

# Academic Regulations

For questions regarding academic regulations, contact an academic adviser or online at [www.aacc.edu](http://www.aacc.edu) or call 410-777-2307.

## CREDIT HOURS

A credit hour is the unit by which academic work is measured. Each course and laboratory is assigned a number of credit hours and these are specified in the section of this catalog titled Credit Courses of Instruction. A student enrolled in a face-to-face course should expect approximately 15 hours of instruction for each credit hour.

## Student Classification

Students who have been admitted to the college will be classified as follows: 0 to 27 credit hours earned — first-year student (freshman); 28 or more credit hours earned — second-year student (sophomore).

## Hours Attempted and Earned

**Hours attempted** means the total number of credit hours in all the credit courses for which students receive one of the letter grades listed under Grades and Quality Points (see pages 382-382).

**Hours earned** means the total number of credit hours in all the credit courses for which students receive a letter grade of D or higher. No credit hours are earned with a grade of F or FX or a grade designator of W, WP or WF.

Each grade report shows the credit hours attempted and earned for the term.

## Equivalent Courses

The college offers developmental courses and some courses of general interest for which academic credit is not granted. These are known as equivalent courses. Hours spent in equivalent courses are not included in hours attempted, hours earned or in computation of the grade point average. They are counted in computing total course load and tuition. This means that students who are limited to a maximum number of credits may take only that total of combined credit and equivalent hours.

## Audit of Courses

Students who wish to be under no obligation for regular attendance, preparation, recitation or examination, and who do not wish to receive any credit, may register for a course as auditors. In a 15-week term, students may change registration from credit to audit during the first three weeks of classes. For terms shorter than 15 weeks, the audit period will be defined proportionately.

Since no credit hours are attempted or earned and no quality points are given for an audited class, the course will not be included in calculation of the student's grade point average. Audited courses are not eligible for calculation toward students' full-time or part-time enrollment status or toward financial aid. The designator AU will be entered on the student's academic record. Regular tuition and fees apply to audited courses. A student may not receive credit for a course that is audited.

## ENROLLMENT/CHANGING A SCHEDULE

### Change from Noncredit to Credit

Some courses are offered as both credit and continuing education noncredit. Students who register may wish to change from

one status to the other. In a regular term, students who wish to make this change must do so during the first three weeks of a 15-week term. For terms shorter than 15 weeks, the change period will be defined proportionately.

## Dropping Courses

Through the first week of classes of a 15-week term or the equivalent for other terms, students may drop a course, which means that all entries for the course are dropped completely from students' transcripts. To accomplish this, students must file a Credit Registration • Add • Drop Form at the Records and Registration office or use MyAACC (<http://myaacc.aacc.edu>) or the STARS touch-tone registration system. The last day upon which courses may be dropped, will be published each term. All courses in which a student is enrolled after the final drop date will be entered permanently into their record.

## Class Enrollment

Students may register for a course before the class begins. Students must switch class sections of a course or add a course during the drop/add period of each term.

## Withdrawal from Courses

After the final drop date, and through the 12th week of a regular 15-week term, students may withdraw from a course, which means that an entry of W, signifying withdrawal, is entered into their record. To withdraw, students must file a Credit Registration • Add • Drop Form at the Records and Registration office or use the STARS touch-tone registration system or MyAACC (<http://myaacc.aacc.edu>). The final withdrawal date, that is, the last day upon which students may withdraw from a course, will be published in the schedule of classes.

After the final withdrawal date and through the last day of classes, as specified in the academic calendar, students may withdraw from the college or from individual courses by consulting with an academic adviser in the Counseling, Advising and Retention Services office, obtaining an adviser's signature on a withdrawal form and filing the withdrawal form at the Records and Registration office. Students who are passing on the date of the withdrawal will be assigned a grade indicator of WP (withdraw passing) on their permanent record. Students who are failing on the date of the withdrawal will receive a grade of F.

Students who have withdrawn and received a grade of F may petition the Committee on Academic Standards to authorize the instructor to change the grade of F to WF (withdraw failing). Such students must provide verification to the committee that they could not complete the course for one of the following reasons:

1. Death in immediate family.
2. Student incapacitated due to serious illness.
3. Change in hours or location of employment.
4. Uncontrollable circumstances of a serious nature.

Students who have more than 10 entries of W, WP and WF must meet with an academic adviser to review their educational plan before the next registration.

Students receiving financial aid should consult the "Financial Aid Satisfactory Academic Progress (SAP) Policy" on page 31 before withdrawing from any courses.

**GRADES****Grades and Quality Points**

A letter grade is assigned for each course in which students are enrolled at the end of the term. A grade submitted by the faculty member can be viewed on a student's myaacc web page. The myaacc term grade report page is printable or a student may request a mailed paper copy of all grades for the term. A quality point value per credit hour in the course is assigned to each letter grade. These are summarized below.

<b>Letter Grade</b>	<b>Meaning</b>	<b>Quality Point Value per Credit Hour in Credit Courses</b>
A	Excellent	4
B	Good	3
C	Average	2
D	Poor	1
F	Failing	0
FX	Failure due to never having attended or ceasing to attend class at or before the midpoint of the course. In the case of students in distance learning courses, an FX grade may be awarded to students who have never participated or ceased to participate in the course.	0

The number of quality points earned for each credit course is the product of the credit hour rating of the course multiplied by the quality point value of the letter grade assigned. For example, students who complete a three-hour credit course with a C grade earn three times two, or six quality points; those who complete a four-hour credit course with a B earn four times three, or 12 quality points. The calculation of a student's GPA does not include grades from both courses when receipt of credit is restricted to only one of the paired courses.

**Grade designations not included in the calculation of the GPA.**

AU	Audit
CO	Continue (student must continue with the course)
I	Incomplete
NG	No Grade
PA	Pass (equivalent to a grade of C or better)
R	Repeat
W	Withdraw
WP	Withdraw Passing
WF	Withdraw Failing
Y	Course removed from GPA due to curriculum change or inappropriate repeat

**Pass/Fail Grades**

The PA grade represents a grade of C or better in courses designated Pass/Fail (PA/F).

Students with a PA grade earn the stated number of credit hours, but a PA grade has no quality point value and is not computed in the grade point average (GPA).

**Change of Grades**

The instructor of a course is the only individual authorized to assign a grade or to change a grade. The Committee on Academic Standards, acting for the faculty, has jurisdiction over all matters concerning the application of academic regulations. A challenge of the policy regarding grades should be addressed to the Committee on Academic Standards.

Once a grade has been assigned and entered into a student's record, an instructor may request the registrar to make a grade change only if there has been an error in the determination of the grade. Otherwise, a grade once entered is final and shall not be changed except when it can be unequivocally demonstrated that it was physically or emotionally impossible for the student to file a withdrawal form because of incapacity or sudden, enforced departure from the area. In such a case, the student may petition the Committee on Academic Standards to authorize the instructor to change a grade of F to WP (withdraw passing) or WF (withdraw failing). Such petitions must be signed by the instructor.

If an instructor has left the college and cannot be located after a reasonable search, students may petition the Committee on Academic Standards to authorize the vice president for learning to change a grade of F to W. Such petitions must be signed by both the vice president for learning and the chair of the department in which the course was taught.

**Incomplete Work**

The grade designator of I (incomplete) is assigned only in exceptional circumstances and is a temporary grade. It will be given only to students who cannot complete the work of a course on schedule because of illness or other circumstances beyond their control. Unless the work is completed by the date approved by the instructor in the course, but not later than one month after the beginning of the next regular term, a grade of F will be recorded for the course.

**Quality Point Total and Grade Point Average**

The grade point average and credit calculations on the Anne Arundel Community College transcript include only credit courses taken at Anne Arundel Community College.

- *Quality point total (QPT)* is the number of quality points a student earns. Each grade report shows the student's quality point total for the term and the cumulative quality point total since admission.
- *Grade point average (GPA)* is calculated by dividing the total quality points by the total credit hours attempted.
- *Total cumulative grade point average* includes all attempts in all credit courses for which students receive letter grades of A, B, C, D, F or FX.
- *Adjusted cumulative grade point average* excludes from calculation the first grade earned in a course when the course has been subsequently repeated. The adjusted GPA also removes from calculation courses which have been forgiven due to inappropriate repeats or when the Committee on Academic Standards approves a student's appeal to forgive courses not used in a area of study after the student has changed curriculum.
- Students who take two courses for which they cannot receive credit for both will have one of the courses' credits/quality points removed from their credits earned and grade point calculations. However, both grades remain on the students' records and transcripts.

As stated under Associate Degree Requirements (see pages 259-260), to earn a certificate or an associate degree (Associate of Arts, Associate of Arts in Teaching, Associate of Applied Science, Associate of Science, Associate of Science in Engineering), students must accumulate hours earned at least equal to the total number of hours required by the program of study and must have an adjusted cumulative GOA of 2.0 or better.

### Removal of Grades from Adjusted GPA

When students change their program of study, they may petition the Committee on Academic Standards to remove from their adjusted grade point average those courses that are no longer applicable to their new area of study. If the petition is approved, all courses which do not apply will be removed from the adjusted grade point average, regardless of grade, but the courses will still appear on the student's transcript. In some cases, this procedure may have a negative effect on the student's grade point average and should be carefully reviewed with an academic adviser before submitting a petition.

### Dean's List/Honors List

The dean's list includes full-time students taking 12 credits with a GPA of 3.4 or higher for the previous term. The honors list includes part-time students carrying at least six credit hours with a GPA of 3.4 or higher for the previous term.

### Repetition of Courses

Students may repeat any course, one time only, regardless of the grade earned. No such restriction applies to ACA 100, ENG 001, ENG 002, ENG 003, RDG 026, RDG 027 and RDG 028. When students repeat a course at Anne Arundel Community College, the most recent grade from Anne Arundel Community College is used to compute their adjusted GPA. However, both grades remain on the students' records and transcripts. Students who wish to repeat a course must repeat that course at Anne Arundel Community College for the repeat policy to apply. Grades earned at other institutions in courses for which grades were also earned at Anne Arundel Community College do not adjust grades earned at Anne Arundel Community College, nor do they alter the grade point average.

## CREDIT LIMITATIONS

### Limitations on Credit Hours

Status	13-15 WEEK TERM	10 WEEKS OR LESS
	SESSION MAXIMUM	TERM SESSION MAXIMUM
Regular	18	9
Developmental	13	7
ESL	13	7
Probation	14	7
Non-degree	11	7

Credit hours are noted near course titles in the Credit Courses of Instruction section, which begins on page 269 of this catalog. The credit hours for noncredit developmental courses do not count toward graduation or in grade point averages. However, in terms of limitations on credit hours, a student's total equivalent credit hours are the sum of all the credit hours and equivalent hours including English as a Second Language (ESL) courses, for which a student registers for a given term.

Students assigned **regular status** may register for up to 18 equivalent credit hours during sessions of 13 to 15 weeks duration. Students assigned regular status enrolled in abbreviated sessions (fewer than 13 weeks) may register for up to nine equivalent credit hours that meet at any one time. Students enrolling in the winter two-week term may register for no more than four equivalent credit hours. An exception to the limitation on credit hours may be granted by an academic adviser for a student with regular status if the student has an adjusted cumulative grade point aver-

age (GPA) of 3.0 or higher that includes at least one full-time term of courses for which a GPA of 3.0 has been earned.

Students who are degree and certificate-seeking with **developmental status** should begin developmental requirements in their first term. Developmental courses in English and reading must be in progress by the time 12 AACC hours (credit or equivalent) have been attempted. Developmental requirements must be completed within the first 30 AACC hours (credit or equivalent) attempted. An extension of one term may be granted by an academic adviser.

Students assigned **ESL status** may register for up to 13 equivalent credit hours during sessions of 13 to 15 weeks duration. ESL students enrolled in abbreviated sessions (fewer than 13 weeks) may register for up to seven equivalent credit hours that meet at any one time. Students wishing to pursue a more intensive language program must be approved by the coordinator of the English as a Second Language.

Students assigned **probationary status** may register for up to 14 equivalent credit hours during sessions of 13 to 15 weeks duration. During abbreviated sessions (fewer than 13 weeks), students assigned probationary status may register for up to seven equivalent credit hours that meet at any one time.

Students assigned **non-degree status** may register for up to 11 equivalent credit hours during sessions of 13 to 15 weeks duration. Non-degree students enrolled in abbreviated sessions (fewer than 13 weeks) may register for up to seven equivalent credit hours that meet at any one time.

### Assessment Testing

Students may take one college assessment retest in English and/or reading. Retesting in English/reading is not allowed after attending or starting English or reading classes. Students seeking a retest in mathematics should successfully complete the non-credit course SKL 328, Prepare for the Math Placement Test. Retesting in mathematics is not allowed after enrollment in mathematics classes. Attempting to take a specific assessment test more than the approved policy violates the college "Academic Integrity Policy" (see "Academic Integrity Policy" for the full text, pages 401-403). Any assessment test score which is found to be the result of unauthorized repeat testing will be discarded.

### Developmental Courses

Students taking developmental courses in English and reading because they are in need of review work or basic preparation must pass those courses to be eligible to register for a credit English course. In ENG 002, the passing grade is C or better. In developmental reading courses the passing grade is C or better. Developmental courses do not carry college credit and may not be used toward graduation.

Students taking courses in developmental mathematics must complete those courses with a grade of C or better to be eligible for entry-level general education math courses.

Students who are degree and certificate-seeking with **developmental status** should begin developmental requirements in their first term. Developmental courses in English and reading must be in progress by the time 12 AACC hours (credit or equivalent) have been attempted. Developmental requirements must be completed within the first 30 AACC hours (credit or equivalent) attempted. An extension of one term may be granted by an academic adviser.

Students who are assigned developmental status and who complete their developmental requirements will be changed to regular status.

**Class Attendance**

**A. Attendance**

Attendance will be taken and reported in all classes. At the beginning of each term, instructors will explain their attendance requirements and policies. Since regular attendance promotes student success, students should be aware that absenteeism will adversely affect their grades in those classes where attendance is a stated requirement. Where regular attendance is not a stated requirement, student grades may still be adversely affected by failure to complete assignments and course work.

**B. Certification**

The registrar reserves the right to deny certification of attendance or withdraw such certification due to unacceptable absences.

**C. Visitors**

Only students officially registered for a course may attend. No visitors (including children, family members or substitutes) shall be allowed in classes without the permission of the faculty member. A student who has never been registered, been dropped from a class, through his or her own action or omission by the college, will not be reinstated into a class after the last scheduled day of class before the final examination period.

**Change in Program**

Students are admitted to the college in a particular academic program specified in their original application. Students are encouraged to meet with an academic adviser prior to changing their program of study. Those who wish to change their program must submit a program of study change form to the Records and Registration office. Those students who are admitted in the General Education undeclared area of study are required to change their area of study as specified (see page 384). After changing into the new program, students may petition the Committee on Academic Standards to forgive courses that are no longer applicable to their new program. (See below.)

**Forgiveness of Courses**

Students who change their academic program of study may petition the Committee on Academic Standards to remove all courses from their adjusted grade point average (forgive courses) that are no longer applicable to their new program. If the petition is approved, the courses will still appear on the student's transcript. *It is important to note that all courses which do not apply will be removed from the adjusted grade point average, regardless of grade, but the courses will still appear on the student's transcript.* In some cases, this procedure may have a negative effect on the student's grade point average and should be carefully reviewed with an adviser before submitting a petition. Courses taken cannot be forgiven after a degree or certificate has been awarded. However, a student returning to AACC who is showing progress in a new program of study may petition Academic Standards for forgiveness of courses not used to earn a previously conferred degree or certificate.

Please note: Having courses forgiven usually will not resolve any Financial Aid Satisfactory Academic Progress (SAP) violations caused by the forgiven courses. If courses are forgiven, the Financial Aid SAP Policy will use the new adjusted grade point average, but the forgiven course credits will still be counted as attempted credits. See page 31 for more information.

**Academic Standing**

Students who have an adjusted grade point average (GPA) of 2.0 or better are in good standing. Students' academic standing cannot be changed until 12 credit hours of credit courses have been attempted. Thereafter, students are governed by the academic standing table which follows.

After any change in academic standing, no further change can be made until at least 12 more credit hours have been attempted. However, students may be removed from academic probation at the end of any term during which their overall grade point average improves beyond a 2.0. Students on probation who achieve a term GPA of 3.0 or better, while earning at least nine hours of credit during one term, will be in good standing for the following term.

The academic standing of students whose grade point average is below 2.0 is determined by the following table.

**Academic Standing Table**

<i>Adjusted Cumulative Credit Hours Attempted</i>	<i>Adjusted GPA for Probation</i>	<i>Adjusted GPA for Dismissal</i>
0-11	0-1.99	
12-14	1.00-1.99	.99 or less
15-17	1.15-1.99	1.14 or less
18-20	1.34-1.99	1.33 or less
21-23	1.40-1.99	1.39 or less
24-26	1.50-1.99	1.49 or less
27-29	1.56-1.99	1.55 or less
30-32	1.60-1.99	1.59 or less
33-35	1.64-1.99	1.63 or less
36-38	1.67-1.99	1.66 or less
39-41	1.69-1.99	1.68 or less
42-44	1.76-1.99	1.75 or less
45-47	1.80-1.99	1.79 or less
48-50	1.81-1.99	1.80 or less
51-53	1.82-1.99	1.81 or less
54-56	1.85-1.99	1.84 or less
57-59	1.89-1.99	1.88 or less
60 or above	1.90-1.99	1.89 or less

*Note: Students who earned a term GPA of at least 2.0 will not be dismissed, regardless of their position in the academic standing table.*

*An adjusted cumulative grade point average of at least 2.0 is required for graduation.*

These Academic Standing, Probation, Dismissal and Reinstatement policies apply to all AACC students, but students who receive financial aid are also subject to the more stringent "Financial Aid Satisfactory Academic Progress (SAP) Policy" on page 31.

**Academic Probation**

Students on academic probation or on probationary admissions status may register for up to 14 equivalent credit hours during sessions of 13 to 15 weeks duration. During abbreviated sessions (fewer than 13 weeks), students assigned probationary status may register for up to seven equivalent credit hours that meet at any one time.

**Academic Dismissal and Reinstatement**

Students who have attempted 12 or more credit hours of credit courses and whose adjusted cumulative grade point average falls

in the dismissal zone specified in the academic standing table above will be dismissed. Students will not be subject to academic dismissal, however, until they have attempted at least 12 additional credit hours since their most recent change in academic standing (dismissal or probation).

Students who have more than 10 entries of W, WP and WF must meet with an academic adviser to review their educational plan before the next registration.

Students will not be dismissed on the basis of their position in the academic standing table after any term in which they have earned an adjusted cumulative GPA of at least 2.0.

**First Dismissal Students** — Students who have been dismissed one time from the college for academic reasons may apply to be reinstated. Such a student must meet with an academic adviser to develop a suitable academic plan. The academic adviser will help the student to identify strategies to assure academic success. The student will be directed to use college academic support services and encouraged to develop realistic goals. Students who are readmitted after a first dismissal will be readmitted only for a full 15-week term, either fall or spring. If readmitted, these students will be limited to two courses which must be repeats of courses in which they earned Ds or Fs.

**Second Dismissal Students** — Students who have been academically dismissed from the college twice shall not be reinstated. In extraordinary circumstances only, reinstatement may be granted by the Committee on Academic Standards.

### Exceptions to the Academic Regulations

The Committee on Academic Standards, acting for the faculty, has jurisdiction over all matters concerning the application of academic regulations. In particular the committee is empowered to act on petitions from students who wish to be granted an exception to the academic regulations. Some examples are requests to be readmitted after dismissal, requests to have the academic residency requirement modified and requests to substitute one course for another in a particular area. Approval of these requests is neither automatic nor guaranteed; each is evaluated on its own merits.

Petition forms are available in the Counseling, Advising and Retention Services. Each completed form must be accompanied by a substantial letter of explanation from the student and have a signed recommendation for appropriate action from the student's adviser.

Petition forms must be received in the Records and Registration office 48 hours prior to the Academic Standards meeting. Students will be mailed a copy of the committee's decision.

Any appeal of a Committee on Academic Standards decision must be submitted to the Records and Registration office and addressed to the Office of the Vice President for Learning. The appeal must be made within 30 days of the committee decision date. An appeals form and procedures for filing can be obtained from the Records and Registration staff or an academic adviser.

### Dismissal for Other Than Academic Reasons

Students whose health or behavior imperils others, as determined by proper authority, may be suspended from the college. A faculty member may temporarily suspend a student from a class when a discipline problem arises. Students whose actions are in violation of the Policy Concerning Student Conduct may be charged and sanctioned in accordance with the procedures outlined in the Policy Concerning Student Conduct (see pages 409-414).

## GRADUATION REQUIREMENTS

### Graduation Procedures

A student must submit an application for graduation according to the following schedule in order to graduate at the end of the specified term. The college will not award a degree or certificate for a past semester or term.

For **Spring** graduation: By March 1

For **Summer** graduation: By July 1

For **Fall** graduation: By Nov. 1

Students must complete and file a graduation application with the Records and Registration office regardless if they plan to attend the ceremony.

One graduation fee must be paid for each degree/certificate. Such applications are good for only one term. Students who do not qualify in the term for which they apply are required to reapply, but need not pay a second fee for the graduation application. Graduation application forms are available in the Records and Registration office and at [www.aacc.edu/recreg](http://www.aacc.edu/recreg). Spring, summer and fall graduates are invited to attend the commencement ceremony in May.

