discretion of the Dean of Student Life. Determinations made or sanctions imposed under this Student Conduct Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of College rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.
2. When a student is charged by federal, state, or local authorities with a violation of the law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the Student Conduct Code, the College may advise off-campus authorities of the existence of the Student Conduct Code and of how such matters are typically handled within the College community. The College will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). Individual students and other members of the College community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

Procedure Title: Student Conduct Code Procedures

Subject Area: Student Services

Procedure Number: 4001-A

Related Policies and/or Procedures: 4001 – Student Conduct Code Policy

Procedure:

ARTICLE IV: Student Conduct Code Procedures

A. Student Conduct Proceedings

1. **Incident Reports.** A student conduct proceeding is initiated with the filing of an incident report by a member of the College community which indicates that a potential violation of the Student Conduct Code has occurred. The incident report shall be directed to the Dean of Student Life, or designee, who shall then forward the report to the appropriate Student Conduct Administrator. Any report should be submitted as soon as possible after the event takes place, preferably within forty-eight (48) hours of the incident. The Dean of Student Life or designee may conduct an investigation to determine if the charges presented in the incident report(s) have merit.
2. **Determination of Hearing Body.** Any student accused of violating any provision of the rules of student conduct will be called for an initial conference with the Dean of Student Life or his designee.
 - a. The student will be informed of what provision or provisions of the Student Conduct Code he/she is charged with violating and what appears to be the range of penalties which might result from consideration of the disciplinary proceeding. After considering the evidence in the case and interviewing the accused, the Dean of Student Life may take any of the following actions:
 - i. Terminate the proceeding, exonerating the accused;
 - ii. Dismiss the case after whatever counseling and advice may be appropriate;
 - iii. Impose sanctions directly such as warning, reprimand, restitution, disciplinary probation, suspension, and/or expulsion;
 - iv. Refer the matter to an administrative hearing or to the student conduct board for an adjudication
 - b. In the following instances, the Dean of Student Life or a Student Conduct Board is to make a determination of responsibility:
 - i. either the nature of the specific incident(s) or the Accused Student's previous conduct record would likely merit any of the sanctions outlined in **Article IV(B)(1)(i-o)**;
 - ii. the student is charged with violations of any proscribed conduct listed in **Article III(B)(4),(5), (7), (8), or (9)**; or
 - iii. the student explicitly requests, in writing, that the case be heard by a Student Conduct Board prior to his/her scheduled administrative hearing with the Student Conduct Administrator or Dean of Student Life; failure of a student to request a Student Conduct Board hearing shall not constitute grounds for appeal.
3. **Notification of Charges and Hearing.** If a determination is made that the incident report indicates a potential violation of the Student Conduct Code, the student will be notified by communication sent to his/her Garrett College email account of the alleged violation(s) within five (5) business days of receipt of the incident report(s).
 - a. **Administrative Hearings:** In the event the incident report alleges minor violations of the Student Conduct Code an administrative hearing may be held. Notification concerning the hearing shall include the incident report, the violations of the Student Conduct Code, and the date and time for the scheduled hearing, which shall occur no sooner than two (2), but no longer than ten (10) business days from receipt of the notification.
 - b. **Conduct Board Hearings:** Incident reports containing serious violations of the Student Conduct Code warrant a Student Conduct Board hearing. Notifications in this case shall include the violations of the Student Conduct Code, a description of the steps in the process, a summary of the student's rights, and the date and time for a pre-hearing conference with the Student Conduct Administrator to discuss with the student how the hearing will be conducted (the occurrence of the pre-hearing conference will be at least 24 hours prior to the actual board hearing) and the date of the actual student conduct board hearing, which shall occur no sooner than two (2), but no longer than ten (10) business days from receipt of the notification.

Maximum deadlines may be extended at the discretion of the Dean of Student Life, or designee.
4. **Student Conduct Hearings.** All cases arising under this Student Conduct Code shall be heard in an Administrative Hearing with a Student Conduct Administrator or in a Student Conduct Board Hearing. Regardless of the disciplinary body hearing a particular case, the following rules shall apply:

- a. In Student Conduct Hearings involving more than one Accused Student, the Student Conduct Administrator, in his or her discretion, may permit the Student Conduct Hearings concerning each student to be conducted either separately or jointly.
 - b. The determination of responsibility for each violation shall be made on the basis of whether it is more likely than not that the Accused Student violated the Student Conduct Code.
 - c. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Student Conduct Code proceedings.
 - d. If an Accused Student, with notice, does not appear before a disciplinary body, the information in support of the charges must be presented and considered even if the Accused Student is not present; additionally, the student will be considered responsible for a violation of **Article (B)(16)(f)** above, and appropriate sanctions will be imposed by the Student Conduct Administrator.
 - e. Pertinent records, exhibits, and written statements may be accepted as information for consideration by at the discretion of the Student Conduct Administrator or the chairperson of the Student Conduct Board. Submission of such materials to the disciplinary body must occur at least twenty-four (24) hours in advance of the scheduled hearing.
- 5. Additional Rules Concerning Student Conduct Board Hearings.** Student Conduct Board Hearings shall be conducted by a Student Conduct Board according to the following guidelines:
- a. Composition of the Student Conduct Board shall be a minimum of three (3) members of the College community who have not been directly involved in the incident(s) for which charges have been brought under the Student Conduct Code, nor who possess a clear and identifiable bias in relation to the Accused Student(s).
 - b. The Complainant, Accused Student and their advisors, if any, shall be allowed to attend the entire portion of the Student Conduct Board Hearing at which information is received (excluding deliberations). Admission of any other person to the Student Conduct Board Hearing shall be at the discretion of the Student Conduct Board and/or its Student Conduct Administrator.
 - c. The Complainant and the Accused Student have the right to be assisted by an advisor they choose. The advisor must be a member of the College community and may not be an attorney. The Complainant and/or the Accused Student is responsible for presenting his or her own information, and therefore, advisors are not permitted to speak or to participate directly in any Student Conduct Board Hearing before a Student Conduct Board. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Student Conduct Board Hearing because delays will not be allowed due to the scheduling conflicts of an advisor. If an Accused Student is also the subject of a pending subsequent criminal matter arising out of the same circumstances, s/he may be allowed to have an attorney serve as his/her advisor, at his/her own expense, to behave in the same manner as any other advisor.
 - d. The Complainant, the Accused Student and the Student Conduct Board may arrange for witnesses to present pertinent information to the Student Conduct Board. The College will try to arrange the attendance of possible witnesses who are members of the College community, if reasonably possible, and who are identified by the Complainant and/or Accused Student at least twenty-four (24) hours prior to the Student Conduct Board Hearing. Witnesses will provide information to and answer questions from the Student Conduct Board. Questions may be suggested by the Accused Student and/or Complainant to be answered by each other or by other witnesses. This will be conducted by the Student Conduct Board with such questions directed to the chairperson, rather than to the witness directly. Questions of whether potential information will be received shall be resolved in the discretion of the chairperson of the Student Conduct Board.
 - e. All procedural questions are subject to the final decision of the chairperson of the Student Conduct Board.
 - f. After the portion of the Student Conduct Board Hearing concludes in which all pertinent information has been received, the Student Conduct Board shall determine (by majority vote) whether the Accused Student has violated each section of the Student Conduct Code which the student is charged with violating.
 - g. There shall be a single verbatim record, such as a tape/digital recording, of all Student Conduct Board Hearings before a Student Conduct Board (not including deliberations). Deliberations shall not be recorded. The record shall be the property of the College, and shall be erased after the final disposition of the case and any applicable appeals. No other electronic devices will be permitted.

4. **Disciplinary Records.** In situations involving both an Accused Student(s) (or group or organization) and a student(s) claiming to be the victim of another student's conduct, the records of the process and of the sanctions imposed, if any, shall be considered to be the education records of both the Accused Student(s) and the student(s) claiming to be the victim, subject to the protections and restrictions of applicable federal and local law.
 - a. Other than College expulsion or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's disciplinary record.
 - b. Upon graduation, the student's disciplinary record may be expunged of disciplinary actions other than residence hall expulsion, College suspension, College expulsion, or revocation or withholding of a degree, upon application to the Dean of Student Life.
 - c. Cases involving the imposition of sanctions other than residence hall expulsion, College suspension, College expulsion or revocation or withholding of a degree shall be expunged from the student's confidential record seven (7) years after the student separates from the College.
5. **Group Sanctions.** The following sanctions may be imposed upon groups or organizations:
 - a. Those sanctions listed above in **Article (B) (1) (a)–(e)**.
 - b. Loss of selected rights and privileges for a specified period of time.
 - c. Deactivation. Loss of all privileges, including College recognition, for a specified period of time.
6. **Sanctions imposed on Groups by Student Conduct Board.** In each case in which a Student Conduct Board determines that a student and/or group or organization has violated the Student Conduct Code, the sanction(s) shall be determined and imposed by the Student Conduct Administrator. In cases in which persons other than, or in addition to, the Student Conduct Administrator have been authorized to serve as the Student Conduct Board, the recommendation of the Student Conduct Board shall be considered by the Student Conduct Administrator in determining and imposing sanctions. The Student Conduct Administrator is not limited to sanctions recommended by members of the Student Conduct Board. Following the Student Conduct Board Hearing, the Student Conduct Board and the Student Conduct Administrator shall advise the Accused Student, group and/or organization (and a complaining student who believes s/he was the victim of another student's conduct) in writing of its determination and of the sanction(s) imposed, if any.