**Graduation Honors** Graduation honors will be accorded to associate degree recipients whose adjusted cumulative GPAs are as follows: (a) 3.4 to 3.59 — cum laude; (b) 3.6 to 3.79 — magna cum laude; and (c) 3.8 to 4.0 — summa cum laude.

### Courses Canceled in Students' Final Term

Students, who in their last term before graduation, have a required course cancelled should immediately contact their program coordinator to request substitution of another course for graduation.

### Associate Degree Requirements

To qualify for any associate degree, students must fulfill the following requirements:

1. Completion of a minimum of 60 credit hours, 15 of which must be earned at this college. A minimum of 30 of the required 60 credit hours must be earned through direct classroom instruction (including distance learning classes).
2. Achievement of an adjusted cumulative Grade Point Average of 2.0 or higher (GPA defined on pages 382-383).
3. Completion of the course requirements of a program or curriculum as described in the college catalog. Any catalog may be used provided that it is for the current year or one of the four preceding academic years, and is for a year in which the student completed at least one credit or developmental class. On a student's application for graduation he/she will declare the catalog year to be used.
4. Satisfactory compliance with the general regulations and procedures of the college. An application for graduation, with a record of a paid graduation fee, must be submitted to the Records and Registration office (see Graduation Procedures).
5. See pages 259-267 for General Education Requirements.
6. Health/Fitness/Wellness Requirement — Students must meet the health/fitness/wellness requirement. Most associate degree programs require the successful completion of a health/fitness/wellness course to qualify for a degree. Students should check with their adviser if there is any concern about these requirements.

The only students who are exempt from this requirement are past and present active-duty military personnel attending the

college as participants in the Service Members Opportunity College Associates Degree Network or students who are graduates of recognized police academies. Students should check their program guidelines for any other exceptions.

### **Additional Associate Degree**

To earn more than one associate degree at Anne Arundel Community College, students must:

1. Fulfill all program requirements for each degree in accord with college requirements as stated above.
2. Satisfactorily complete a minimum of 15 additional credits at Anne Arundel Community College beyond those needed to receive the first degree.
3. Achieve an adjusted cumulative grade point average of 2.0 or higher at Anne Arundel Community College (GPA defined on pages 382-383).
4. Comply with the general regulations and procedures of the college. An application for graduation with a record of a paid graduation fee must be submitted to the Records and Registration office (see Graduation Procedures).

### **Certificate Requirements**

To qualify for a certificate, students must meet the following requirements:

1. Completion of the course requirements of a program as described in the college catalog. At least 50 percent of the total credit hours in the program must be earned at Anne Arundel Community College. Any catalog may be used provided that it is for the current year or one of the four preceding academic years, and is for a year in which the student completed at least one credit or developmental class. On a student's application for graduation he/she will declare the catalog year to be used.
2. Demonstrated eligibility for English 111.
3. Achievement of a adjusted cumulative GPA of 2.0 or higher.
4. Satisfactory compliance with the general regulations and procedures of the college. An application for graduation with a record of a paid graduation fee must be submitted to the Records and Registration office at the time the students expect to complete the certificate requirements.

### **Letter of Recognition**

To qualify for a Letter of Recognition, students must complete the courses for the letter as stated under areas of study in the catalog. At least 50 percent of the total credit hours in the letter of recognition must be earned at Anne Arundel Community College. Students must apply for the letter of recognition at the office of Records and Registration. (There is no graduation fee for a letter of recognition.)

### **Fast Track Option**

For specific programs that have been identified as having a Fast Track Option, general education, computing and information technology competency and diversity requirements are considered satisfied for those students who hold an associate, baccalaureate or master's degree from a U.S. regionally accredited college or university and whose program of study includes at least 20 hours of general education courses (excluding physical activities courses). Students must fulfill all other graduation require-

ments. Official transcripts from all previous institutions attended must be submitted to the Office of Records and Registration. See page 42 for more information on the Fast Track Option.

## **STUDENT RECORDS**

### **Transcripts**

Request copies of official academic transcripts, letters of recognition or continuing education noncredit transcripts in writing, mailed, faxed or via MyAACC, to the Records and Registration office, AACC at Arundel Mills, the Glen Burnie Town Center or the Fort Meade Army Education Center. The offices process transcripts within three business days of receiving requests. Official academic transcripts are only issued for students who have taken coursework at Anne Arundel Community College.

The college reserves the right to withhold official transcripts and other services from students in debt to the college. These debts include tuition, fees, fines, worthless checks and other college fees. Students may discuss these actions with the vice president for learner support services or the vice president's designee.

### **Enrollment Certification/ Full Time, Part Time Student Status**

Request official Certificates of Attendance or Enrollment Certification at the Records and Registration office. A full-time student is one enrolled for the equivalent of 12 credit hours. Students enrolled for fewer than 12 credit hours are classified as part time. Some health professions students registered in a clinical sequence course are considered full time when enrolled in fewer than 12 credit hours.

### **Change of Name, Address and Phone**

Notify the Records and Registration office in writing of record changes including name, address or telephone number.

### **Confidentiality**

No one outside the college shall have access to, nor will the college disclose, any personally identifiable information from students' records without students' written consent. Exceptions are: officials of other institutions in which students seek to enroll; persons or organizations providing students with financial aid; in compliance with the Solomon amendment; accrediting agencies carrying out their accreditation function; persons complying with a judicial order; and those who, in an emergency, must protect the health or safety of students or others. All these exceptions are permitted under the Family Educational Rights and Privacy Act (FERPA).

Only college employees who have legitimate educational interest can access student records. This includes personnel in the offices of Admissions and Enrollment Development office, Records and Registration and Counseling, Advising and Retention Services, faculty, vice presidents and the president within the limitations of their "need to know."

This policy is written and published in accordance with the amended Family Educational Rights and Privacy Act (FERPA) of 1974. The college accords all rights under the act to its students.

### Directory Information

The Family Educational Rights and Privacy Act (FERPA) allows the registrar to release student directory information. This information may include names, addresses, telephone numbers, MyAACC e-mail address, birth dates, birth places, major fields of study, attendance dates, student ID, part-time and full-time status, degrees and awards, the most recent educational agencies or institutions attended, participation in officially recognized college activities or sports and athletic team members' weight and height. The college generally will release only the student's name, dates of attendance and degrees and honors earned as directory information.

To have directory information withheld, notify the registrar in writing within one month after the first day of the term. The college honors such requests only for the current term; file renewed requests at the start of each term.

### Record Inspection

The Family Educational Rights and Privacy Act (FERPA) gives students the right to inspect and review information contained in their education records, to challenge the content of their records, to have a hearing if the outcome of their challenge is unsuccessful and to include explanatory statements for inclusion in their files if they disagree with the decision of the hearing panel. The registrar coordinates the inspection and review procedure for student education records.

Education records include admissions, academic, financial and financial aid files as well as cooperative education and placement records. Education records do not include records of instructional, administrative and educational personnel, which are the sole possession of the maker and are not accessible or revealed to any individuals except a temporary substitute. Discipline records are held by the dean of student services separate from educational records in accordance with the Student Conduct Policy (see pages 409-414). Alumni or student health records are not considered education records. Students may, however, allow their chosen physicians to inspect their health records.

Students may not review financial information submitted by their parents, confidential letters and recommendations tied to admissions, employment, job placement or honors to which they have waived inspection and review rights; or records involving more than one student. In that case, the college will allow access only to the part of the record involving the inquiring student.

Also, the college is not required to let students review confidential letters and recommendations placed in their files prior to Jan. 1, 1975 if they were collected under established policies of confidentiality and used only for purposes for which they were collected.

Under FERPA, students may request inspection and review of all or part of their records by writing to the registrar. Records covered by FERPA will be available within 45 days of the request. A student may have copies made of the records with certain exceptions (e.g. a copy of the academic transcript for which a "hold" exists or a transcript of an original or source document which exists elsewhere).

If the record contains information that is inaccurate, misleading or in violation of a student's privacy or other rights, the student should discuss it with the registrar. If the registrar agrees with the student, the registrar will amend the record. If not, the registrar will notify the student within a reasonable period that the records won't be amended and of the student's right to a formal hearing.

### Hearing Procedures

Request a formal hearing in writing to the vice president for learning. The vice president, within a reasonable period, will inform the student of the hearing date, place and time.

The student may present evidence relevant to the issues and be assisted or represented at the hearing by one or more persons, including attorneys, at the student's expense. Hearing panel members are the vice president for learning, vice president for learning resources management and director of Admissions and Enrollment Development. The registrar will attend the presentation of evidence and arguments but cannot vote on the decision.

The panel will issue a written decision to all parties summarizing evidence presented at the hearing and reasons for its decision. If the student disagrees with the decision, the student may place statements with the records commenting on the information or giving reasons for disagreeing with the decision. The statement will remain in the student's records and be released whenever the records are disclosed.

A student may appeal the decision by writing to the college president, who may direct the panel to review its decision. Further, any student who believes his/her rights were abridged may file a complaint with the U.S. Department of Education Family Policy Compliance Office, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

# Academic Support Services

## COUNSELING, ADVISING AND RETENTION SERVICES

Counseling, Advising and Retention Services (CARS) facilitates academic, career, and personal decision-making toward the development and fulfillment of each student's potential. Staff members recognize that students can grow, develop, and experience academic, career, personal and social success. They are committed to developing positive interactions with all segments of the college and members of the community in order to deliver the most effective programs and services for student development.

Academic advisers on the Arnold campus, AACC at Arundel Mills, GBTC and the Ft. Meade Army Education Center strive to provide students with a continuous process of clarification and evaluation of their life goals, academic plans, and choice of appropriate course work. Continuing students can schedule, update, or cancel an Arnold Campus appointment to meet with their academic advisor via OASIS, the Arnold Campus Online Advising Scheduling Information System.

For more information, please visit

[www.aacc.edu/advising/file/OASISStudentGuideArnoldCampus.pdf](http://www.aacc.edu/advising/file/OASISStudentGuideArnoldCampus.pdf). To ensure continuity across advising sessions, advising notes are securely kept with authorized access required.

Assistance and services include:

1. Clarification of life and academic goals;
2. Development of appropriate academic plans to implement those goals;
3. Advice on how to relate personal goals to an academic area of study;
4. Assistance in choosing a program or area of study, selecting courses and other educational experiences, using institutional and external education resources, and registering for classes;
5. A variety of career assessment tools;
6. Interpretation of college requirements, including academic rules and regulations, and graduation requirements;
7. A comprehensive transfer planning service that includes resources on U.S. educational institutions; catalogs and website information on Maryland four-year colleges and universities; and access to the University System of Maryland (USM) online articulations (ARTSYS);
8. Experienced staff in problem resolution regarding course and program transfer to Maryland colleges and universities;
9. Fall and Spring Transfer Day programs for on-campus visitation by four- year college and university admissions personnel;
10. Pathways to Success Workshops, group advising and individual assistance supporting the achievement of educational goals and the transfer process;
11. Ombudsman services to assist with conflict resolution; and
12. Assistance is available for students to address personal issues that may be interfering with student academic success. For a consultation and/or referral services call **410-777-7111** or internally on extension **7111**.

Counseling, Advising and Retention Services (CARS) can be reached at **410-777-2307** or at [www.aacc.edu/advising](http://www.aacc.edu/advising); Career Services can be reached at **410-777-2201** or at [www.aacc.edu/careers](http://www.aacc.edu/careers); Learning Support Special Services

can be reached at **410-777-2307** or at [www.aacc.edu/advising/dsswelcome](http://www.aacc.edu/advising/dsswelcome); and Transfer Services can be reached at **410-777-2307** or at [www.aacc.edu/transfer](http://www.aacc.edu/transfer).

## Career Development

Academic advisers and career counselors provide students with assistance in making vocational and career decisions and in finding part- or full-time employment. Services include:

1. Assistance in making appropriate vocational and career decisions based on realistic self-knowledge of interests, abilities and values, and the realities of the world of work;
2. Career assessment, workshops, seminars and individual advising sessions;
3. A Career and Transfer Resource Center offering information on occupations, job trends, career development and planning, resume-writing, interviewing skills, job searching and transfer colleges and universities; and
4. DISCOVER, a career planning software system that assists with identifying occupations utilizing scores from other career assessments as well as its own. DISCOVER also includes information on financial aid, college selection, occupational outlook, salaries and resume preparation.

## Employment Services

Employment Services focuses on a variety of employment-related resources for students seeking part- and full-time employment while attending college or after completing their studies. These resources are free and include:

1. Advice and instruction on job search strategies, resume-writing and job interviewing. Students can access the virtual resume website powered by Optimal Resume and construct an online resume for dissemination to various employers;
2. On-campus interviewing, employer recruiting at job fairs and classroom presentations by employers;
3. Job-shadowing and on-site visiting to local businesses and industries; and
4. An online job site, AACC Job Connection at [www.collegcentral.com/aacc](http://www.collegcentral.com/aacc) is available to AACC students and Alumni and allows employers to post available jobs. Students can access the site and post resumes as well as search and apply for jobs.

For information, call Career Services at **410-777-2201** or visit [www.aacc.edu/careers](http://www.aacc.edu/careers).

## Disability Support Services (DSS)

The college is an Americans With Disabilities Act (ADA)/Title 504 compliant institution. (Please see the ADA policy on page 404). College facilities provide barrier-free access through lifts, ramps and elevators at strategic locations, curb cuts which accommodate wheelchairs and marked parking spaces reserved for the disabled. Anne Arundel Community College was the first of the nation's colleges to install a swimming pool chair lift. The college is in compliance with current Americans with Disabilities Act (ADA) legislation.

Students with a disability must self-identify to DSS staff to receive assistance with admissions, registration, orientation, class selection, transfer assistance, placement testing or other

aspects of student life. College policy ensures that reasonable accommodations will be provided to all qualified individuals.

Certification of a disability may be established by secondary school records, medical records, psychological reports, rehabilitation records or other documentation deemed recent and appropriate, to allow DSS staff to make the necessary decisions regarding accommodations. Should the information not be comprehensive or is inadequate, a Disability Verification Form will be sent to the student and/or certified professional clinician.

Equipment and services that may be provided include sign language interpreters, Brailers, tutors, recorded textbooks, taping of lectures, amplification systems, note-takers, wheelchair tables, print enlargers, voice recognition software, screen readers software, Kurzweil personal reader software and testing accommodations.

Call Disability Support Services, **410-777-2306** or **Maryland Relay 711**, at least 72 hours in advance to request most special accommodations. For sign language interpreters, books in alternative format or assistive technology, 30-day advance notice is required. Accommodations requested after these deadlines cannot be guaranteed.

For other services and equipment arrangements to be in place by the first day of classes, adequate planning time is required and students are urged to contact the DSS office as soon as possible at **410-777-2306**, **410-777-2307**, **410-777-2308**, on **Maryland Relay 711**, or outside Maryland at **800-735-2258**. Students with Maryland state-issued handicapped parking tags may use parking spaces designated for the physically disabled. Information on all DSS policies and procedures is available from Counseling, Advising and Retention Services at **410-777-2307** via **dss@aacc.edu** or visit **www.aacc.edu/advising/dsswelcome**.

### Vocational Support Services (VSS)

Vocational Support Services provides academic advisers, career counselors, academic and study skills workshops, advocacy and referral services to students with disabilities, students who are economically or academically disadvantaged, to displaced homemakers and to students enrolled in career and technical education programs. For information, call Counseling, Advising and Retention Services at **410-777-2307**.

## RESOURCES TO SUPPORT LEARNING

### The Andrew G. Truxal Library

The Andrew G. Truxal Library welcomes students, faculty, staff, and Anne Arundel county residents to use an extensive collection of in-house and online resources and services. For more information about library policies and procedures, please call the circulation desk at **410-777-2211** or visit the library's web page at **www.aacc.edu/library**.

#### In-house Resources

- *Physical Collection* — By using the online library catalog, available through the library's web page, patrons can search for library books, periodicals and audio/visual materials. On a walk-in basis, students can view films and telecourse lessons in the library (closed caption available) and faculty can borrow these resources for in-class use. Audio materials and supplemental instruction videos may be borrowed for use outside of the library.
- *Reserve Materials* — Materials placed on reserve by faculty are available at the circulation desk.

- *Textbook Loan Program* — The library makes available, for in-library use, copies of selected college textbooks; inquire at the circulation desk.
- *Wireless Laptop Computers* — Laptops may be borrowed and used within the second and third floors of the library building; inquire at the circulation desk.
- *Photocopy Machines* — Self-service copy machines are located on the second and third floors of the library. Costs of copies vary by size.
- *Interlibrary Loan* — Truxal Library can borrow books and obtain copies of periodical articles from other libraries usually free of charge; inquire at the reference desk.

#### Online Resources

- *Library Databases* — Library databases, available through the library's web page, provide online access to thousands of periodicals and hundreds of electronic books, as well as a growing collection of multimedia resources. An AACC ID card or Truxal Library card is required to access these resources from off-campus.
- *Research Guides and Worksheets* — Find possible research topics, guidance through the research process, and help with citing sources and avoiding plagiarism by visiting **http://libguides.aacc.edu/researchprocess**. Also available are research guides for particular fields of study (like business, education, psychology, etc.) and literary guides for researching particular literary works.
- *Tutorials* — Truxal Library offers several online tutorials. Use them to become more familiar with library resources and services and to learn information retrieval skills. Visit **www.aacc.edu/library/tutorials**.

#### Library Services

- *Reference* — Truxal's Reference Staff offer research assistance by phone, e-mail, and in person to individuals and to small groups. Stop by the Reference Desk or contact a Reference Librarian by phone at **410-777-2456** or by e-mail at **refdesk@aacc.edu**.
- *Distance Learning* — Truxal Library has developed services and resources for students taking online classes and for students enrolled in classes at Arundel Mills, GBTC, HCAT and other AACC sites. Library card holders may request delivery of most in-house library materials to some sites and distance learners have complete access to all of the library's online resources. For more information, visit **www.aacc.edu/library/DLResources**, e-mail **DLLibrarian@aacc.edu** or call **410-777-2216**.
- *Instruction* — Library instruction is strongly encouraged for classes where for which research is required. Instruction is available for day, evening and weekend classes, online or in-person, credit or noncredit. Instruction is also available for faculty and staff training, as well as for individuals. To schedule an instruction session, or for to review library instruction policies, visit **www.aacc.edu/library/Facinstruction**, e-mail **LibraryInstruction@aacc.edu** or call **410-777-2523**.

#### Academic Support Center

The Academic Support Center offers various programs, services, and tools for academic success including the Technology Learning Center (TLC), Computer Commons, the Tutoring Office and the Testing Office.

The TLC in Room 112 and 122 is located on the first floor of the Andrew Truxal Library. The Tutoring Office is located in

Room 105 of the Library. The Testing Office is located in the Student Union, Room 240. The Computer Commons is located in Room 264 of the Careers Center Building (CRSC). Visit the website for information: [www.aacc.edu/asc](http://www.aacc.edu/asc).

### The Technology Learning Center (TLC)

Gain access to the Internet and to specific computer programs that support classes offered at each site. Each TLC has multiple computers, printers, and digital resources for starting, editing and completing academic projects as well as technical assistants to support you during specific hours. For information, call **410-777-2751** or view our website: [www.aacc.edu/tlclab](http://www.aacc.edu/tlclab).

### Computer Commons

The Computer Commons opened January 21, 2009 in the Careers Center Building (CRSC) room 264. The Computer Commons and the Arnold Technology Learning Center (TLC) are the only computer labs on the Arnold campus which are open to all Anne Arundel County residents, students, faculty and staff. It supports Windows XP/Office 2007 (Computer Commons) and Vista and Windows XP/Office 2007 (TLC) operating systems and use SSH to connect to accounts on the Vader UNIX server. The Vista's are mainly used for CSI classes and Internet use, whereas the Windows XP's machines are used for a variety of software used in different departments of the college. In total, we currently have 27 computers and will have 42 at a later date. The Computer Commons is open five days a week and the TLC is the only lab on campus open seven days a week.

[www.aacc.edu/computercommons](http://www.aacc.edu/computercommons)

### Testing Office

Administers a variety of exams to support student success including placement, make-up, certifications and other proctored exams. English, reading and mathematics placement tests, a requirement for all degree-seeking students are offered free of charge. Certificate-seeking students are assessed in English, reading and mathematics (if math is a program requirement). The office also administers exams for classroom and distance learning courses. The Arnold Testing office administers certificate exams such as the College-Level Examination Program (CLEP) and professional certification exams offered through Pearson VUE and Certiport. Pearson VUE, CLEP and Certiport exams are by appointment only. Students may register for a CLEP test by visiting SUN 240, calling **410-777-2375** or visiting the website: [www.aacc.edu/testing](http://www.aacc.edu/testing). Certiport Certification testing, specifically the Microsoft Office Specialist (MOS) exams, require test vouchers from Certiport's website ([www.certiport.com](http://www.certiport.com)) and pre-registration in the Testing office.

For more Certiport information on test content and test vouchers, visit: [www.certiport.com](http://www.certiport.com).

The office also provides proctoring services for Other School Tests (OST) for individuals or groups as well as accommodations for students with documented disabilities. Students requesting testing accommodations must communicate first with Disability Support Services. Academic exams are given during open hours at the Arnold campus. Specific hours for all campus locations are available on the website.

Testing offices are located at the Arnold campus as well as AACC at Arundel Mills and the Glen Burnie Town Center though not all tests are offered at these locations. Visit the website for information: [www.aacc.edu/testing](http://www.aacc.edu/testing).

### Tutoring Office

Offers a variety of resources and services that facilitate student achievement and academic success. This office provides peer and online (SMARTHINKING) tutoring in numerous subject areas within flexible timeframes. The Tutoring Office also provides peer support in a variety of lab environments including:

Accounting Lab, SASP Walk-in Tutoring for SASP participants and Math Labs at the Arnold and Arundel Mills locations. AACC's Tutoring Program is nationally certified by the College Reading and Learning Association. All tutoring services are designed to be flexible and free of charge. The peer-tutoring program accommodates most schedules and locations. For more information visit the website: [www.aacc.edu/tutoring](http://www.aacc.edu/tutoring).

### Other College Tutoring Labs

#### Math Lab

The Math lab offers professional and peer tutoring in various levels of mathematics, including arithmetic, basic math, trigonometry, business math, statistics, algebra and calculus.

Math labs are located on the Arnold campus, Library Room 107, and at AACC at Arundel Mills, Room 206A. For more information, please view the website: [www.aacc.edu/tutoring/mathlab](http://www.aacc.edu/tutoring/mathlab).

#### Reading Lab

The reading lab provides:

- Help for enrolled credit and noncredit AACC students.
- Support in reading comprehension, study skills and critical thinking.
- Practice for reading course assessments and reassessments.
- Individualized skill instruction in topics such as test taking strategies, organizational skills and note taking.
- Academic skill support.

For appointments call **410-777-2077** and view the website for more information: [www.aacc.edu/reading/lab](http://www.aacc.edu/reading/lab).

### Science Tutoring and Open Labs

*Science Tutoring Center (STC)* — Free tutoring by faculty members is available in the Science Tutoring Center (STC), Room 005 of the Dragun Science Building. Tutoring is available on a walk-in basis, whenever the STC is open. No appointment is necessary. Hours are listed on the on STC website:

[http://ola3.aacc.edu/science/student\\_help.htm](http://ola3.aacc.edu/science/student_help.htm)

Each term, the Science office prints cards that list the schedule for tutoring at the Science Tutoring Center and the open labs. Cards may be picked up at the Science office, Room 226 of the Dragun Science Building, in the labs, tutoring center, and on the website: [http://ola3.aacc.edu/science/student\\_help.htm](http://ola3.aacc.edu/science/student_help.htm).

*Online Science Tutoring Center (OSTC)* — Online tutoring is available for certain science courses through the Online Science Tutoring Center (OSTC). Features of the OSTC include chat sessions, frequently asked questions, website links and review materials. The OSTC can be accessed on the Internet through the college's learning management system.

### Student Achievement and Success Program (SASP)

The Student Achievement and Success Program (SASP) is an academic support program designed to increase the academic success, graduation and transfer of students who may be the first in their immediate family to attend college, low income, under-prepared for college and/or ethnic minority. Services include up to \$1000 scholarships to eligible students; one-on-one relationships with advisers, mentors, tutors, peers and community

supporters; individualized educational plans developed with advisors; regular academic monitoring, mentoring, walk-in tutoring, workshops, four-year college visits, cultural activities and referrals to other college support services to enhance academic success. Students are required to participate in follow-up meetings, program activities and academic support.

During the summer, the Student Achievement and Success Program, in conjunction with other faculty and staff, conducts a four-week Summer Bridge Program and a two-week program Adelante Hispanic Summer Bridge Program for students entering the fall term. Located on the first floor of the Andrew Truxal Library in Room 105. For information, call **410-777-2530** or visit the website [www.aacc.edu/sasp](http://www.aacc.edu/sasp) or e-mail [sasp@aacc.edu](mailto:sasp@aacc.edu).

#### **First Year Experience (FYE)**

Under the auspices of SASP, FYE is a year-long program for first time students who enter the college with two or more developmental course requirements. The program provides a supportive and caring environment to enhance academic skills and career planning utilizing faculty-led lab sessions and proactive academic monitoring for those who desire to build a foundation for success. For more information, call **410-777-2530** or visit the website [www.aacc.edu/sasp](http://www.aacc.edu/sasp) or email [sasp@aacc.edu](mailto:sasp@aacc.edu).

#### **Supplemental Instruction (SI)**

This service is offered for a limited number of required courses in science, mathematics, business and social science. Students enrolled in courses with the SI service may attend from one to three study and review sessions a week conducted by a trained student leader who has already successfully passed the course and who attends classes again with enrolled students. Students are strongly encouraged to work with advisers to identify required courses in their areas of study with the SI service. For more information visit our website: [www.aacc.edu/si](http://www.aacc.edu/si)

#### **Writing Center**

Located on the ground floor of the library building, the Writing Center offers free professional tutoring on a drop-in basis. In the Center, students can get help with grammar and punctuation challenges as well as help writing paragraphs, essays, and other kinds of composition, including the research paper. For more information view our website: [www.aacc.edu/english/writingcenter](http://www.aacc.edu/english/writingcenter).

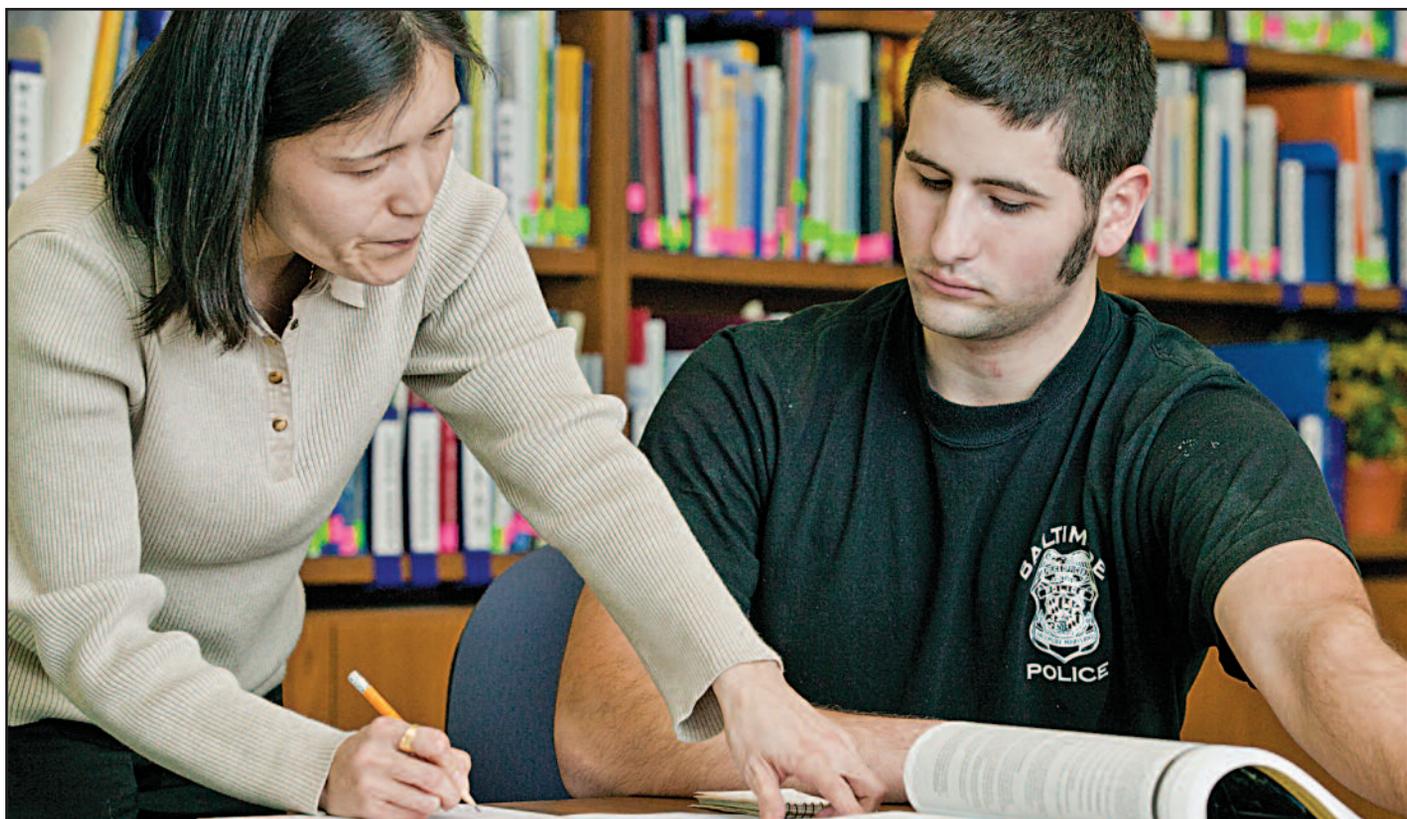
#### **Student Success Course**

To prepare students for their collegiate experiences and develop academic skills necessary to be academically successful, the college offers a course to teach these skills. This course is strongly recommended for all first-time college students seeking a degree or certificate. For offerings see the current schedule of classes under Achieving College/Career Advancement (ACA 100).

The Student Success course (ACA 100) is a one-credit course designed to assist students in their transition to college and to develop the tools required to achieve academic success. Students will receive an in-depth orientation to college resources and support services, academic success strategies, personal and professional growth and critical thinking.

#### **Writing Policy**

As a fundamental instrument in the learning and assessment processes, writing is more than a record of what has been learned or a means of communication; it is a means of learning in itself. Writing enables students to abstract ideas — to analyze, to organize and to synthesize information. Faculty members in all disciplines are encouraged to use writing in their courses to assure their students of the fullest opportunity to learn.



# Student Life

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All students are eligible and encouraged to participate in Student Association functions, student organizations, college governance and compete for a position on sports teams.

## **STUDENT ACTIVITIES**

The Office of Student Life serves as a vital component of a student's total educational experience as a complement to the instructional areas. Student activities encompasses a broad-based program that provides cocurricular programs and campus-based social, cultural and recreational opportunities while maintaining a collegewide educational environment. Most of the activities offered operate under the sponsorship of the Student Association or as a club, organization or board sponsored by the association. Student organizations must register annually with the Student Life office.

Student participation in the governance of the college, through collegewide and Academic Forum committees is recognized as a student responsibility and individual involvement is strongly recommended. The college president, acting on the recommendation of the Student Association, appoints students to collegewide committees. With the approval of the Executive Board of the Student Association, the Student Association president will confirm nomination of students to Academic Forum committees. Website: [www.aacc.edu/studentlife](http://www.aacc.edu/studentlife).

## **Student Union (SUN)**

The Student Union offers students a place to meet and enjoy a variety of recreational and educational pursuits. Located on the lower floor of the Student Union, the dining hall provides a place for students to meet, eat and participate in a variety of activities. A full-service AACC Bookstore is conveniently located by the dining hall. The first floor also houses the Health Services suite. The second floor of the Student Union houses offices for the Student Association, college clubs and organizations as well as the Student Life staff. In addition, the Testing Center is located on the second floor. Student groups interested in reserving rooms in the Student Union should contact the Event Services office at **410-777-2614** or visit the website [www.aacc.edu/events](http://www.aacc.edu/events).

## **Pascal Center for Performing Arts**

The Pascal Center for Performing Arts has a 400-seat theater for college and community-sponsored programs and an art gallery. It is a fully equipped performance facility and is used for dramatic productions and cultural performances as well as community meetings. Groups and individuals interested in reserving the theater should contact the college Event Services office at **410-777-2614** or visit the website [www.aacc.edu/events](http://www.aacc.edu/events).

## **Programs and Events**

Social, cultural and recreational programs are offered. Specifics are published each term and include day trips, noontime activities, dances, movies, lectures, whitewater rafting, music festivals, art shows and theater productions. The Office of Student Life can provide more information, **410-777-2218**.

## **STUDENT ORGANIZATIONS**

### **Student Association**

The Student Association offers students the opportunity to acquire training and hands-on experience in democratic leadership, organizational management and decision making. The executive committee of the Student Association is responsible for the overall management of the association. The executive board regulates, among other things, cocurricular clubs and organizations, communications, recreational organizations and special interest groups.

One of the board's primary tasks is allocation of the student activity fee, which each credit student pays at registration. Most of the proceeds go to support cocurricular programs, clubs, publications, performance groups, lectures and social, cultural and recreational programs.

All students of Anne Arundel Community College currently registered for a credit or noncredit course are members of the Student Association, whether on- or off-campus. There are two types of membership, voting and associate. Voting members are all students who have paid the student activity fee. Associate members are students who have not paid the activity fee. Website: [www.aacc.edu/studentlife/sa](http://www.aacc.edu/studentlife/sa).

### **Student Ambassadors**

Ambassadors are students who are advocates for the college and have been placed into a position of leadership and service. The responsibilities of the ambassadors may include activities such as serving as tour guides for prospective students and their parents, serving as hosts and hostesses at alumni receptions and events, college departmental events and programs, the Anne Arundel Community College Foundation Inc.'s annual Gala, as well as foundation events that include community business individuals. To become an ambassador, contact Leslie Salvail, [lhsalvail@aacc.edu](mailto:lhsalvail@aacc.edu) or **410-777-2709**.

### **Cocurricular Organizations**

The following organizations and clubs are run by students, supported by the Student Association and recognized by the college administration.

Students who want to join any of the organizations and clubs listed below and on the next page may obtain information from the Student Life staff. New clubs and organizations may be formed through the Student Association and the Office of Student Life. All clubs must register annually with the Office of Student Life in order to maintain active status. Website: [www.aacc.edu/studentlife/clubs](http://www.aacc.edu/studentlife/clubs).

### **Cocurricular Organizations**

American Sign Language  
Architecture — A.I.A.S.  
Art Association  
Arundel Fund — investment club  
Astronomy  
Biology and Environmental Science  
Campus Activities Board — CAB  
Center for the Study of Local Issues — CSLI  
Ceramics — Keramos Society  
Chemistry — American Chemical Society  
Construction Management

Criminal Justice Association  
 Entrepreneurs — Collegiate Entrepreneurs Organization (CEO)  
 German Language Club  
 Graphic Design Club  
 HCAT Chef's Club  
 Health and Wellness  
 History  
 Human Services  
 Information Security  
 Interactive Technology Association  
 Interior Design — American Society for Interior Designers  
 Japanese Language club  
 Mathematics  
 Medical Lab Technician  
 National Kitchen and Bath Association  
 Nursing  
 Paralegal  
 Pharmacy Technology  
 Philosophy  
 Photography  
 Physical Therapist Assistant  
 Physician Assistant  
 Psychology  
 Radiologic Technology  
 Spanish  
 Student Association  
 Student Education Association

#### **Communications**

Amaranth Literary Magazine  
 Campus Current  
 Student Handbook

#### **Honor Societies**

Chi Alpha Epsilon  
 Phi Theta Kappa Honor Society  
 Psychology — Psi Beta Chapter

#### **Performing Groups**

Concert Band  
 Concert Choir  
 Dance Company  
 Jazz Ensemble  
 Opera AACC  
 Old School Hip Hop  
 Orchestra  
 Poetry and Lyric Performance  
 The Theatre at AACC

#### **Recreational Clubs**

Adventure Society  
 Arundel Gaming Association  
 Swim club  
 Tennis  
 Yoga

#### **Special Interest**

Anime — Japanese Animation  
 Apostolic Campus Ministries  
 BACCHUS — Boosting Alcohol Consciousness Concerning  
 the Health of University Students  
 Baptist Campus Ministries  
 Black Student Union  
 Campus Crusade for Christ  
 Caribbean Student Association  
 Democrats club  
 Futures Interest Group

Improvisational Music Committee  
 International Student Association  
 Just for Laughs (comedy)  
 Lambda — gay, lesbian organization  
 Music Industry club  
 Muslim Student Association  
 Pagan Club  
 Schools for Schools  
 South Asian Student Association  
 Students Organized for Disability Awareness (SODA)  
 Students Talking Awareness About Tobacco (STAAT)  
 Single Parents in Need — SPIN  
 Swing Dance  
 Veterans Student Association  
 Women in Leadership  
 Young Americans for Liberty  
 Young Republicans

#### **Student Communications Board**

The Student Communications Board publishes the student newspaper, *Campus Current*, and the campus literary magazine, *Amaranth*, which features poetry, prose, art and other contributions by students, faculty and staff. *Campus Current*, a bimonthly newspaper edited by students, is distributed throughout the campus. The newspaper contains editorials, articles, photographs and cartoons by students.

#### **Honorary and Professional Societies**

The college's honorary and professional organizations stimulate high standards of scholarship and professional development. They are Phi Theta Kappa, scholastic; the American Chemical Society; Psi Beta, psychology; and Who's Who Among Students in American Junior Colleges.

#### **ATHLETICS**

The college supports an extensive program of intercollegiate athletics for both men and women. Funds are derived from student athletic fees. These fees support varsity teams and allow students free admission to all college games.

Anne Arundel Community College is a member of the Maryland JUCO (Junior College) Athletic Conference and Region XX of the National Junior College Athletic Association.

The intercollegiate athletic program includes baseball, basketball, golf, lacrosse, soccer, softball and volleyball.

In order to be eligible to participate in intercollegiate athletics, a student shall meet the minimum requirements of the National Junior Athletic Association as written in the *NJCAA Handbook and Casebook*.

In addition to the National Junior College Athletic Association requirements, a first-year participant shall receive a minimum 1.75 adjusted grade point average, which omits repeated, forgiven and developmental courses. A second-year participant shall achieve a minimum 2.00 adjusted grade point average, which omits repeated, forgiven and developmental courses. Participants must comply with all college policies, particularly regarding demonstration of residency for tuition purposes. To establish and maintain eligibility, participants must pay all tuition and fees by the scheduled due date.

Eligibility for all transfer students who wish to participate in intercollegiate athletics will be assessed based upon the transcripts from their most recently attended postsecondary institution where they attained full-time status (attempting 12 credits

or more). They shall comply with the standards enumerated previously, according to their years of participation at the collegiate level with regards to the specific sport. At the point a student-athlete has established a grade point average at Anne Arundel Community College, then eligibility will be assessed based upon his/her achievement at Anne Arundel Community College.

All coeducational institutions of higher education that participate in any federal student financial aid program and have intercollegiate athletic programs must provide information concerning their intercollegiate athletic programs under the Equity in Athletics Disclosure Act of 1994. Any person who would like a copy of the report containing this information may contact the Athletics office, the Admissions and Enrollment Development office or the Student Financial Services office.

For information visit the website [www.aacc.edu/athletics](http://www.aacc.edu/athletics).

## **HEALTH AND WELLNESS**

### **College Health Services**

The college health suite is staffed by a registered nurse and provides assistance if you are ill or injured. All services are free of charge and confidential. Located in the Student Union Room 120, these services include health insurance information, medical referrals, referrals for sexually transmitted diseases, health and wellness information, blood pressure screening, HIV screening each term, non-prescription medications, first aid and condoms. Health Services also sponsors regularly occurring health education programs in conjunction with local health agencies, private health care providers and campus partners. Regular term hours are from 8:30 a.m.-4:30 p.m. Monday-Friday, with evening hours in the fall and spring terms.

Emergency response is available 24 hours a day for members of the college community by dialing **1818** from any campus phone or emergency phones outside buildings and in parking lots. For information call **410-777-2480**, e-mail [bamays@aacc.edu](mailto:bamays@aacc.edu) or visit the website [www.aacc.edu/healthservices](http://www.aacc.edu/healthservices).

### **Tobacco Prevention and Cessation**

The Tobacco Prevention and Cessation Office, in the Student Union Room 120, offers free individual and/or group tobacco cessation counseling and referral to community agencies for additional free or low-cost cessation services. For office hours or information, call **410-777-2079**.

### **Student Insurance**

Accident, sickness and major medical insurance plans, developed exclusively for students, are available from several insurance companies. Information regarding some of these plans can be obtained at the Health Services office or the Student Life office or by calling **410-777-2480**.

### **Substance Abuse Office**

The Substance Abuse Education (SAE) office, in the Student Union Room 209. The office strives to create a campus environment where substance abuse is not accepted and to prevent abuse of alcohol and other drugs by members of the college community through education of students, faculty and staff. The SAE office also provides confidential assistance to students attempting to lessen the personal effects of alcohol and other drugs. For information call **410-777-2527** or **410-777-2218**.

## **AUXILIARY SERVICES**

### **AACC Bookstore**

Visit the AACC Bookstore, online or in person, to obtain the most accurate information about your textbooks. In addition to new textbooks we also carry less expensive used books and digital books (subject to availability). We also offer new and used textbook rentals on select titles (inquire with staff for details). **Save 10 percent on your textbooks at the AACC bookstore** prior to the start of the fall, spring and summer terms. Refer to the schedule of classes or our website for upcoming 10 percent Textbook Discount dates. To learn how to stretch your textbook dollars, visit the Textbook Affordability page on our store website at [www.aaccbooks.com](http://www.aaccbooks.com).