C. **Interim Suspension.**

In certain circumstances, the Dean of Student Life, or a designee, may impose a College or residence hall suspension prior to the Student Conduct Board Hearing or upon disposition of the case by a Student Conduct Board or Student Conduct Administrator but before the appeals process has been exhausted. Interim residence hall suspension may be imposed by the Coordinator of Residence Life.

1. Interim suspension may be imposed to: a) to ensure the safety and well-being of members of the College community or preservation of College property; b) to ensure the student's own physical or emotional safety and well-being; or c) if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the College.
2. During the interim suspension, a student shall be denied access to the residence halls and/or to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the Dean of Student Life or the Student Conduct Administrator may determine to be appropriate. The student is responsible for finding alternative housing at her/his expense. Parents will be notified of an Interim Residential Suspension by the Coordinator of Residence Life, if the student is under the age of 21.
3. The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a Student Conduct Board Hearing, if required. Immediately following administrative notification of the incident, an attempt should be made to meet with the accused student about alleged conduct through their Garrett College email, official phone number and if possible a letter sent to their residence hall or off-campus residence informing them of the time, date and place of an interim suspension hearing. At this hearing the student may show cause why his or her continued presence on the campus does not constitute a threat. If the student does not attend, cannot be contacted, or cannot provide adequate reason for remaining on campus and/or in the residence halls as a non-threat, the interim suspension is automatically in effect. If the interim suspension hearing is held the student will be notified at that time whether he/she has been suspended pending his/her student conduct board hearing or if he/she is being allowed to remain on campus or in the residence hall. The student will be notified of his/her pending Student Conduct Code board hearing by letter sent to his/her residence hall or off-campus residence and

Garrett College email, which shall include the incident report, statements, Student Conduct Code violations, time, date, and place of the hearing.

D. Appeals

1. A decision reached by the Student Conduct Board or the Student Conduct Administrator may be appealed by the Accused Student(s) or Complainant(s) to the Appellate Board for all cases arising under this Student Conduct Code. Such appeals shall be in writing and shall be delivered to the Dean of Student Life within three (3) calendar days of the disposition of the hearing, who shall then forward the written appeal, along with all relevant case information, to the Appellate Board, which shall consider the appeal.
2. Any member of the College community who has served as a Student Conduct Administrator, Complainant, or witness in a particular case may not serve on the Appellate Board in consideration of that case.
3. Except as required to explain the basis of new information, an appeal shall be limited to a review of the verbatim record of the Student Conduct Board Hearing and supporting documents for one or more of the following purposes:
 - a. To determine whether the Student Conduct Board Hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and present information that Student Conduct Code was violated, and giving the Accused Student a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining appeal unless significant prejudice results.
 - b. To determine whether sanction(s) imposed were appropriate for the violation of the Student Conduct Code which the student was found to have committed.
 - c. To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Student Conduct Board Hearing.
4. If an appeal is upheld by the Appellate Board, the matter shall be returned to the original Student Conduct Board and Student Conduct Administrator for re-opening of Student Conduct Board Hearing to allow reconsideration of the original determination and/or sanction(s). The Appellate Board may require that the case is examined by a newly constituted Student Conduct Board, but shall have no authority to alter sanctions imposed or determinations of responsibility found by a Student Conduct Board. If an appeal is not upheld, the matter shall be considered final and binding upon all involved.

All sanctions imposed under the Student Conduct Code shall take affect according to the timeline established by the Student Conduct Administrator in consideration of the student's deadline for appeal. The exercise of the appeals process shall not be construed as an extension of any deadline imposed by the Student Conduct Administrator for compliance with sanctioning.

ARTICLE V: Interpretation and Revision

- A. Interpretation.** Any question of interpretation of the Student Conduct Code shall be referred to the Dean of Student Life or his or her designee for final determination.
- B. Revision.** The Student Conduct Code shall be reviewed annually under the direction of the Dean of Student Life.