In addition to being your one-stop-shop for textbooks, the AACC Bookstore offers a variety of products and services including computers and software at special academic prices, study aids, school and office supplies, art, engineering and drafting materials, freshly prepared sandwiches and salads, snack foods, greeting cards, postage stamps, AACC sportswear and gift cards. Special orders are accepted for any book in print. Students can shop at the Arnold campus store, at an off-campus location or on the Internet at [www.aaccbooks.com](http://www.aaccbooks.com). Cash, check, American Express, Discover, MasterCard and Visa are accepted. **A photo ID and student number (as shown on your Student Schedule/Bill) or driver's license number are required when: paying by check, making a financial aid transaction, requesting a refund/exchange, or selling back used books.**

The main store at the Arnold campus is located on the first floor of the Student Union Building Room 160. Fall and spring term hours of operation are 8:30 a.m.-8 p.m. Monday-Thursday; 8:30 a.m.-4:30 p.m. Friday; 8 a.m.-4 p.m. Saturday; call for Sunday hours. During summer terms, store hours are 8:30 a.m.-8 p.m. Monday-Thursday; 8:30 a.m.-4:30 p.m. Friday; and 8 a.m.-2 p.m. Saturday. Phone: **410-777-2220**; fax: **410-777-2596** or e-mail: [bookstore@aacc.edu](mailto:bookstore@aacc.edu).

The AACC Bookstore at the Glen Burnie Town Center Room 215 carries textbooks, supplies and convenience items for students attending courses at the Glen Burnie Town Center, the Hotel, Culinary Arts and Tourism Institute and Glen Burnie High School. Fall and spring term hours are 8:30 a.m.-2:30 p.m. Monday and Tuesday, 1:30-7:30 p.m. Wednesday and Thursday, and 9:00 a.m.-1 p.m. Friday. Summer hours: call for details. Special extended hours are announced for the beginning of each term. Phone: **410-777-2950**.

Students attending classes at Arundel Mills can access AACC Bookstore services through the Pioneer Express Shop located in the first floor lounge. The shop also offers light fare, specialty coffee and convenience items. Fall and spring term hours: 8:30 a.m.-6 p.m. Monday-Thursday; 8:30 a.m.-2 p.m. Friday; and 9 a.m.-1 p.m. Saturday. Summer term hours: 10 a.m.-6 p.m. Monday-Thursday. Special extended hours are announced for the beginning of each term. Phone: **410-777-1917**.

Order textbooks, supplies, computer software, electronics, general books, gifts and insignia items online anytime at [www.aaccbooks.com](http://www.aaccbooks.com). Your order will be shipped for a nominal fee, or you may request that your order be held at any AACC Bookstore location for pickup.

Phone orders are accepted and shipped via UPS to your home or office (prepayment by credit card required). You may also request a transfer of books between stores so you can shop at the location most convenient to you. Call **410-777-2082**; (prompt "2") to place an order or request stock transfer services.

## Refund Policy

Extended refund periods for textbooks will be in effect at the start of every term (up to 30 days from the start of a term; dates vary and are posted on [www.aaccbooks.com](http://www.aaccbooks.com)). A full refund will be given, provided textbooks are in original purchase condition. New textbooks must have no markings. Software required for courses may be returned only if not opened.

Textbooks purchased in the middle of a term have a 10-day refund period. For courses shorter than six weeks, the refund deadline is two business days after the first class session. There will be no refunds given for books purchased for single session classes unless they are returned prior to the first class meeting.

All other merchandise may be returned within 14 days from date of purchase, provided items are in original condition.

A cash-register receipt, photo ID and student number or driver's license number are required for all refunds or exchanges; a course registration • add • drop form also may be requested.

The AACC Bookstore purchases used books from students throughout the term at each campus but the highest prices are paid during finals week. The buy-back value depends on current inventory and market demand. A photo ID and student number or driver's license number are required when selling back books. Online buyback quotes are available at [www.aacc.edu/buyback](http://www.aacc.edu/buyback).

## Child Development Center

Our Child Development Center, located on the Arnold campus, is a high-quality early education and child care program serving children ages 3-5 years. This "gold standard" center is accredited by the National Association for the Education of Young Children and Maryland State Department of Education. The program goals and objectives include supporting children in all areas of development including social emotional, physical, cognitive and language. The highly trained staff provide a developmentally appropriate play-based early education program that is a model in our county.

The center is open Monday through Friday from 7:30 a.m. until 6 p.m. and offers part time and full time schedules. Priority enrollment and tuition discounts are offered to AACC students. The center accepts the state child care subsidy and military subsidies. An hourly drop-in evening child care program also is available for children 3-10 years of age.

For information, call the Child Development Center, call **410-777-2450** or visit the website [www.aacc.edu/cdc](http://www.aacc.edu/cdc).

## Dining Services

AACC Dining Services has three locations on the Arnold campus. The Union Deli (first floor, Student Union) features hot and cold breakfast items, pastries and baked goods, freshly prepared deli sandwiches, grill items, hot entrees, pizza, soups, salads, hot and cold beverages and snacks.

The Spinnaker Café (Center for Applied Learning and Technology atrium) and The Great Day Café (first floor of the Careers Center building) offer specialty coffee drinks, cold beverages, sandwiches, salads, soups, baked goods, snacks and convenience items. For hours, daily specials, and other information call **410-777-2333**; e-mail [diningservices@aacc.edu](mailto:diningservices@aacc.edu); or visit [www.aacc.edu/diningservices](http://www.aacc.edu/diningservices).

Students attending classes at AACC at Arundel Mills can purchase light fare, coffee, snacks, and convenience items at the AACC Bookstore, located in the first floor lounge. Call **410-777-1917** for hours and information.

Vending machines featuring items such as hot and cold beverages, snacks, fruit and ice cream are located throughout the

Arnold campus, Arundel Mills, Hotel, Culinary Arts and Tourism and Glen Burnie Town Center. To report problems with vending machines or to request a refund call Dining Services at **410-777-2333**.

Catering and concessions at the Arnold campus are available exclusively through AACC Dining Services. A varied menu is offered and can be tailored for all occasions. Call the Event Services office at **410-777-2614** to reserve space for your function; once your event needs are confirmed the events office will connect you with the catering manager.

## Student ID Cards

Students currently enrolled in credit classes are eligible for an AACC ID card. ID cards are issued at the following locations:

- Arnold Campus — AACC Bookstore, SUN 160
- Arundel Mills — AACC Bookstore, Room 106
- Glen Burnie Town Center (special sessions will be announced)

You will need to present a driver's license or other valid government issued ID and a copy of your current registration bill in order to receive an ID card. NOTE: Please wait until one business day after you have registered to allow time for your information to download into the ID card system.

The ID card also serves as your library card and must be registered with the Circulation Desk at the library. (Students enrolled in non-credit courses can obtain a regular library card at the library circulation desk.)

For more information and ID card policies contact the AACC Bookstore at **410-777-2220**.

## PUBLIC SAFETY

### Traffic and Parking Regulations

To maintain the privilege of parking on campus, all drivers must:

1. operate and park vehicles in a safe manner;
2. park within the marked parking space;
3. yield to pedestrians; and
4. obey all college traffic and parking regulations.

Strict adherence to these regulations is the responsibility of every member of the college community.

In addition to the college's public safety officers, county and state police have jurisdiction on campus and may act if they see violations of county and state laws. A traffic violation notice issued by a public safety officer may be appealed to the director of the Department of Public Safety and Traffic Appeals committee. Refer to College Policies, pages 416-417, for a full listing of traffic and parking regulations.

### Campus Public Safety

Campus public safety officers patrol the Arnold campus 24 hours a day, seven days per week. The college buildings located at the Glen Burnie Town Center and Arundel Mills have a public safety officer patrolling those buildings during normal business hours. Headquartered in the Central Services Building, the public safety officers provide an array of services, including:

- evening escort services
- traffic/parking regulation enforcement
- jump starting a vehicle battery
- emergency contacting of students
- opening locked vehicles

- providing after hours building access
- rendering first aid
- taking reports of all campus incidents

In accordance with the 20 U.S.C. 1092(F), the federal Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, the AACC Department of Public Safety publishes campus crime statistics annually in the Safety and Security report. This report is available as of Oct. 1 each year. The annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings owned or controlled by AACC; and on public property within, or immediately adjacent to and accessible from the campus.

The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault and other matters. For a printed copy of this report, contact the college Department of Public Safety at **410-777-2440** or by accessing [www.aacc.edu/publicsafety](http://www.aacc.edu/publicsafety).

If an emergency occurs at an off-campus site, students should seek the assistance of the site coordinator.

### Lost and Found

A lost and found service is located at the Department of Public Safety in the Central Services Building. Items found on campus should be turned into the Department of Public Safety. Items found at off-campus facilities should be turned into the site coordinator.

## Closings

### Unscheduled Closings (Emergency and Inclement Weather)

When severe weather or other emergency conditions occur, listen to local radio or TV stations for closing announcements or call STARS, **410-777-2241**. Check [myaacc.aacc.edu](http://myaacc.aacc.edu).

Sign up for a text message alert to your cell phone and e-mail address at: [www.aacc.edu/stayinformed](http://www.aacc.edu/stayinformed).

Listen for specific mention of the college, since we may not close when Anne Arundel County Public Schools close. When public schools close for inclement weather or emergencies all classes at public school locations are canceled. When the college closes, all classes at off-campus sites are canceled.

Late opening times are based on the time it takes to make the campus safe and also accommodate class schedules. As the college experiences weather events, it will do its best to consider class schedules in its decisions. When the college opens late, please do not drive on campus prior to one-half hour before the scheduled opening time.

When the college is closed due to inclement weather, please do not come on campus. College facilities and public safety staff, considered essential personnel, need to focus on making the campus safe to open. Additional cars, traffic and requests to open buildings deter the college's ability to prepare the college campus for a safe opening.

### Scheduled Closings (non-emergency) at Anne Arundel County Public Schools

When Anne Arundel County Public Schools schedule closings, the following schools will be open for AACC classes: Annapolis High School, Brooklyn Park Middle School, Center of Applied Technology—North, Center of Applied Technology—South, Glen Burnie High School, Meade High School and Severna Park High School.



# Continuing Education and Workforce Development

## Continuing and Professional Studies and Center for Workforce Solutions

Continuing Education and Workforce Development (CEWD) offers an extensive array of learning opportunities through the School of Continuing and Professional Studies and the Center for Workforce Solutions. The offerings allow residents to:

- seek career training;
- earn academic credit toward a degree;
- boost basic skills; and/or
- enrich their lives through the pursuit of new interests.

Providing quality instruction through continuing education and credit course offerings at an affordable price at convenient locations is the key to the college's success. Day, evening and weekend courses are offered at the Arnold campus, the Glen Burnie Town Center, Hotel, Culinary Arts and Tourism Institute (HCAT), AACC at Arundel Mills and at more than 90 county locations. Those sites include Annapolis, Glen Burnie and Severna Park high schools; Brooklyn Park and Meade middle schools, the Centers of Applied Technology North and South, child care centers, senior centers and community learning centers. Many courses are available on the Internet.

In the area of workforce development, the college's Center for Workforce Solutions is a leader and strong contributor to the county's — and the region's — economic well being. The center provides training and business services to large and small businesses, entrepreneurs, individuals starting businesses and government agencies and organizations throughout the county and region. Training areas address critical business skills such as leadership, supervision and management training, language skills including English as a Second Language and Command Spanish,<sup>®</sup> computer technology applications and certification courses, health care and more. To arrange training for your company or to obtain information about organizational needs assessment and other business services, call **410-777-2732** or visit the center's website, [www.aacc.edu/cws](http://www.aacc.edu/cws).

The School of Continuing and Professional Studies offerings include professional development and personal enrichment courses in the arts, business, computers, health care, insurance, languages, management, technology, health and fitness, real estate, marine trade, construction trades, truck driving, writing, sign language, basic skills, English as a second language and more.

AACC offers continuing education certificates to students who successfully complete a course or series of courses that result in improved skills or technical knowledge in the following areas:

- Accounting Technology
- Administrative Medical Assistant
- Administrative Professional
- Audio Technician Certification
- Baking and Pastry Certification
- Bartender Certification
- Business Support Specialist
- Child Development Associate
- Computer Training for the Re-entry Professional
- Construction Estimating
- Dental Assisting and Radiology
- Dental Office Management
- Digital Home Technology Integration
- E-Learning Instructional Design
- Electrical Pre-Apprenticeship
- Electrocardiogram and Intravenous Therapy Technician
- Esthetician Preparation
- Family Child Care Provider
- Floriculture — Floral Arranging
- Green Building Technical Professional
- HVACR Entry Level Technician
- Licensed Nurse Refresher
- Managed Care Operations
- Master Audio Technician
- Medical Insurance Specialist
- Medicine Aide
- Mental Health First Aid
- Mobile Device Programming
- Music and Entertainment Media Business Administrator
- Music and Entertainment Media Management
- Nanny/AuPair
- Network Cable Installer
- Phlebotomy
- Power Plant Operations
- Stationery Engineer Preparation
- Synchronous Learning
- Teaching English as a Second Language
- Truck Driver (CDL-A, CDL-B)
- Veterinary Assisting
- Video Game Console Design
- Web Graphic Design Certification
- World Languages (Arabic, Chinese, French, Farsi, German, Italian, Japanese, Phashto, Portuguese, Russian, Spanish)

Exam preparation training includes:

- Captain's License: OUPV Six-Pack
- Human Resources Management (Professional in Human Resources/Senior Professional in Human Resources)
- HVACR (MD Journeyman and Master exams)

Training for professional certification and licenses includes:

- American Culinary Federation Chef Certifications
- American Welding Society: Shielded Metal and Gas Arc
- Assisted Living Manager
- Certified Employee Benefit Specialist
- Insurance Agent: Property and Casualty
- Maryland Child Care Certification
- Photovoltaic Installation Preparation
- Real Estate Agent

- Real Estate Appraiser
- ServSafe® Certificate

Technology training for certification includes:

- Certified Information Systems Professional (CISSP)
- CompTIA A+ Certification and PC Repair
- Microsoft Certified Application Specialist (MCAS)
- The Microsoft Certified IT Professional (MCITP)
- Microsoft Office Support Specialist
- Network+ Certification

All CEWD courses serve the diverse learning needs and interests of county adults and children of all ages and backgrounds. For a current listing of classes and registration information, refer to the most recent schedule of noncredit classes or visit the continuing education website [www.aacc.edu/coned](http://www.aacc.edu/coned).

## **SCHOOL OF CONTINUING AND PROFESSIONAL STUDIES**

### **Center on Aging**

AACC's new Center on Aging brings together many of the colleges offerings intended for older adults.

### **Lifestages**

Lifestages courses, resources and counseling help adults over 50 transition to new careers, explore new interests and tackle new life challenges. Courses focus on helping students in midlife find a new job, start a new career, work for themselves, retain their current job, plan for retirement, become a caregiver for an older relative or friend, learn new technology and be a better grandparent. For more information call **410-777-1806** or visit [www.aacc.edu/lifestages](http://www.aacc.edu/lifestages).

### **Seniors**

AACC offers noncredit courses in art, history, computers, languages and literature and more, at area senior centers, the Arnold campus and off-site locations. Quarterly registration fee is required and the tuition portion of course cost is waived for those 60 and over. For information call **410-777-2325** or visit [www.aacc.edu/seniors](http://www.aacc.edu/seniors).

### **Peer Learning Partnership**

The Peer Learning Partnership (PLP) is a community of peers who in partnership with the college develop and facilitate seminar style courses designed for intellectual development, cultural stimulation and personal growth. Students must join the Peer Learning Partnership before registering for the PLP classes. For more information, call **410-777-2325** or visit [www.aacc.edu/plp](http://www.aacc.edu/plp).

### **Guild for LIFE**

The Guild for LIFE (Learning is For Everyone) sponsors this series of lecture and tours. Lectures occur on the first Tuesday of each month, and tours take place the following week. Members help choose the area sites to tour and educational presentations that precede them. Transportation is provided and entrance fees and meals are additional. For more information, call **410-777-2325** or visit [www.aacc.edu/guild](http://www.aacc.edu/guild).

### **Continuing Professional Education (CPE)**

Professionals can update skills or master new ones to meet certification, recertification, licensure or relicensure requirements. Classes focus on health care, business management and supervi-

sion, environmental studies, real estate, insurance and payroll. Classes meet weekdays, weeknights or Saturdays at convenient locations countywide. For information, call **410-777-2325**.

### **Credit/Noncredit Share Classes**

Credit/noncredit share classes at Anne Arundel Community College allow students the opportunity to enroll in selected credit classes as a noncredit student. Credit/noncredit share classes are designated in the schedule of classes by a symbol — **▼**. If you enroll as a noncredit student, you do not earn academic credit but may receive Continuing Education Units (CEUs) in designated courses. CEUs are a nationally recognized measure of skills or work-related training.

### **English Language Learning and Adult Education**

The college provides instructional services at community learning centers and at many other sites countywide. Offerings include instruction in basic reading, writing and math; General Educational Development (GED), literacy instruction and English as a Second Language (ESL). ESL classes range from beginning to capstone skill levels in all areas. The department also offers a comprehensive, eight-course sequenced world language program called "Pathways to Proficiency" with course offerings in 11 languages. For information about ESL or world languages, call **410-777-2901** or visit the website: [www.aacc.edu/esl](http://www.aacc.edu/esl). For information about GED and Adult Basic Skills call **410-777-1823** or visit [www.aacc.edu/abs](http://www.aacc.edu/abs).

### **Sales and Service Training Center at Arundel Mills**

Anne Arundel Community College and the Arundel Mills Mall have partnered with the National Retail Federation Foundation to create the Sales and Service Training Center at Arundel Mills. The center provides an array of courses and services including an intensive sales and customer service training and refresher courses to meet the needs of the sales and service industry sectors. The training, based on national skill standards for customer service and sales, helps prepare participants for national certification as a professional in customer service. Other courses offered include Adult Basic Skills (ABS), General Educational Development (GED) and English as a Second Language (ESL). Additionally, the center provides assistance for job seekers and helps employers by assessing, training and referring work-ready candidates for available positions. For information call **410-777-1823** or visit [www.aacc.edu/sstc](http://www.aacc.edu/sstc).

### Extended Learning

Extended Learning launches special programs and initiatives that meet emerging community needs. Extended Learning also oversees instructional conferences. AACC partners with public and private groups and organizations to plan, coordinate and present educational conferences. The college provides facilities including teleconferencing capabilities, publicity, registration of participants, food services and qualified educators and speakers. For information, call **410-777-2625** or visit [www.aacc.edu/conferences](http://www.aacc.edu/conferences).

### Hotel, Culinary Arts and Tourism Institute

The Hotel, Culinary Arts and Tourism Institute (HCAT) offers an array of credit degrees and certificates in the hospitality/culinary arts field, avocational programming, experiential learning, continuing professional education and customized contract training to meet the hospitality, culinary arts and tourism needs of students and the industry. In addition, HCAT offers noncredit cooking and culinary classes for beginners as well as accomplished home cooks. HCAT has a 10,000-square-foot, state-of-the-art training facility in Glen Burnie, which includes two commercial kitchens and four dedicated classrooms — a technology-smart classroom, 24-unit computer classroom and two café-style classrooms. This is in addition to the existing training facilities on the Arnold campus which includes a baking/pastry lab, culinary lab and wine demonstration room. The hotel/restaurant management degree and certificate programs are designated as statewide programs; therefore, students who live in Maryland counties where there is no public community college hotel/restaurant management program may apply for a waiver of the out-of-county tuition differential for courses included in this program. For information about the world-class, high-quality programming and international learning experiences within the lodging, food/beverage, travel/tourism and other hospitality-related industries, call **410-777-2398** or the toll-free hotline at **1-866-456-HCAT (4228)** or visit [www.aacc.edu/hcat](http://www.aacc.edu/hcat).

### Lifelong Learning

Lifelong Learning offers avocational courses to meet the needs of the community. Courses include arts and crafts, photography, music, theater and dance. A comprehensive writing sequence, taught by professional writers, helps develop ideas from inception to publication. Community development needs are addressed through nonprofit and volunteer management courses as well as in historic preservation. Courses in holistic health, recreation and fitness, languages, personal finance as well as travel and special events add to personal enrichment and growth. For information, call **410-777-2325** or visit [www.aacc.edu/coned](http://www.aacc.edu/coned).

### Women's Institute

AACC offers noncredit courses in many disciplines that are designed to enrich and empower women. Most courses are held evenings and weekends at the Arnold campus. For more information, call **410-777-2325** or visit [www.aacc.edu/women](http://www.aacc.edu/women).

### Kids in College

Kids in College has courses open to all young people up to age 17. Courses include science, mathematics, culinary arts, computers, culture, dance, music, writing, history and sports. Summer camp offerings expand learning opportunities with courses offered as half- and full-day camps. Topics include space exploration, computers, dance, theater, environment, pre-med,

hiking, languages, various sports including soccer, basketball, baseball and lacrosse. Before- and after-care is also available during the summer.

For information on all youth education offerings, call **410-777-2325** or visit [www.aacc.edu/kic](http://www.aacc.edu/kic).

### EXPLORE for Youth in Grades K-5

Since the mid-1980s EXPLORE has offered after-school and summer enrichment courses to gifted and talented elementary school students in partnership with Anne Arundel County Public Schools. Fall, winter and spring courses are held at the college as well as elementary schools and several outdoor sites. Study areas include writing and languages, math and science, art and theater. Summer courses focus on computers, space exploration and special topics such as art, math and microscope studies. Qualified students receive a brochure at their public or private school.

### Middle School Scholars for Youth in Grades 6-8

In partnership with Anne Arundel County Public Schools, Middle School Scholars offers gifted middle school students special one-day seminars on topics such as sciences, mathematics, environmental studies and theater arts. Courses are held at the college or sites throughout the county.

### Occupational Skills

The Office of Occupational Skills provides job training for students entering the workforce or changing careers. Training is available in the following areas:

- construction work (carpentry, welding, plumbing, electrical and HVAC);
- through Job Corps;
- dental assisting;
- telecommunications fiber and optic cabling;
- truck and bus driving;
- veterinary assistant; and
- welding.

Job training may be paid with Workforce Investment Act (WIA) funds (if eligible) and continuing education funds (if eligible).

Contract training for Job Corps and the Department of Corrections also is offered.

For information call **410-777-2193** or visit the website: [www.aacc.edu/coned](http://www.aacc.edu/coned).

### Apprenticeship Training

AACC and its industry partners offer apprenticeships with the Independent Electrical Contractors/Chesapeake (IEC), the Associated Builders and Contractors Inc., Chesapeake chapter (ABC) and Maryland Plumbing and Heating. Courses complement on-the-job training. For information, call **410-777-2193**.

### Teacher Education and Child Care Institute (TEACH)

The Teacher Education and Child Care Institute (TEACH) addresses the community's need for additional qualified teachers and child care providers. All college credit and noncredit courses that prepare students for careers in teaching, child care and provide professional development to those already in these fields are brought together in the TEACH Institute. Experiential learning, continuing professional education and customized contract training are available to meet the needs of students and the community. For information call **410-777-2401** or visit [www.aacc.edu/teach](http://www.aacc.edu/teach).

**Education Department**

The Education Department offers an Early Childhood Development A.A.S. degree, certificates and a letter of recognition as well as teaching degrees (Elementary/Generic Special Education A.A.T., Early Childhood Education A.A.T., Secondary A.A.T.), a Teaching Paraprofessional certificate and a Special Education Support certificate. Maryland State Department of Education approved reading and other professional development courses are offered for credit.

**Child Care Training**

The TEACH Institute offers child care certification courses approved by the Maryland State Department of Education Office of Child Care, continuing professional development courses, on-site training, conferences, consultations and a speaker's bureau. Licensed child care providers can receive onsite consultations through AACC's Behavioral Emotional Support and Training (BEST) program. For more information visit [www.aacc.edu/childcare](http://www.aacc.edu/childcare).

**The Parenting Center**

The Parenting Center at Anne Arundel Community College brings valuable family life courses and resources to busy parents and professionals. Courses are offered on campus and on-site at schools, community organizations and places of worship. A Leave No Parent Behind scholarship fund has been established to help nonprofit organizations bring parenting classes to those who cannot otherwise afford them. For more information, call **410-777-2159** or visit [www.aacc.edu/parenting](http://www.aacc.edu/parenting).

**Technology Training**

Individuals and organizations can develop and enhance their computer skills through noncredit courses in current software applications, programming, Internet, operating systems and certification preparation. Courses range from introductory levels to advanced applications and are offered at multiple sites throughout the county and online. Many courses prepare students for industry certification. For information, call **410-777-2957** or visit [www.aacc.edu/it](http://www.aacc.edu/it).

**CENTER FOR WORKFORCE SOLUTIONS**

The Center for Workforce Solutions (CWS) offers a full complement of training and business solutions to area businesses, government agencies and other organizations.

The Center for Workforce Solutions conducts client outreach to the business and public sectors to develop relationships that yield education and training services targeted to customer needs. Center staff members assist organizations in assessing their needs and developing a results-oriented plan of action. Clients

may choose from nationally recognized curriculum or work with CWS staff to design curriculum to meet their strategic business goals or workforce development needs. For groups of employees seeking to attain a degree or certificate or build upon credits already earned, CWS can facilitate the entire process from enrollment through graduation. In many instances, this can be achieved on-site at the client's location.

In addition to consultive and business services, CWS offers training in the following areas:

- Critical business skills (such as communication, customer service, diversity, leadership, time management, sexual harassment prevention, etc.)
- Command Spanish®
- Computer technology
- Hotel, culinary arts and tourism
- Health care and first responders
- Project management
- Manufacturing
- E-learning

Training is also available upon request in many other instructional areas not listed above.

Training may be as short as a few hours or span several months depending on organizational goals and workforce development needs. Classes can be delivered at the client's place of business, online or at one of AACC's three convenient locations in Arnold, Glen Burnie or Arundel Mills. Instructional formats vary to best match employees' learning styles. Instructors are content experts and excellent learning facilitators who combine outstanding academic credentials and teaching experiences with practical industry-based knowledge.

The Center for Workforce Solutions maintains relationships with a network of organizations to augment funding and expertise, including the Maryland State Department of Business and Economic Development, the Anne Arundel Economic Development Corporation, the Chesapeake Regional Tech Council and the Anne Arundel Workforce Development Corporation. To arrange for a consultative meeting or to obtain information about the full array of business services and training opportunities, call **410-777-2732** or visit the CWS website [www.aacc.edu/cws](http://www.aacc.edu/cws).

# College Policies and Procedures

## **ACADEMIC INTEGRITY POLICY**

### PREAMBLE

Anne Arundel Community College, with a central mission of producing learning and a basic conviction that individuals be given the opportunity to discover and develop their talents and unique potentials, is committed to upholding rigorous and fair standards of student achievement. The spirit of education goes beyond teaching and learning subject matter and technical skills; ethical values are an implicit component of that spirit. Academic integrity is a common goal, approached through the understanding, the cooperation and the mutual respect among all members of the college community.

### 1. POLICY

All students are required to exhibit academic honesty in all academic exercises and assignments.

### 2. DEFINITIONS\*

An incident of academic dishonesty occurs when any of the following acts is committed by a student:

- A. Cheating refers to the use or attempted use of unauthorized materials, information, or study aids in any academic exercise or assignment.
- B. Fabrication refers to the unauthorized falsification or invention of any information or citation in an academic exercise.
- C. Facilitating Academic Dishonesty is the act of helping or attempting to help another to violate any provision of the institutional policy on academic dishonesty.
- D. Plagiarism describes the unacknowledged adoption or reproduction of ideas, words or statements of another person, including classroom peers.

### 3. PROCEDURES

#### 3.1 CONFERENCE

When academic dishonesty is alleged, the student involved shall have an opportunity to admit or deny the allegation. In a timely manner, the instructor shall confer with the student, explaining the reasons why he or she believes that the student has committed the act of academic dishonesty and what academic sanction could be imposed by the instructor. In online courses only, a conference may be conducted using the learning management system. The instructor has the right and obligation to impose a reasonable academic sanction including, but not limited to, the following:

- A. Assign a grade of failing for the assignment;
- B. Assign a grade reduction for the course;
- C. Assign a failing grade for the course; or
- D. Assign an alternative learning experience or activity which shall be completed by the student as specified by the instructor.

If the instructor believes that there is sufficient evidence of academic dishonesty, he/she shall then proceed as outlined in Section 3.2.

#### 3.2 NOTICE OF ACADEMIC DISHONESTY REPORT

- A. In all incidents of academic dishonesty, the instructor shall record the incident on the "Notice of Academic Dishonesty" report and note on the report any recommended academic sanction(s).

- B. If the student admits academic dishonesty and accepts the academic sanction imposed by the instructor, it shall be so noted on the "Notice of Academic Dishonesty" report and the matter shall be closed after compliance with Section 3.2(D) and Section 3.3(B)(1).
- C. In cases in which the student denies the allegations of academic dishonesty or admits academic dishonesty but challenges the academic sanction imposed by the instructor, the instructor shall record a grade status "NG" (meaning No Grade) on the "Notice of Academic Dishonesty" report, and after compliance with Section 3.2(D), the matter shall proceed in accordance with the procedures hereafter.
- D. In cases under 3.2(B) and 3.2(C), the "Notice of Academic Dishonesty" report shall be completed, dated and signed by both the instructor and the student at the completion of the conference required by Section 3.1. The instructor and the student shall each retain a copy of the report. Should the student refuse to sign the report, the instructor shall so indicate on the report. Within three (3) working days from the date of the report having been signed, the instructor shall forward copies of the report to the academic department chair and the college representative (Section 3.3).
- E. In the event the student suspected of academic dishonesty is unavailable for the conference, in accordance with Section 3.1, the instructor shall record a grade status of "NG" and forward copies of the report to the academic department chair and the college representative. The "NG" status shall be assigned as the term grade pending the outcome of a hearing by the Student Review Committee (Section 3.4; 3.5) or a resolution in accordance with Section 3.2(B).
- F. If within twenty (20) working days of the notice being sent to the student, in accordance with Section 3.3(B)(3), a resolution under 3.2(B) is not reached or a hearing is not conducted due to either non-availability of the student or lack of response from the student, the NG status shall be changed to an F grade no later than one month after the start of the next regular term.
- G. If a student withdraws from a course under a pending charge of academic dishonesty, the resulting grade of "W" may be changed to an "F" by the instructor at the end of the current term unless the student chooses to contest the charge, pursuant to the procedures governing academic dishonesty, and is successful in his/her defense. A withdrawal from a course under a pending charge of academic dishonesty shall serve as a de facto admission of the guilt absent a successful contest of the charge. From the moment an alleged incident of academic dishonesty occurs, a charge is considered pending. Additionally, a student cannot evade a sanction by withdrawing from a course after admitting guilt and accepting the sanction on the Notice of Academic Dishonesty.

#### 3.3 COLLEGE REPRESENTATIVE

- A. The vice president for learning shall designate as the college representative a dean who holds membership in the Council of Deans. He/she shall not be a member of the Student Review Committee.

\*"Academic Integrity and Student Development," College Administration Publications. Adapted and reproduced with permission of the publisher.

## B. Duties of the College Representative:

1. In cases under 3.2(B):
  - a. To receive and file the “Notice of Academic Dishonesty” report(s). If there are no prior “Notice of Academic Dishonesty” report(s) filed on the student, the matter shall be closed.
  - b. If the student’s file contains a prior “Notice of Academic Dishonesty” report(s) evidencing that the student committed a prior act(s) of academic dishonesty, or if the current offense is determined to be very serious, the college representative shall review the “Notice of Academic Dishonesty” report(s) to determine the appropriateness of a hearing to consider imposition of a disciplinary sanction(s). The college representative also shall investigate a student’s academic background, additionally considering what a student knew or should have known regarding the offense. If the college representative determines that a hearing is not appropriate, he/she shall write a report indicating that a review has been conducted, setting forth the reasons to support his/her decision. This report shall be placed in the student’s file, and the matter shall be closed. If the college representative determines that a disciplinary sanction may be appropriate, the matter will be decided by the Student Review Committee in a hearing procedure.
  - c. If the college representative determines, based on his/her review, that a hearing to consider disciplinary sanctions is appropriate, the college representative shall notify the student by mail that a hearing will be held before the Student Review Committee. The college representative shall forward a written request to the chair of the Student Review Committee, with a copy to the student, and request a hearing date. Thereafter, the college representative shall handle the matter in accordance with the procedures under 3.3, the only difference being that the issue to be presented to and decided by the Student Review Committee shall be limited to whether or not, based on the present act of academic dishonesty noted in the “Notice of Academic Dishonesty” report under 3.2(B), and the reports of prior proven act(s) of academic dishonesty contained in the student’s file, imposition of a disciplinary sanction is warranted. All other procedures regarding hearings and appeals shall be applicable to this situation.
2. In cases under 3.2(C) to:
  - a. Receive and file the “Notice of Academic Dishonesty” report(s).
  - b. Within seven (7) working days of receipt of the report, forward a copy of same to the chair of the Student Review Committee and request, in writing, a hearing date.
  - c. Contact the instructor, meet witnesses and collect any relevant evidence pertaining to the case.
  - d. Act as the college advocate, prepare the case for hearing and present the case at the hearing before the Student Review Committee.
  - e. Within three (3) working days of receipt of the notice of hearing from the Student Review Committee, notify the student, by mail, of the hearing. The notice shall include the time, date, and place of the hearing. It shall also include the copy of the “Notice of Academic Dishonesty” report along with a copy of this policy and procedures. Notice of hearing shall also be forwarded to

the instructor and academic department chair. A student must respond to the notice of hearing within twenty (20) working days of the notice being sent. If the student does not respond to the notice of hearing, or responds yet chooses not to attend the hearing, the hearing will proceed without the student’s participation. In the case of online courses only, official notice of hearing may be sent via the learning management system.

3. In cases under Section 3.2(E) receive and file the “Notice of Academic Dishonesty” report. Within three (3) working days of receipt of such report, forward a copy of same to the student by regular mail. If the unavailable student, upon notification and within the time limits as expressed in Section 3.2(F), admits academic dishonesty and accepts the academic sanction imposed by the instructor in accordance with 3.2(B), the college representative shall file the “Notice of Academic Dishonesty” report. The report must be completed by the instructor and the matter shall be handled in accordance with Section 3.3(B)(1)(b). If the student requests a hearing, the college representative shall follow the same procedures as in 3.3(B)(2).
4. Within three (3) working days from date of receipt of the decision of the Student Review Committee [Section 3.5 (I)], forward a copy of same to the student by mail. A copy shall also be forwarded to the instructor and academic department chair.
5. In all cases of appeal to the vice president for learning, forward all relevant materials to the vice president for learning in accordance with Section 3.6(B).
6. Place copies of all materials and decisions relating to academic dishonesty matters in the student’s file. Student files relating to academic dishonesty shall be retained for five (5) years, after which they shall be destroyed.
7. Maintain the confidentiality of student academic dishonesty files except for use as provided by this policy and procedures.

## 3.4 THE STUDENT REVIEW COMMITTEE

The Student Review Committee, an established committee at the college, shall act as a hearing board to hear all academic dishonesty cases in which a hearing is required under these procedures (see Academic Forum charter regarding the composition of the committee).

## 3.5 HEARINGS

- A. Within seven (7) working days of receipt of the “Notice of Academic Dishonesty” and request for hearing forwarded by the college representative [Section 3.3(B)(2)(b)], the chair of the Student Review Committee shall notify the college representative, in writing, of the date, time and place of the hearing. Said hearing shall not be scheduled earlier than ten (10), nor later than twenty (20), working days from the date of notice of hearing.
- B. Once begun, hearings shall be conducted on consecutive working days until completed, except in cases of health or personal emergency. The hearing shall be completed as expeditiously as possible.
- C. Hearings shall be closed to all except the parties and their advisers, if any, and witnesses. The student and the committee may each have an individual in an advisory role present at the hearing; that individual may be an attorney. The adviser(s) shall not function as an advocate at the hearing. The student must present his/her own case and question all witnesses.

- D. The chair of the Student Review Committee shall govern all proceedings at the hearing. At the hearing, the college representative, on behalf of the college administration, shall have the burden of proof to establish by a preponderance of the evidence that an offense of academic dishonesty has occurred. The instructor shall have the right to participate with the college representative in the presentation of the evidence.
- E. At the hearing, the Student Review Committee shall not be bound by strict rules of legal evidence and may admit any evidence or testimony it considers to be of value in determining the issues involved. Every effort shall be made to obtain the most reliable evidence available.
- F. The hearing shall be recorded. The college representative shall arrange and the college shall pay for such recording. If the student requests a copy of the recording, it shall be provided.
- G. No later than seven (7) working days after conclusion of the hearing, the Student Review Committee shall determine, based solely on the evidence presented at the hearing, whether or not the college representative has established by a preponderance of the evidence that an offense of academic dishonesty has occurred. If the student is found to have committed an act of academic dishonesty, the Student Review Committee shall adopt the academic sanction recommended by the instructor, unless the committee determines that the academic sanction recommended by the instructor is unreasonable. In this event, the committee shall consult with the instructor in an attempt to arrive at a more reasonable academic sanction. If the instructor and Student Review Committee cannot come to a consensus on the academic sanction, then the committee shall impose the academic sanction it believes to be reasonable. The committee may not make the sanction more severe. The "NG" status on the "Notice of Academic Dishonesty" shall then be changed to a grade consistent with the academic sanction imposed by the Student Review Committee. If the student is found not to have committed the act of academic dishonesty, the "NG" status shall be replaced by the grade the student had for the assignment(s) in question, if a grade had been assigned prior to the allegation of academic dishonesty. If no grade had been assigned earlier, the instructor shall review the material and assign a suitable grade based solely on the quality of work by the student.
- H. In addition to academic sanction(s), when deemed appropriate by the Student Review Committee, a disciplinary sanction (Student Conduct Policy) may be imposed on the student found to have committed an act of academic dishonesty. In determining whether a disciplinary sanction is appropriate, the Student Review Committee shall have the right to review any other "Notices of Academic Dishonesty" filed with the college representative.
- I. The Student Review Committee shall record its specific findings of fact and decision in a written memorandum, which shall be forwarded to the college representative no later than seven (7) working days after conclusion of the hearing.

### 3.6 APPEAL FROM DECISION OF THE STUDENT REVIEW COMMITTEE

- A. The student shall have the right to appeal to the vice president for learning. The appeal shall be made within ten (10) working days from the date that the decision was forwarded to the student by the college representative in accordance with Section 3.3(B)(4). The appeal shall be in writing setting forth the basis for the appeal. The appeal must be

received by the vice president for learning within the time limit established herein.

- B. Upon receipt of the written appeal, the vice president for learning, or his/her designee(s), shall forward a copy to the college representative and request copies of the decision of the Student Review Committee and all material provided to the Student Review Committee at the hearing.
- C. The vice president for learning, or his/her designee(s), shall review the written decision of the Student Review Committee and the written appeal of the student. The vice president for learning, or his/her designee(s), shall have the right, but not the obligation, to review only the material, including the taped testimony, provided to the Student Review Committee at the hearing.
- D. The vice president for learning, or his/her designee(s), shall complete the review and issue a written decision within twenty (20) working days of receipt of the student's appeal.
- E. The vice president for learning, or his/her designee(s), shall forward a copy of the written decision to the student by mail within three (3) working days from the date of the decision. A copy shall also be forwarded to the college representative, instructor and the academic department chair.
- F. The written decision of the vice president for learning, or his/her designee(s), shall be final.

### ACCEPTABLE USE OF INFORMATION TECHNOLOGY RESOURCES

Anne Arundel Community College provides an array of information technology resources (including, but not limited to, all computer hardware, software, peripherals, and mobile devices; network communications technologies, including wireless technologies; network and internet bandwidth; telephone and voicemail; and electronic services and information) in order to facilitate the pursuit of excellence in support of the college's mission. Usage of information technology resources is provided at the discretion of the college, for the sole purpose of conducting official college business.

It is the policy of Anne Arundel Community College that all users (including, but not limited to, faculty, staff, students, contractors, and guests) of information technology resources shall:

- comply with all laws (federal, state, local, and other applicable laws and regulations) and all college policies;
- respect the privacy and personal rights of others;
- respect the integrity and security of college information technology resources;
- respect the finite capacity of college information technology resources so as not to interfere unreasonably with the activity of other users;
- use information technology resources for college business only;
- respect the intellectual property rights of others; and
- protect all confidential information.

The Board of Trustees hereby authorizes the President, or his/her designee, to develop and establish appropriate standards and procedures to implement and enforce this policy, including processes for detecting and addressing violations of this policy.

### PROCEDURES GOVERNING USE OF INFORMATION TECHNOLOGY

These procedures are enacted pursuant to the Acceptable Use of Information Technology Resources Policy. They shall govern all use of Information Technology Resources and apply to all users.

1. Information technology resources shall include but not be limited to:
  - A. All computer hardware, software, peripherals and mobile devices
  - B. Network communications technologies including wireless technologies
  - C. Network and Internet bandwidth
  - D. Telephone and voicemail
  - E. Electronic services and information
2. Information technology resources are owned by and are the property of the college. All users must be authorized by the college to access information technology resources. Such access shall be at the discretion of the college. Anything created at the direction of the college using information technology resources shall be the property of the college.
3. Any user of information technology resources shall:
  - A. Comply with all laws (federal, state, local and other applicable laws and regulations); and all College policies and procedures.
  - B. Respect the privacy and personal rights of others so as not to constitute an invasion of privacy, harassment, defamation, threat, intimidation, unwarranted annoyance, embarrassment, discrimination based on race, color, age, religion, sex, national origin, marital status, sexual orientation, ability, genetic information and veteran status, or the like.
  - C. Respect the integrity and security of information technology resources by not attempting to circumvent the system security and/or aid others to achieve unauthorized access including, but not limited to, sharing a user password.
  - D. Respect the finite capacity of information technology resources so as not to interfere unreasonably with the activity of other users.
  - E. Use information technology resources for authorized college-related purposes only.
  - F. Respect and honor the intellectual property rights of others whether protected by patent, copyright, trademark, trade secrets law, other legal mechanism and/or the college Intellectual Property Policy and Procedures.
  - G. Only access confidential information when authorized by the college. Any confidential information obtained by an authorized user shall only be used for the appropriate college purpose for which access was authorized. Confidential information shall only be stored on college authorized services or devices.
  - H. Report any discovered weakness in the Information Technology Resources security system to the Chief Technology Officer.
  - I. Report any incident of misuse of any information technology resource or violation of these Procedures to the Chief Technology Officer.
  - J. Report any damaged, lost or stolen technology resource, including personal devices that may have college confidential information thereon, to the Chief Technology Officer.
  - K. Only use college-owned information technology resources to connect to the internally wired college network unless Customer Support Services reviews and approves other equipment connections in advance.
4. The college has the right, at all time, to monitor its information technology resources. Authorized Information Services personnel may inspect files and/or monitor a user's usage of resources, if the college suspects a violation of these procedures, other college policies or procedures, or the law. In response to the Higher Education Opportunity Act the college employs a commercial tool which identifies and blocks peer-to-peer applications running on the network.
5. Violations of these Procedures shall be dealt with as follows:
  - 5.1 All detected or reported violations shall be investigated by the Information Services staff. They shall promptly collect all relevant documents and information relating to the alleged violation.
 

An incident report shall be prepared in all cases of detected or reported procedure violations. Upon collection and review of all relevant information and documentation, a determination shall be made as to whether a violation occurred. If it is determined that no violation occurred it shall be so stated in the incident report and the matter shall be closed. If a violation is found to have occurred, it shall be so stated in the incident report and reference shall be made to the supporting information and/or documentation.
  - 5.2 Sanctions for violation of these procedures may include, but are not limited to, revocation of user account privileges, confiscation of files, data and equipment, and removal of computers from the network. Based on the circumstances, at the discretion of the college, any or all of these sanctions may be imposed prior to the conclusion of the investigation.
 

In addition to the aforementioned sanctions, an incident report finding that a faculty, staff, or student committed a violation of these procedures may result in a referral to the appropriate college department for further action under applicable college policies and procedures relating to the violator. In any case where a violation of law occurred, the matter may be referred to the appropriate law enforcement agency.

**AMERICANS WITH DISABILITIES ACT POLICY**

Upon request, Anne Arundel Community College will provide reasonable accommodations to all qualified individuals with disabilities.

Eligibility for use of Disability Support Services (DSS) will be established by a DSS adviser. A letter from a physician, psychologist or other licensed professional clinician certified in the field of disability may be required to validate the student's disability.

Students wishing to use any college service provided to students with disabilities should present written verification to DSS, located in Counseling, Advising and Retention Services. Should the information not be comprehensive or if the documentation is inadequate, the Disability Verification Form will be returned to the student and/or sent to the physician or other certified professional clinician.

For specific procedures, see pages 388-389, Disability Support Services.

**CONSENSUAL RELATIONSHIPS POLICY**

Anne Arundel Community College is committed to providing and maintaining a working and learning environment free from conflicts of interest, exploitation, and/or favoritism. Consensual relationships where any evaluative and/or supervisory role exists create a conflict of interest and, therefore, a potential for exploitation and/or favoritism. A consensual relationship is any relationship willingly undertaken by both parties that is romantic and/or sexual in nature.

Anne Arundel Community College prohibits an individual from evaluating, supervising, or making any employment decision, whatsoever, regarding an individual with whom he or she has a consensual relationship. This policy also prohibits any individual from providing academic instruction to and/or assessing an individual with whom he or she has a consensual relationship.

Consensual relationships between faculty and adult students where no evaluative and/or supervisory role exists are strongly discouraged, and any consensual relationship with a student under the age of 18 is prohibited.

The Board of Trustees hereby authorizes the President, or his/her designee, to develop and establish appropriate procedures to implement and enforce this policy.

For information regarding Anne Arundel Community College's compliance and complaints concerning consensual relationships contact:

Karen L. Cook, Esq., Federal Compliance Officer  
Anne Arundel Community College  
101 College Parkway, CRSC 232  
Arnold, MD 21012-1895  
Telephone: **410-777-7370**  
Maryland Relay: **711** or **800-735-2258** (outside Maryland)

### **COPYRIGHT POLICY**

The exclusive rights of a copyright owner shall not be willfully or knowingly infringed by Anne Arundel Community College or any of its employees or agents while acting within the scope of their employment.

The rights of educators and students in the fair use of copyrighted material shall be recognized and asserted through reasonable construction and application of the copyright law and established guidelines derived from the law and applied in actual situations.

Only those persons designated by the president or vice presidents of Anne Arundel Community College shall have the authority to apply the policies and guidelines contained in this document to requests involving the application of college facilities and equipment to copyrighted works.

The president and vice presidents, or their designees, shall have the right to refuse assistance in practices involving the application of college facilities or equipment to copyrighted works if, after reasonable construction and application of the law and related guidelines, it is determined that a violation of copyright is likely to occur.

Responsibility for the use of copyrighted material and liability for any instances of copyright violation on consigned or unsupervised college facilities or equipment lies solely with the user of those facilities or that equipment and not with Anne Arundel Community College or any of its employees or agents.

If for any reason any portion of this policy is not in accordance with the law, then it is the intent of the college that the law prevail.

### **DRUG AND ALCOHOL PROHIBITIONS POLICY**

Anne Arundel Community College is committed to providing a drug- and alcohol-free, safe and secure educational environment. The college complies with all local, state and federal laws related to drug and alcohol use. Employees, contractors, business invitees, visitors and students shall be free from the possession, distribution, use or influence of illegal drugs or alcohol when on college property or when attending a college activity or when representing the college off campus. An exception for alcohol use may be made when such use is approved for a college-sanctioned event.

The Board of Trustees hereby authorizes the President, or his/her designee, to maintain and keep current an educational program in support of this policy and to develop and establish appropriate procedures to implement and enforce this policy.

### **EQUAL OPPORTUNITY AND NONDISCRIMINATION POLICY**

Anne Arundel Community College is committed to providing and maintaining equal opportunity in its educational programs, services, employment and all other activities conducted by or with the college.

Anne Arundel Community College prohibits discrimination or harassment based on race, color, age, religion, sex, national origin, marital status, sexual orientation, disability, genetic information and veteran status. This policy applies to all members of, and entities within, the college and all individuals, companies and organizations which conduct business with the college.

The President, or his/her designee, shall, and is hereby authorized to, develop, implement, maintain, and keep current an educational and informational program consistent with this policy. The Board of Trustees hereby authorizes the President, or his/her designee, to develop and establish appropriate procedures to implement and enforce this policy.

For information regarding Anne Arundel Community College's compliance and complaints concerning discrimination contact:

Karen L. Cook, Esq., Federal Compliance Officer  
Anne Arundel Community College  
101 College Parkway, CRSC 232  
Arnold, MD 21012-1895  
Telephone: **410-777-7370**  
Maryland Relay: **711** or **800-735-2258** (outside Maryland)

### **THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act of 1974, as amended, is a federal law which concerns the confidentiality of student education records.

#### **AACC Policy**

The policy of the college is to protect and distribute a student's educational records, including, but not limited to, any personally identifiable information, in accordance with the federal Family Educational Rights and Privacy Act.

The Board of Trustees hereby authorizes the President, or his/her designee, to develop and establish appropriate procedures to implement and enforce this policy.

#### **AACC FERPA Procedures**

Anne Arundel Community College, hereinafter called "the college," accords all rights under the law to its students, past and present. No one outside the institution shall have access to, nor will the institution disclose, any personally identifiable information from students' education records without the written consent of the student. Exceptions to this are: personnel within the institution who have "need to know" for education reasons; officials of other institutions in which the student seeks to enroll; persons or organizations providing students with financial aid; accrediting agencies carrying out their accreditation function; persons in compliance with a judicial order; and persons who, in an emergency, need to know in order to protect the health or safety of students or other persons. All these exceptions are permitted under the act.

Within the college community, only those members, individually or collectively, acting in the students' educational interest are allowed access to student education records. These members include personnel in the Admissions and Enrollment Development office, Records and Registration office, the vice presidents' offices, Office of the President and selected personnel within the limitations of their "need to know." At his/her discretion, the registrar may provide directory information in accordance with the provisions of the act to include: student name, address, telephone number, MyAACC e-mail address, date and place of birth, major field of study, dates of attendance, student ID, part-time and full-time status, degrees and

awards received, the most recent educational agency or institution attended by the student, participation in officially recognized activities or sports, and weight and height of members of athletic teams. The college will generally release only the student's name, dates of attendance and degrees and honors earned as directory information.

Students may withhold directory information by notifying the registrar, in writing, within one (1) month after the first day of the term. Requests for nondisclosure of directory information will be honored by the college for the current academic year only; therefore, renewed requests for nondisclosure must be filed with the registrar at the beginning of each term in order to remain in effect.

The law provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of their challenge is unsatisfactory to them and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panel to be unacceptable. The registrar of the college has been designated by the college to coordinate the inspection and review procedures for student education records, which include admissions, academic, financial and financial aid files, and academic, cooperative education and placement records. Education records do not include the following: records of instructional, administrative and educational personnel, which are the sole possession of the maker and are not accessible or revealed to any individuals except a temporary substitute; records of alumni; and records of student health. Health records may be reviewed by physicians of the student's choosing. Students MAY NOT inspect and review the following as outlined by the act: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived the rights of inspection and review; education records containing information about more than one student, in which case the college will permit access to ONLY that part of the record which pertains to the inquiring student. The college is not required to permit students to inspect and review confidential letters and recommendations placed in their files prior to Jan. 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

Any student wishing to review his/her education records must make a written request to the registrar listing the item or items of interest. Only records covered by the act will be made available within forty-five (45) days of the request. A student may have copies made of his/her records with certain exceptions (e.g. a copy of the academic record for which a financial "hold" exists or a transcript of an original or source document which exists elsewhere).

A student who believes that his/her education records contain information that is inaccurate or misleading, or is otherwise in violation of his/her privacy or other rights, may discuss the problem informally with the registrar. If the decision is in agreement with the student's request, the appropriate record will be amended. If not, the student will be notified within a reasonable period of time that the records will not be amended; he/she will be informed by the registrar of his/her right to a formal hearing. Student requests for a formal hearing must be made, in writing, to the vice president for learning who, within a reasonable period of time after receiving such requests, will inform the student of the date, place and time of the hearing. The student may present evidence relevant to the issues raised and may be assisted or represented at the hearing by one or more persons of his/her choosing, including attorneys, at the student's expense. The hearing panel, which will adjudicate such challenges, will be composed of the following three people: vice president for learning; vice president for learning resources management; and director of admissions and enrollment development. The registrar, as consultant to the panel, will be present during the

presentation of all evidence and arguments; he/she will not participate in the voting of the panel.

Decisions of the hearing panel will be based solely on the evidence presented at the hearing. They will consist of written statements summarizing the evidence and giving the reasons for the decisions; copies of the document will be delivered to all parties concerned. If the decisions are unsatisfactory to the student, the student may place statements with the education records commenting on the information in the records or statements setting forth any reasons for disagreeing with the decisions of the hearing panel.

The statements will be placed in the education records, maintained as part of the student's records and released whenever the records in question are disclosed.

Any student who believes the adjudication of his/her challenge was unfair, or not in keeping with the provisions of the act, may request, in writing, assistance from the president of the college, who may direct the panel to review its decisions. Further, any student who believes his/her rights have been abridged may file complaints with the Family Policy and Compliance Office, U.S. Department of Education, Washington, D.C. 20202-4605, concerning the alleged failures of the college to comply with the act.

Revisions and clarifications will be published as experience with the law and institutional policy warrant.

### **FUND RAISING/SOLICITATION POLICY**

In accordance with the college manual, solicitation on campus by individual students or groups is restricted to college-approved fundraisers. Individual students and campus organizations are prohibited from making appeals to the outside public for gifts or contributions except by special permission. To obtain permission for either on- or off-campus solicitations, submit a Fund-Raiser Application form to the Student Life office, which will forward a copy to the Development office.

### **NEPOTISM POLICY**

Anne Arundel Community College is committed to providing and maintaining a working and learning environment in which every individual is evaluated on the merits of his or her performance without favoritism. Nepotism is favoritism or the appearance of favoritism by a person in an evaluative or supervisory position to a relative or to any person living in the immediate household of the employee. A relative is one connected to another by blood, adoption or marriage.

Anne Arundel Community College prohibits an individual from evaluating, supervising, or making any employment decision, whatsoever, regarding a relative or any person living in the immediate household of the employee. This policy also prohibits any individual from providing academic instruction to or assessing the academic performance of a relative or any person living in the immediate household of the employee.

The Board of Trustees hereby authorizes the President, or his/her designee, to develop and establish appropriate procedures to implement and enforce this policy.

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For information regarding Anne Arundel Community College's compliance and complaints concerning nepotism contact:

Karen L. Cook, Esq., Federal Compliance Officer

Anne Arundel Community College

101 College Parkway, CRSC 232

Arnold, MD 21012-1895

Telephone: **410-777-7370**

Maryland Relay: **711** or **800-735-2258** (outside Maryland)

**OFF-CAMPUS EVENTS**

Students participating in college-sponsored classes, events, programs and activities that are off-campus must adhere to the same guidelines and policies as on-campus events.

**POLICY STATEMENT ON SEX OFFENDERS**

Anne Arundel Community College practices an open door admissions policy. Students are admitted to the college without regard to race, color, religion, gender, age, sexual orientation, national origin, disability or any other characteristic protected by law. However, some restrictions exist for applicants who are currently enrolled in high school, are under 16 years of age, or are not U.S. citizens. In addition, the college has a requirement that individuals who are listed on the national Sex Offender Registry or the Maryland Department of Public Safety and Correctional Services Sex Offender Registry register with the required local and state agencies and inform the college's Department of Public Safety and the Office of the Dean of Student Services upon their enrollment.

**Procedures for Implementation**

1. Each semester the individual enrolls for classes, he/she must document that he/she has registered with the appropriate local and state agencies as required by law and also register with the college's Department of Public Safety and the Office of the Dean of Student Services.
2. The Department of Public Safety shall confirm that the student has registered with the county police and all other appropriate local and state agencies. If the student has not done so, he/she shall immediately be suspended and/or terminated from the college.
3. If the student is properly registered with the county police and all other appropriate agencies, he/she shall be referred to the Office of the Dean of Student Services.
4. No later than seven days from the referral, the Dean of Student Services shall contact the individual to review with him/her whether any restrictions or conditions for his/her release or parole exist and shall request and receive any other information deemed relevant for the protection of the student population and the college.
5. Based on the nature of the student's offense and the stipulations associated with his/her release, the Dean of Student Services shall establish a contingency agreement for the student. The agreement may include, but is not limited to, the following conditions:
  - a. Restrict the student from participation in certain programs, courses or events.
  - b. Restrict the student's access to certain areas of the college.
  - c. Require that the student check in periodically (monthly) with the Dean of Student Services.
  - e. Require the student to provide documentation to the Dean of Student Services that he/she is participating in any required psychological or medical treatment programs.
  - f. Any other appropriate terms deemed necessary by the Dean of Student Services to be included in the agreement.
6. Upon completion of the contingency agreement, the Dean of Student Services shall provide a copy to the student and forward a copy to the college's Department of Public Safety.
7. Any violation of any term of the agreement shall subject the student to immediate suspension and/or termination from the college.

**POSTING MATERIAL ON CAMPUS**

All posted material must bear a stamp from the Student Life office or include the college logo. Properly marked material may be displayed on any non-glass, non-painted surface within the college buildings.

Non-college materials may be posted in no more than five locations and must be stamped by the Student Life office with a destroy date after 45 days.

Posted materials may not exceed 40 inches in combined length and height and must follow the college non-discrimination policy and comply with college guidelines against harassment.

Fliers cannot be placed on car windshields anywhere on campus.

**RESIDENCY REQUIREMENTS FOR TUITION PURPOSES POLICY**

Students at Anne Arundel Community College are charged tuition according to their residence and are classified as one of the following:

- in-county residents, i.e., residents of Anne Arundel County;
- out-of-county, in-state residents, i.e., residents of other Maryland counties or Baltimore City; or
- out-of-state residents.

Students shall be considered residents of a county or state for tuition purposes if

- they maintain their legal domicile there; and
- they have maintained it for a period of not less than three months before the starting date of the term for which they enroll; or
- if other persons or another person maintaining legal domicile in the county has contributed more than one-half of their financial support during the most recent completed year.

Students in the following categories may be classified as "in-county residents" for tuition purposes when enrolling at Anne Arundel Community College:

- United States Armed Forces members whose domicile or duty station is in Anne Arundel County, their spouses, and dependent children;
- Students who move to Anne Arundel County as a result of Base Realignment and Closure;
- Students who are children of state or local public safety employees killed in the line of duty.

Students in the following categories may be classified as "out-of-county, in-state residents" for tuition purposes when enrolling at Anne Arundel Community College:

- United States Armed Forces members whose domicile or duty station is in Maryland, their spouses, and dependent children;
- Continuously enrolled United States Armed Forces members whose domicile or duty station is changed to a location outside the state of Maryland, their spouses, and dependent children;
- Honorably discharged United States Armed Forces veterans who graduated from a Maryland high school;
- Students who move to Maryland as a result of Base Realignment and Closure;
- Anne Arundel County public school teachers who enroll in a course required for employment.

To qualify for an exemption, students must provide documentation as required by college procedures.

The Board of Trustees hereby authorizes the President, or his/her designee, to develop and establish appropriate procedures to implement and enforce this policy.

**RESPONSIBLE E-MAIL ACCOUNT USAGE GUIDELINES**

Use of Anne Arundel Community College sponsored e-mail is a privilege provided to each student. The purpose of the service is to support learning and teaching and college business. The following guidelines are set forth to assure e-mail use is consistent with this purpose and is legal, respectful, responsible and within the standards established by the college. Violation of the standards set forth may result in immediate loss of e-mail privileges and disciplinary action as outlined in the "Student Conduct Policy."

- The privacy of others must be respected at all times.
- E-mail sent with the intent of disrupting communication or other system services is not allowed. The proliferation of certain electronic mail, such as chain letters, is abusive to the electronic mail system and network, and is not allowed.
- Willful misrepresentation of yourself in any electronic communication is not allowed.
- Threats or harassment on the basis of race, ethnicity, gender, disability, religion, sexual orientation or age (including harassment in terms of using a stereotyped group characteristic) are prohibited. Harassment is any verbal or physical conduct, on or off campus, which has the intent or effect of unreasonably interfering with an individual's or group's learning or work performance or which creates an intimidating, hostile or offensive learning or work environment.
- Do not purposely attempt to break into or use another person's account.
- Exclusive rights of a copyright owner shall not be infringed upon.

**SEXUAL HARASSMENT POLICY**

Anne Arundel Community College is committed to maintaining a working and learning environment free from all forms of sexual harassment. Sexual harassment by any employee, student, and/or any individual who conducts business on behalf of the college is prohibited.

Sexual harassment is unwanted sexual contact, unwelcome sexual advances, requests for sexual favors and/or other unwanted communications or physical conduct of a sexual nature.

Examples of sexual harassment include, but are not limited to:

- A. direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades or letters of recommendations;
- B. unwelcome physical contact, including unnecessary touching, patting, hugging, or brushing against a person's body;
- C. inappropriate or unwelcome sexual remarks about a person's clothing, body or sexual relations;
- D. the display in the workplace or classroom of sexually suggestive objects, pictures, posters, cartoons and like items which are without defensible educational purpose;
- E. inappropriate or unwelcome conversation, jokes, or stories of a sexual nature; and
- F. inappropriate or unwelcome remarks about one's gender or sexual orientation.

Preventing and reporting sexual harassment are the responsibilities of the entire college community. Anne Arundel Community College encourages all employees and students who believe that they have been or are being subjected to sexual harassment or who are aware of an instance of sexual harassment to pursue the appropriate course of action.

The President or his/her designee shall, and is hereby authorized to, develop, implement, maintain and keep current an educational, informational and compliance program consistent with this policy.

The Board of Trustees hereby authorizes the President, or his/her designee, to develop and establish appropriate procedures to implement and enforce this policy.

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For information regarding Anne Arundel Community College's compliance and complaints concerning sexual harassment contact:  
 Karen L. Cook, Esq., Federal Compliance Officer  
 Anne Arundel Community College  
 101 College Parkway, CRSC 232  
 Arnold, MD 21012-1895  
 Telephone: **410-777-7370**  
 Maryland Relay: **711** or **800-735-2258** (outside Maryland)

**SMOKING POLICY**

The college prohibits smoking in any indoor campus location and within 25 feet of all entranceways to college buildings.

The Board of Trustees hereby authorizes the President, or his/her designee, to develop and establish appropriate procedures to implement and enforce this policy.

**STUDENT ATHLETE ELIGIBILITY**

In order to be eligible to participate in intercollegiate athletics, a student shall meet the minimum requirements of the National Junior Athletic Association as written in the NJCAA Handbook & Casebook.

In addition to the National Junior College Athletic Association requirements, a first-year participant shall receive a minimum 1.75 adjusted grade point average, which omits repeated, forgiven and developmental courses. A second-year participant shall achieve a minimum 2.00 adjusted grade point average, which omits repeated, forgiven and developmental courses. Participants must comply with all college policies, particularly regarding demonstration of residency for tuition purposes. To establish and maintain eligibility, participants must pay all tuition and fees by the scheduled due date.

Eligibility for all transfer students who wish to participate in intercollegiate athletics will be assessed based upon the transcripts from their most recently attended postsecondary institution where they attained full-time status (attempting 12 credits or more). They shall comply with the standards enumerated previously, according to their years of participation at the collegiate level with regards to the specific sport. At the point a student-athlete has established a grade point average at Anne Arundel Community College, then eligibility will be assessed based upon his/her achievement at Anne Arundel Community College.

**STUDENT COMPLAINT PROCEDURES**

Students seeking to resolve a concern or complaint about or an issue relevant to an action or inaction of a college employee should use the following procedures. These procedures are established to resolve the matter fairly and in a timely manner. Therefore, whenever possible, consultation with those individuals directly involved is encouraged. Resolution may be facilitated by a college ombudsperson who can assist both parties with his or her attempt to articulate concerns and identify possible solutions. Please contact Counseling, Advising and Retention Services to inquire about ombudsperson services.

**A. GRIEVANCE ABOUT ACADEMIC ASSESSMENT**

1. The authority to assign grades for academic work is exclusive to the course instructor. Therefore, should a student believe that an assigned grade or evaluation rating is capricious or unfair, the student should immediately discuss the matter with the instructor.

2. If the student believes that the concern has not been adequately addressed by the instructor, only then should the student seek the assistance of the department chair/director/supervisor in an attempt to resolve this matter.
3. If after five business days from initial contact of the department chair/director/supervisor the student believes that the concern has not been adequately addressed, only then should the student seek the assistance of the school/division dean.
4. A response to the student's written complaint will be prepared by the dean within five business days of receipt of a complaint. If the student believes that the dean's response has not addressed the concern, only then should the student seek the assistance of the vice president for learning. The vice president should be contacted in writing. Correspondence with the vice president must include details of compliance with the process as outlined above.
5. The written decision of the vice president or his/her designee(s) shall be final.
6. Adjustment to the process: No step here outlined may be ignored; however, in the event that a student has valid reasons for declining discussion with the instructor or the chair, the student may write to the school/division dean detailing such reasons and requesting an exception to the process. This is the sole method for adjusting the grievance process about an academic assessment.

#### B. GRIEVANCE ABOUT FACULTY MEMBERS AND INSTRUCTIONAL STAFF INTERACTIONS WITH A STUDENT

1. Should a student have concern about the actions, inactions or comments of a faculty or instructional staff member, the student should immediately discuss the matter with the instructor or instructional staff member to try to resolve the matter.
2. If the student believes that the concern has not been adequately addressed by the instructor or instructional staff member, only then should the student seek the assistance of the department chair/director/supervisor in an attempt to resolve this matter.
3. If after five business days from initial contact of the department chair/director/supervisor the student believes that the concern has not been adequately addressed, only then should the student seek the assistance of the school/division dean.
4. A response to the student's written complaint will be prepared by the dean within five business days of receipt of a complaint. If the student believes that the dean's response has not addressed the concern, only then should the student seek the assistance of the vice president for learning. The vice president should be contacted in writing. Correspondence with the vice president must include details of compliance with the process as outlined above.
5. The written decision of the vice president or his/her designee(s) shall be final.
6. Adjustment to the process: No step here outlined may be ignored; however, in the event that a student has valid reasons for declining discussion with the instructor, staff member or the chair/director/supervisor, the student may write to the school/division dean detailing such reasons and requesting an exception to the process. This is the sole method for adjusting the grievance process.

#### C. STUDENT GRIEVANCE ABOUT COLLEGE STAFF INTERACTIONS WITH A STUDENT

1. Should a student have concern about the actions, inactions or comments of a non-instructional staff member, the student should immediately discuss the matter with the staff member and try to resolve the matter.
2. If the student believes that the concern has not been adequately addressed by the staff member, only then should the student seek the assistance of the department chair/director/supervisor in an attempt to resolve this matter.
3. If after five business days from initial contact of the department chair/director/supervisor the student believes that the concern has not been adequately addressed, only then should the student seek the assistance of the school/division dean.
4. A response to the student's written complaint will be prepared by the dean within five business days of receipt of a complaint. If the student believes that the dean's response has not addressed the concern, only then should the student seek the assistance of the responsible vice president. The vice president should be contacted in writing. Correspondence with the vice president must include details of compliance with the process as outlined above.
5. The written decision of the vice president or his/her designee(s) shall be final.
6. Adjustment to the process: No step here outlined may be ignored; however, in the event that a student has valid reasons for declining discussion with the staff member or the chair/director/supervisor, the student may write to the school/division dean detailing such reasons and requesting an exception to the process. This is the sole method for adjusting the grievance process.

#### D. ACCUSATION OF DISCRIMINATION

Questions concerning requests for accommodations should be directed to Counseling, Advising and Retention Services. Any complaints concerning requests for accommodations or of discrimination shall be directed to the federal compliance officer.

### **STUDENT CONDUCT POLICY**

Students shall at all times conduct themselves in a manner that demonstrates mutual respect and courtesy, displays appropriate standards of behavior, and refrains from any actions or inactions that impinge on the rights of others or disrupt the teaching and/or learning process or the operations of the college. A student found in violation of this policy or any other College policy shall be subject to appropriate sanctions in accordance with the student conduct procedures.

The Board of Trustees hereby authorizes the President, or his/her designee, to develop and establish appropriate procedures to implement and enforce this policy.

### **Student Conduct Procedures**

#### 1. DEFINITIONS

*College official* includes any person employed by the college, performing assigned administrative or professional responsibilities.

*College property* shall include but is not limited to all real or personal property, electronic, land, buildings, facilities, and/or sites used, owned or leased by the college.

*Disciplinary Procedures Checklist* is a college form that documents action taken regarding charges under these procedures. May is used in the permissive sense.

*Member of the college community* includes any person who is a student, employee of the college, or a visitor on college property.

*Notify the student by mail* means using the last known address of the student as it appears on official college records.

*Shall* is used to indicate mandatory nature of action.

*Student* includes all individuals who are currently registered for credit, noncredit and/or continuing education courses offered by the college.

*Weapon* shall be any object or substance, including one's body, intended to inflict harm, wound, injure or any way harm an individual.

*Working day*: For the purpose of calculating the number of days by which an action shall be taken or a response shall be given within these procedures, a working day shall be Monday through Friday. No Saturday, Sunday, or day on which the college is officially closed shall be counted.

## 2. ACTS OF MISCONDUCT

Student acts of misconduct shall include any conduct that threatens and/or interferes with the college mission, maintenance of appropriate order including actions or inactions that impinge on the rights of others, display disrespect, and/or disrupt the teaching and learning process. Some examples include:

- A. Acts of dishonesty, furnishing false information and/or giving false testimony to any college official, faculty member or college office.
- B. Forgery, alteration and/or the unauthorized alteration or use of college documents, records, keys, or college name, insignia, seal, motto, or logo.
- C. Obstruction or disruption of teaching, research, administration, disciplinary proceedings and/or any college activities including authorized non-college activities on college controlled property.
- D. Unauthorized recording of classroom discussions, presentations, or images including pictures of individuals or instructional materials.
- E. Conduct which threatens and/or endangers the health, safety or well-being of any person including but not limited to physical abuse, sexual abuse, sex offenses, verbal abuse, threats and intimidation.
- F. Failure to comply with a written directive of the college including orders to cease all contact or interaction with another individual.
- G. The use or display of words, phrases or action to harass any person(s).
- H. Theft or attempted theft of, or the unauthorized exertion of control over, or causing damage to property of any kind belonging to the college, a member of the college community, a campus visitor.
- I. Unauthorized or improper entry, access, and/or use of any college property including but not limited to lands, keys, buildings, structures, or other facilities or services connected with a college activity.
- J. Use, possession or distribution of narcotics or other controlled substances or paraphernalia except as expressly permitted by law.
- K. Unauthorized use, possession or distribution of alcoholic beverages.
- L. Failure to identify oneself or comply with appropriate directions from college officials, security officers, law enforcement officers or any other officer acting in performance of their duties.

- M. Knowingly instituting a false charge against another person.
- N. Illegal or unauthorized possession of weapons, dangerous chemicals or dangerous devices on college property.
- O. Lewd, indecent or obscene conduct or expression on college property or in connection with a college activity.
- P. Violation of the conditions of a disciplinary action or sanction imposed.
- Q. Aiding or abetting another in the commission of any offense(s); soliciting another person to commit any offense(s), and/or attempting to commit any offense(s) mentioned in this code.
- R. Unauthorized gambling or games of chance.
- S. Distribution or placement of advertising flyers and related literature on parked vehicles on campus.
- T. Leaving minor children unattended while on campus.
- U. Violations of federal, state or local laws where the violation adversely affects the college community and/or the college.

## 3. DISCIPLINARY SANCTIONS

Sanctions may be imposed, in accordance with these procedures, upon any student who commits an act of misconduct. Sanctions may include but are not limited to those listed below:

*Reprimand* is a written notice to a student indicating that he/she has committed an act of misconduct.

*Probation/Provisional Enrollment* specifies that continued enrollment is conditional on successfully satisfying identified actions or conditions for a specified period of time, during which other sanctions may also be imposed. If an additional act of misconduct occurs or violation of any condition of probation or provisional enrollment occurs, additional sanctions may be imposed.

*Suspension* is the separation of a student from the college for a specified period of time to be contained in a written notice of suspension (a one term suspension may equate to the balance of the term in which the act of misconduct occurred which would result in no grades or credit being awarded). Any suspension imposed shall state the beginning and ending dates. No diploma shall be given and no grades shall be awarded to any student who has been suspended while the suspension is in effect. However, a suspended student may request and receive a transcript of their completed academic work up to the date of suspension. If the suspension occurs prior to the end of classes, the student may withdraw from classes in accordance with the college's withdrawal policy as stated in the college catalog. Upon a suspended student being granted readmission to the college, reasonable and appropriate conditions, determined by the college, may be imposed as a condition of readmission. Agreement to such conditions shall be in writing, signed, dated and accepted by the student.

*Partial Suspension* is the restriction of the student from entering specified areas of college property for a specified period of time or participating in specified classes, programs or activities for a specified period of time to be contained in a written notice of partial suspension.

*Expulsion* is a permanent separation of the student from the college. No diploma shall be given and no grade(s) shall be awarded to a student who has been expelled while the expulsion is in effect. However, an expelled student may request and receive a transcript of their completed academic work up to the date of expulsion. An expulsion shall be in writing and contain all the terms of same.

*Restitution* may be required, along with any other sanction, in any case where theft or damage(s) to property occurs.

#### 4. IMMEDIATE SUSPENSION

A student may be immediately suspended from an activity, class, program, college, and/or college property, as defined herein, for the best interests of the college as determined by the dean of student services. The student shall be notified by mail of the terms of suspension, the reasons for the action, and the duration. If the student is on suspension at the time an administrative conference is scheduled, in accordance with section 6.6 hereinafter, the college representative shall determine whether to continue or terminate the immediate suspension. This determination shall be in writing with a copy provided to the student.

#### 5. THE STUDENT REVIEW COMMITTEE

The Student Review Committee, an established committee at the college, shall act as a hearing board to hear all cases in which a hearing is required under these procedures and shall be known, in such circumstances, as the Student Hearing Board. (See: Academic Forum charter regarding the composition of this committee.) The Chair of the Student Review Committee or the Chair's designee shall become the Chair of the Student Hearing Board as soon as it is convened as a board. To conduct a hearing, at least four members of the Student Hearing Board must be present including, at a minimum, two instructional faculty members and one student member. The charged student shall have the right to waive this requirement. If necessary, the chair of the hearing board shall substitute and/or add board member(s) as needed from the Student Review Committee. It is desirable but not required that the faculty to student ratio be 2:1.

#### 6. DISCIPLINARY PROCEDURES

- A. The dean of student services or his or her designee shall serve as the college representative.
- B. The college representative shall:
  1. Receive and appropriately process complaints of student misconduct.
  2. Charge a student with misconduct.
  3. Conduct administrative conferences.
  4. After conducting an investigation and an administrative conference (section 6.6), if necessary, determine whether a hearing is required.
  5. Notify the student by mail, if a hearing before the Student Hearing Board is required. At the same time the college representative shall forward a written request to the chair of the Student Review Committee, with a copy to the student, to schedule a hearing date.
  6. Notify the student by mail, within three (3) working days of receipt of the notice of hearing date from the chair of the Student Hearing Board. The notice to the student shall include the time, date and place of the hearing and a copy of the disciplinary procedures checklist (section 1).
  7. Act as the college advocate and present the case on behalf of the college at the hearing before the Student Hearing Board.
  8. Complete and maintain a "Disciplinary Procedures Checklist" in all disciplinary incidents except in those cases that do not warrant a formal charge of student misconduct under section 7. A .1.
  9. Place copies of all materials and decisions relating to charges of misconduct in the student's disciplinary file.
  10. Maintain the confidentiality in accordance with the law and these procedures.

11. Impose immediate suspension in accordance with section 4 in appropriate cases.

#### 6.1 COMPLAINTS OF STUDENT ACTS OF MISCONDUCT

Any member of the college community may file an incident report concerning an act of student misconduct with the college representative no later than ten (10) working days after the individual obtains knowledge of the alleged act of misconduct. Incident reports can be obtained from the Office of the Dean of Students.

#### 6.2 INVESTIGATION

Within ten (10) working days of receipt of the completed incident report, the college representative shall conduct an investigation of the complaint and determine if there is sufficient basis to proceed with a formal charge of misconduct. The college representative shall review all relevant documents and may communicate with the complainant, the student alleged to have committed the act of misconduct, and any other witnesses.

#### 6.3 PRE-DETERMINATION

- A. If upon completion of the investigation the college representative determines that there is not a sufficient basis to proceed with a formal charge of misconduct, the student shall be notified by mail and no further action shall be taken.
- B. If upon completion of the investigation the college representative determines that there is sufficient basis to proceed with a formal charge of student misconduct, the college representative will mail the student the Notice of Charges.

#### 6.4 STATUS DURING DISCIPLINARY PROCEEDINGS

Except in cases where immediate suspension (section 4) is imposed, the status of a student at the college formally charged with an act of misconduct shall not be affected pending final disposition of the charges. However, no diploma, grades, and/or academic credit shall be awarded to a student pending final disposition of charges by the college for acts of misconduct.

#### 6.5 NOTICE OF CHARGES

- A. The notice of charges shall inform the student of the alleged act(s) of misconduct, date of the alleged act(s) of misconduct and shall designate the time and place for an administrative conference (section 6.6).
- B. The notice of charges shall be mailed to the student.

#### 6.6 ADMINISTRATIVE CONFERENCE

- A. An administrative conference shall be held, after notification to the student, between the college representative and the student charged with an act of misconduct within ten (10) working days after the notice of charges is mailed to the student. Admission of any persons to the administrative conference shall be at the discretion of the college representative. The administrative conference shall be conducted in a private and confidential manner. During the administrative conference, the student shall be informed of the following:
  1. He/she is not entitled to have counsel or an adviser present at the administrative conference.
  2. Any statements made during the administrative conference may be used against the student in future proceedings.
- B. If the student appears for the administrative conference, the college representative shall advise the student of the alleged act of misconduct, date of the alleged misconduct, his/her rights, names of witnesses and facts learned during the investigation, and that the student shall not contact or communicate, in any manner, with any witness including a complainant and that a violation of this directive shall be considered an additional act of misconduct. A student may

be allowed to continue to attend a course in which the instructor is a witness to the alleged act of misconduct. The student and instructor shall be prohibited from discussing anything related to the charges with others. The student shall have the opportunity to respond to the allegations and admit, refute or deny them.

- C. If the student fails to attend the administrative conference, the college representative shall document the student's failure to attend by completing the disciplinary procedures checklist (section 1.)

## 7. ADMINISTRATIVE CONFERENCE RESOLUTION

- A. At the conclusion of the administrative conference, the college representative shall select one of the following actions within three (3) working days:

1. If the allegation is determined to be not supported by the information obtained by the college representative during the investigation and the administrative conference, the charges shall be dismissed, and the student shall be notified by mail and the matter shall be considered closed. All records shall be destroyed unless otherwise specified, in writing, during the Administrative Conference.
2. If the allegation is determined to be supported by the information obtained by the college representative during the investigation and the administrative conference, the college representative may propose one or more sanctions provided by section 3 of these procedures, except for suspension or expulsion.

- B. If the student admits to the act(s) of misconduct and agrees to the sanction(s) proposed by the college representative, or does not attend the administrative conference, the sanction shall be imposed and the matter shall be closed, except in cases where the proposed sanction(s) is suspension or expulsion. The student, if present, and the college representative shall date and sign the disciplinary procedures checklist under the section "action taken" evidencing the student's agreement.

The college representative shall provide the student when present with a copy of the disciplinary procedures checklist and shall forward the student a letter of disposition by mail.

- C. In cases where the student denies the alleged act of misconduct, or admits to the act of misconduct but is not in agreement with the proposed sanction, or in cases in which the college representative recommends suspension or expulsion, both the college representative and the student, if present, shall date and sign the disciplinary procedures checklist under the section "hearing request." The college representative shall then request the Student Hearing Board, in writing, to schedule a hearing date, sending a copy of the request and a copy of the disciplinary procedures checklist to the student by mail. In cases in which the student admits the act(s) of misconduct but does not agree to the proposed sanction, the request to schedule a hearing date shall state that the act(s) of misconduct has been admitted and that the hearing before the Student Hearing Board shall involve the appropriateness of the proposed sanction only.

## 8. HEARING

- A. Within five (5) working days of receipt of the disciplinary checklist and request for hearing, the chair for the Student Hearing Board shall notify the college representative, in writing, of the date, time and place of the hearing. The hearing shall not be scheduled earlier than ten (10) nor

later than twenty (20) working days from the date of the hearing notice.

- B. If the accused student fails to attend a scheduled hearing, the hearing shall take place in absentia.
- C. Once begun, the hearing shall be conducted on consecutive working days until completed, except in cases of health or personal emergency. Hearings shall be completed as expeditiously as possible.
- D. The student may have an individual in an advisory role present at the hearing; that advisor may be an attorney. However, the attorney, as well as any advisor, cannot advocate for the student and the student must personally present his/her case and examine all witnesses. If the student decides to have an attorney present at the hearing as his/her adviser, the student shall notify the college representative, in writing, no later than three (3) working days prior to the hearing. The college representative shall then inform the Chair of the Student Hearing Board of the student's intention to have an attorney present as an advisor. In such a case, the Chair may have college counsel present at the hearing to advise the Board.
- E. Hearings shall be closed except for the student charged with misconduct and the advisor, if any. Witnesses shall be excluded except during their own testimony. Technical support staff of the Student Review Committee may be present.
- F. The chair of the Student Review Committee or the Chair's designee shall serve as the chair of the Student Hearing Board and govern all proceedings at the hearing. At the hearing, the college representative, on behalf of the college administration, shall have the burden of proof to establish by a preponderance of the evidence that an act of student misconduct has occurred. The college representative shall also establish that the proposed sanction is appropriate.
- G. The Student Hearing Board shall not be bound by strict rules of legal evidence and may admit any evidence or testimony that it considers to be relevant and material to the issues and of value in making their determination. Every effort shall be made to consider the most reliable evidence available. All procedural questions are subject to the final decision of the chair.
- H. Testimony shall be recorded but it does not have to be transcribed. If the student requests a copy of the recording after the hearing, it shall be provided.
- I. No later than five (5) working days after the conclusion of the hearing, the Student Hearing Board shall determine, based solely on the evidence presented at the hearing, whether or not the college representative has established by a preponderance of the evidence that the act of student misconduct has occurred and that the proposed sanction is appropriate. In determining the appropriate sanction(s), the Student Hearing Board shall have the right to review the student's prior disciplinary record if any such record exists. The Board may impose the sanction(s) proposed by the college representative or reduce the sanction(s), but may not impose a more severe sanction than the one proposed by the college representative.
- J. The Student Hearing Board shall record its findings of fact and decision in a written memorandum that shall be sent to the college representative and mailed to the student no later than seven (7) working days after the conclusion of the hearing. The college representative shall then forward a copy of the board's decision to the student by mail.

K. Hearings shall be conducted according to the following guidelines:

1. The chair shall introduce the parties involved and identify board members.
2. Members of the Student Hearing Board shall be recused due to a conflict of interest and/or bias. Either the student or the college representative may challenge a hearing board member including the chair on the ground of conflict of interest and/or bias. If the chair finds that a board member has a conflict of interest or is biased, the chair may disqualify the board member. If the chair has a conflict of interest or is biased a substitute and new chair from the Student Review Committee shall be selected by a majority of the Hearing Board.
3. All witnesses shall be sworn and put under oath prior to providing their testimony.
4. Prior to any testimony, the college representative shall be entitled to give an opening statement.
5. The student shall have the opportunity to give an opening statement following the college representative's statement.
6. After opening statements the college representative or designee shall present the college's case against the student presenting all witnesses, documents and evidence in support of the charge of student misconduct.
7. The student shall be entitled to cross-examine each witness for the college immediately after each witness's testimony.
8. Upon completion of the college's case, the student shall present the student's case presenting all witnesses, documents and evidence in defense of the charge student misconduct.
9. The college representative shall be entitled to cross-examine the accused student and each of his/her witnesses immediately after each person's testimony.
10. The Student Hearing Board members shall be entitled to question the student and all witnesses.
11. At the conclusion of all the testimony, prior to the deliberations of the board, the college representative shall be entitled to make a closing statement.
12. The student shall then be entitled to make a closing statement.
13. After the closing statements, the Chair shall close the hearing and excuse everyone except the Student Hearing Board members, and begin the deliberation process.

#### 9. APPEAL OF DECISION OF THE STUDENT HEARING BOARD

- A. A student shall have the right to appeal a decision of the Student Hearing Board to the vice president for learner support services or his/her designee. The appeal shall be made within ten (10) working days from the date that the written decision of the Student Hearing Board was mailed to the student. The appeal shall be in writing, based only on the evidence presented at the hearing, and shall allege one or more of the following grounds for appeal:
  1. The hearing was not conducted in compliance with these procedures.
  2. The Student Hearing Board's decision was not in compliance with these procedures.
  3. The imposed sanction was not appropriate for the act of misconduct the student was found to have committed.

4. The evidence presented at the hearing did not support the decision by a preponderance of the evidence.

The appeal shall be received in the office of the vice president for learner support services no later than the time limit established herein or the determination of the Student Hearing Board shall be final.

- B. Within five (5) working days from receipt of a timely appeal, the vice president for learner support services shall provide a copy of the appeal to the college representative. Within ten (10) working days from the date of the vice president for learner support services receipt of the student's appeal, the college representative shall forward to the vice president for learner support services copies of all materials presented at the hearing, a copy of the tape recording of the hearing, the written decision of the Student Hearing Board, and the college representative's response to the student's appeal. At the time of forwarding these documents to the vice president of learner support services copies shall be mailed to the student.
  - C. The vice president for learner support services shall review the student's written appeal, the college representative's response; all materials introduced into evidence at the hearing, the decision of the Student Hearing Board, and shall have the right, but not the obligation, to listen to the tape recording of the hearing.
  - D. The vice president for learner support services shall complete the appellate review and issue a written decision within ten (10) working days of receipt of the college representative's written response to the student's appeal with the documents relating to the hearing. After completion of the appellate review, the vice president for learner support services shall:
    1. Reverse the decision of the Student Hearing Board and dismiss the charges, providing the basis for the decision; or,
    2. Affirm the decision of the Student Hearing Board and the disciplinary sanction imposed by the Student Hearing Board, providing the basis for the decision; or,
    3. Affirm the decision of the Student Hearing Board and amend the sanction, providing the basis for the decision.
  - E. The vice president for learner support services shall forward a copy of his/her written decision to the student by mail within three (3) working days from the date of the decision with a copy to the college representative.
  - F. The written decision of the vice president for learner support services shall be final with no further right of appeal and shall be filed and recorded in the student's disciplinary record.
- #### 10. DISCIPLINARY RECORD/DOCUMENT MAINTENANCE
- A. All documents relating to acts of student misconduct shall be maintained in the student's disciplinary file for a period of six (6) years (except in cases of expulsion see 10 (B) from the date of the final decision regarding the act(s) of student misconduct, provided that the student has not committed further acts of misconduct. Thereafter, the student's disciplinary file shall be purged of all disciplinary documents. If the student is found to have committed a further act(s) of misconduct during the six (6) year period then his/her file shall not be purged for an additional six-year period from the date he/she is found to have committed the further act(s) of misconduct.

- B. In cases of expulsion, all documents related to the act of misconduct shall be maintained for a period of ninety-nine (99) years.
- C. A student may request, in writing, to have his/her disciplinary records purged at any time after graduation from the college. In these instances, the college representative shall determine, on a case-by-case basis, if the disciplinary records should be purged based upon frequency of violation, seriousness of the act(s) of misconduct and sanction(s) imposed.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **PREAMBLE**

Academic institutions such as Anne Arundel Community College exist for the transmission of knowledge, the pursuit of truth, the development of students and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of this academic community, our students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Procedures for achieving these purposes may vary from campus to campus, but the minimal standards of academic freedom of students outlined below are essential to any community of scholars.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus and in the larger community. Students should exercise their freedom with responsibility.

The responsibility to secure and respect general conditions conducive to the freedom to learn is shared by all members of the academic community. This college has a duty to develop policies and procedures which provide and safeguard this freedom. Such policies and procedures should be developed within the framework of general standards and with the broadest possible participation of the members of the academic community. The purpose of this statement is to enumerate the essential provisions for student freedom to learn.

### **I. FREEDOM OF ACCESS TO HIGHER EDUCATION**

The admissions policy of each college is a matter of institutional choice provided that each college makes clear the characteristics and expectations of students which it considers relevant to success in the institution's program. Under no circumstances will a student be barred from admission to Anne Arundel Community College on the basis of race, color, creed, sex, national origin, sexual orientation, religion or condition of physical handicap. Thus, within the limits of its facilities, Anne Arundel Community College is open to all students who are qualified according to its admissions standards. These standards and corollary requirements are specified in the college catalog. The facilities and services of this college are open to all of its enrolled students and this institution will use its influence to secure equal access for all students to public facilities in the local community.

### **II. IN THE CLASSROOM**

The professor in the classroom and in conference is expected to encourage free discussion, inquiry and expression. Student performance will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

#### **A. *Freedom of Expression***

Students are free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for

learning the content of the course as these requirements are detailed by the instructor. "The teacher is entitled to freedom in the classroom in discussing his/her subject, but not to introduce into his/her teaching controversial matter which has no relation to his/her subject." (AAUP: 1940 Statement of Principles.)

#### **B. *Insuring Proper Academic Performance***

Students are responsible for meeting the established requirements and maintaining standards of academic performance established for those courses in which they are registered. The instructor's evaluation of their performance in a particular course will be based upon appropriate and well-defined criteria. If a student questions the fairness or appropriateness of academic evaluation, he/she may talk with the instructor. If the problem is not resolved, the student has recourse to the department coordinator, department chair, dean and the vice president for learning. Students are referred to the college catalog for information on grade changes.

#### **C. *Protection Against Improper Disclosure***

Information about student views, beliefs, academic evaluations and political associations which instructors acquire in the course of their professional work will be considered confidential. Judgments of ability and character will be considered a part of a student's record and will be treated as such under the provisions of the Family Educational Rights and Privacy Act (FERPA) procedures.

## **III. STUDENT AFFAIRS**

### **A. *Freedom of Association***

Students bring to the campus a variety of interests previously acquired and develop many new interests as members of the academic community. They have the right to organize and join associations and to promote their common interests and to meet cocurricular educational needs.

1. Student organizations, in order to utilize college facilities for activities or to publicize activities on the campus, must receive official recognition by the Student Association and the college through the appropriate institutional officers and are required to keep a constitution on file with the recognizing authorities. This constitution must indicate the organization's purposes, criteria for membership and rules and procedures.
2. The membership, policies and actions of a student organization will be determined by vote of only those persons who hold bonafide membership in the organization in question and those charged with formally and officially recognizing that organization.
3. No student organization will be denied institutional recognition or any of the benefits thereof SOLELY because of its affiliation with an extramural organization. However, if such organizations demonstrate by their activities that they are in conflict with institutional goals and standards acceptable in the community or if the organization engages in activities which are unlawful, the college may withhold financial support and recognition or may withdraw recognition with cause.
4. Each organization has the right to select its own adviser and institutional recognition will not be withheld or withdrawn solely because an organization is unable to secure an adviser. Organizational advisers may advise organizations in the exercise of responsibility but do not have authority to control the policy of such organizations.
5. Campus organizations, including those affiliated with an extramural organization, are open to all students with-

out respect to race, color, sex, creed, national origin, sexual orientation, religion or condition of handicap, except for scholastic attainment criteria which may apply to honorary societies.

#### B. *Freedom of Inquiry and Expression*

1. Students and student organizations have the right to freely examine and discuss all questions of interest to them and to express opinions publicly and privately. They have the right to support causes by orderly means which do not disrupt the regular and essential operation of the institution. At the same time, it must be made clear to the academic and larger community that in their public expressions or demonstrations, students or student organizations may speak only for themselves, not for the institution.
2. Students have the right to invite to the campus and hear any persons of their own choosing. Those routine procedures required by the college before a guest speaker is invited to appear on campus are designed only to ensure that there is orderly scheduling of facilities and adequate preparation for the event and that the occasion is conducted in a manner appropriate to an academic community. The institutional control of campus facilities will not be used as a device for censorship. It should be made clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed either by the sponsoring group or the institution.

#### C. *Student Participation in Institutional Government*

As constituents of the academic community, students have the right, individually and collectively, to express their views on issues of institutional policy and on matters of general interest to the student body. The student body has the right to clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs. The actions of the student government within the areas of its jurisdiction will be reviewed only through orderly and prescribed procedures.

#### D. *Student Communications Media*

Student publications, the student press and student non-print media are valuable aids in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. They are a means of bringing student concerns to the attention of the faculty and the institutional officers and of formulating student opinion on various issues on the campus and in the world at large. Involvement with any of the communications media affords students valuable out-of-classroom, educational experiences, which sharpen intellectual skills and enhance personal growth.

Institutional authorities, in consultation with students and faculty, have a responsibility to provide written clarification of the role of the student publications, the standards to be used in their evaluations and the limitations on external control of their operation. At the same time, the editorial freedom of student editors and managers entails corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity and the techniques of harassment and innuendo.

In the delegation of editorial responsibility to students, the institution will provide sufficient editorial freedom and financial autonomy for student communications media to maintain their integrity of purpose as vehicles for free inquiry and free expression in an academic community. As

safeguards for the editorial freedom of these media, and in recognition of the responsibilities which necessarily accompany editorial freedom, a student communications board has been established to:

1. ensure the maintenance of high procedural and ethical standards of communications media;
2. preserve the autonomy of student media from external censorship or control;
3. provide a vehicle for the constructive resolution of conflicts which may arise concerning student media.

The student communications board shall serve to protect the constitutionally-guaranteed rights of all communications media as well as to ensure that these rights are exercised responsibly in accordance with the following provisions:

- a. Student communications media operations shall be subject to all approved standards and procedures set forth by the student communications board.
- b. Student communications media shall be free from all forms of censorship including requirements for advance administrative approval of copy; arbitrary selection or removal of editors or managers because of editorial policy or content; and attempts at control through allocation of the student activities fee.
- c. The First Amendment and all elements of due process must be observed when adjudging student performance. Only under special circumstances related to the maintenance of order and discipline within the institution may editors and managers be subject to removal and then only by orderly and prescribed procedures. The student communications board, as the agency responsible for the appointment of editors and managers, will be the agency responsible for any actions taken concerning the matter.
- d. Student editors and managers, by their voluntary participation in student communications media, must assume obligations of performance and behavior reasonably imposed by the institution relevant to its lawful mission, process and functions.

#### IV. OFF-CAMPUS FREEDOM OF STUDENTS

##### A. *Exercise of Rights of Citizenship*

Anne Arundel Community College students are both citizens and members of the academic community. As citizens, students should enjoy the same freedom of speech, peaceful assembly and right of petition that other citizens enjoy and, as members of the academic community, they are subject to the obligations which accrue to them by virtue of this membership. Faculty members and administrative officials should at all times encourage such intellectual and personal development of students as is often promoted by the exercise of the rights of citizenship both on- and off-campus.

##### B. *Institutional Authority and Civil Penalties*

Activities of students may upon occasion result in violation of law. Whenever it is appropriate, institutional officials will inform students of sources of legal counsel and may offer other assistance. However, the campus is not a sanctuary from general law. Students who violate the law may incur penalties prescribed by civil authorities, but institutional authority should never be used merely to duplicate the function of general laws. Only where the institution's interests as an academic community are distinct and clearly involved should the special authority of the institution be asserted. The student who incidentally violates institutional regula-

tions in the course of his off-campus activity, such as those relating to class attendance, should be subject to no greater penalty than would normally be imposed. Institutional action should be independent of community pressure.

## **TRAFFIC AND PARKING REGULATIONS**

### **21-101.1(2) Maryland Vehicle Law**

Notwithstanding other provisions of the Anne Arundel Community College Traffic and Parking Regulations, all of the provisions of the Maryland Vehicle Law relating to traffic upon the highways shall be applicable to the traffic upon the roadways, driveways, paths, parking facilities and grounds of the Community College.

### **Authorization to Enforce**

Members of the Anne Arundel Community College Department of Public Safety shall be authorized to enforce the traffic and parking regulations of the College for which an enforcement action exist.

### **General Information**

These regulations have been established to protect the safety of faculty, staff, students and visitors and to control motor vehicle traffic and parking on campus so that the college business may be conducted in an orderly manner. Parking or driving a motor vehicle on campus is a privilege and constitutes acceptance by the owner and/or operator of the responsibility to see that his/her vehicle is neither operated nor parked in violation of these regulations or any state regulations/laws.

### **General Regulations**

College parking and traffic restrictions are indicated by these printed regulations and/or signs, street markings or curb markings.

It is the responsibility of all faculty, staff and students operating a motor vehicle on campus to learn and obey these parking and traffic regulations. Ignorance of the provisions of these regulations will not be accepted as a defense for violations. Direct specific questions relating to these regulations to the Department of Public Safety.

In addition to the college's parking and traffic regulations, county ordinances and state laws relating to motor vehicles also are enforced on campus.

The speed limit is posted at 25 mph for most of the campus; however, there are sections of campus where the speed limit is posted at 15 mph. Also watch for pedestrians who may be crossing the roadways.

### **Vehicle Registration**

#### **Faculty/Staff**

- All faculty and staff motor vehicles, including motorcycles and scooters, must be registered for the current academic year (Sept. 1 of the current year to Aug. 31 of the next year), regardless of ownership, and have the parking permit properly displayed on the rearview mirror.
- Parking permits must not be defaced or altered in any manner
- The employee who registers a motor vehicle is responsible for all violations involving the motor vehicle.
- The parking permit is free and issued by the Department of Public Safety.
- The issuance of a permit does not guarantee a parking space. Lack of space is not considered a valid excuse for violation of a regulation.
- Securing or using a parking permit through misrepresentation or fraud will result in the loss of parking privileges.

### **Parking Regulations**

- Vehicles may be parked only in clearly designated lined legal parking spaces.
- Student parking is permitted during weekday business hours in any space in lots A, B, C, D, E, F, G, H, I and the C lot over-flow, excluding the following areas:

Those areas posted or marked by yellow curbs as reserved for the physically disabled, loading zones, visitors and motorcycle parking.

Those areas posted as reserved for faculty/staff or reserved (numbered spaces).

Areas marked by cones or other temporary markings as being reserved.

### **Exceptions**

- Students may park in reserved (numbered spaces) after 5 p.m. Mondays through Fridays and all day Saturdays and Sundays.
- Students may park in faculty/staff spaces after 7 p.m. Mondays through Fridays and all day Saturdays and Sundays.

### **Handicap Parking**

It is against college policy and the Maryland Vehicle Law for anyone to use a "Handicap Placard" or registration plates that are issued to another person. Family members are not allowed to use a placard issued to someone else in the family without that person being in the vehicle.

The number of parking spaces for the physically disabled on campus is limited. Do not use a parking space for the physically disabled unless you have a placard issued in your name. The Motor Vehicle Administration law requires that all persons having a placard display it on the rear view mirror and carry with them the application for the permit. The law and college policy gives a police officer or any other person authorized by a political subdivision to enforce this. If the person asked cannot produce the application or the application is in someone else's name, the officer will advise the person to move their vehicle from the space reserved for the physically disabled. Any person who violates the provisions of this law is guilty of a misdemeanor and subject to a fine.

The Department of Public Safety requests that all students and staff who have been issued a handicap placard or a disability license plate from the Motor Vehicle Administration visit the Department of Public Safety to have their permit verified.

The office is located in the Central Services Building located at the second entrance to the college of College Parkway next to the barn. The office is open from 7 a.m. to 11 p.m. seven days a week.

Special college permits can be obtained on a temporary basis through the Department of Public Safety to faculty, staff and students with physical disabilities who lack state-issued license plates or hang tags. A physician's written statement is required.

### **No Parking Area**

Parking is prohibited at intersections, crosswalks, sidewalks, posted bus zones, posted no parking zones, fire lanes, fire hydrants, areas not designated as a parking space and all areas marked by yellow or red curbs.

### **Traffic and Parking Violations**

Violators of college traffic and parking regulations will be subject to the following penalties:

#### **\$10 Fine**

- Parking on grass
- Parking at an expired meter
- Parking over the line (marked boundary) of a parking space
- Failing to register a vehicle designated for the physically disabled on campus

**\$25 Fine**

- No valid permit displayed
- Displaying an expired, lost, stolen or revoked permit
- Illegally parking in a reserved or faculty/staff space
- Parking in a loading zone
- Parking on walkway
- Parking in an area designated no parking any time
- Disregarding one-way sign
- Driving on walkway
- Exceeding the posted speed limit
- Failing to yield to pedestrian
- Driving in an unsafe manner
- Failing to stop at a stop sign
- Driving or parking against traffic flow
- Failing to drive on the traveled portion of the roadway
- Crossing a double yellow line to pass
- Leaving an unattended motor vehicle in operation
- Obstructing traffic
- Failing to park in a designated parking space
- Parking at yellow curb
- Illegally parking in a space designated for the physically disabled
- Parking in a fire lane
- Blocking a fire hydrant

**Payment and Penalties**

Fines must be paid within 28 calendar days of the issuance of the violation. A late penalty of \$10 will be assessed beginning the 29th day. This late penalty will be assessed every 14 days until the fine has been paid or a maximum fine of \$100 has been reached.

All payments must be made at the Cashier's office in the Student Services Center Room 120.

Unless all fines are paid, a student will not be permitted to register, graduate or receive transcripts. Faculty/staff who ignore paying fines may lose parking privileges on campus.

Campus visitors who receive a parking ticket can avoid a fine by taking the ticket to the Department of Public Safety or returning it to the college office they were visiting. The college office will then forward it immediately with an explanation to the Department of Public Safety.

**Appeals**

Students, faculty and staff must make their initial written appeal within 14 calendar days of issuance to the Department of Public Safety director. Appeal forms may be obtained from the Department of Public Safety.

If the initial appeal is denied and you believe that there were extenuating circumstances that were not taken into consideration, you may appeal to the Traffic Appeals Committee. This appeal must be received in the Department of Public Safety office within 14 calendar days from the date of the initial denial letter. The letter stating the denial must accompany the second appeal.

If the Traffic Appeals Committee denies your second appeal, you have 14 calendar days from the date of the denial letter to pay the fine or late fees will be added. Final authority rests with this committee.

Address complaints or questions concerning the appeal process to the Vice President for Learning Resources Management.

**Metered Area**

The metered areas in front of the Student Services Center and the Florestano building are for short-term parking only. The cost is 25 cents for every 15 minutes. Metered parking is enforced 8 a.m. to 5 p.m. Mondays through Fridays.

**Towing**

The college reserves the right to remove any vehicle found on campus which is parked in a driveway or fire lane, blocking a loading dock or trash dumpster, or illegally parked in such a way as to constitute a hazard to vehicular and pedestrian traffic or to the movement or operation of emergency equipment. The owner will be responsible for the costs involved in removing and storing such a vehicle. The college is not responsible for any damage to a vehicle resulting from towing the vehicle.

**Banning**

Flagrant violations of parking and traffic regulations may result in the loss of the privilege to operate or park a motor vehicle on the campus.

**UTILIZATION OF STUDENT WORK**

When taking classes at Anne Arundel Community College, students produce a variety of academic work such as writing assignments, reports, projects, presentations and portfolios. All academic work is treated with respect and privacy. The College recognizes the importance of protecting access to such work by those not entitled to observe it. The College, however, may share students' work within the AACC academic community, without identifying the producer, for the sole purposes of assessing student learning as a group; students' work samples, if submitted for assessment, will not include any type of personal identification such as a student's name, social security number, or other identifying medium. Aggregate student assessment findings/conclusions, such as the results for a specific course, degree or certificate program, without any student identifying information, may be shared with agencies that require AACC to report on student learning.

**WEAPONS POLICY**

No student, faculty, staff or visitor shall possess, keep, use, display or transport any weapon whatsoever, including but not limited to a rifle, shotgun, handgun, pellet or BB gun, stun gun, taser gun, knife, sword, billy club, makeshift or facsimile weapon, explosive, martial arts weapon, e.g. nanchuku, or any other instrument capable of inflicting physical harm, by any means, on any property or in any building owned, leased or used by the college or in any vehicle on college property. Instruments required for use in college-sponsored activities, courses, or employment, in accordance with approved procedural guidelines, are excluded from this policy. The President, or his/her designee, shall compile, maintain, and keep current an inventory of such college-authorized usages.

This policy shall not apply to any federal, state or local law enforcement officer or college public safety officer authorized to wear, carry, or transport a weapon on college property.

The Board of Trustees hereby authorizes the President, or his/her designee, to develop and establish appropriate procedures to implement and enforce this policy.

**TITLE 13B — MARYLAND HIGHER EDUCATION COMMISSION****Subtitle 06 — GENERAL EDUCATION AND TRANSFER****Chapter 01 — Public Institutions of Higher Education**

Authority: Education Article, §§ 11-201-11-206 Annotated Code of Maryland

**.01 Scope and Applicability.**

This chapter applies only to public institutions of higher education.

**.02 Definitions.**

A. In this chapter, the following terms have the meanings indicated.

B. Terms Defined.

- (1) "A.A. degree" means the Associate of Arts degree.
- (2) "A.A.S. degree" means the Associate of Applied Science degree.
- (3) "Arts" means courses that examine aesthetics and the development of the aesthetic form and explore the relationship between theory and practice. Courses in this area may include fine arts, performing and studio arts, appreciation of the arts, and history of the arts.
- (4) "A.S. degree" means the Associate of Sciences degree.
- (5) "Biological and physical sciences" means courses that examine living systems and the physical universe. They introduce students to the variety of methods used to collect, interpret, and apply scientific data, and to an understanding of the relationship between scientific theory and application.
- (6) "English composition courses" means courses that provide students with communication knowledge and skills appropriate to various writing situations, including intellectual inquiry and academic research.
- (7) "General education" means the foundation of the higher education curriculum providing a coherent intellectual experience for all students.
- (8) "General education program" means a program that is designed to:
  - (a) Introduce undergraduates to the fundamental knowledge, skills, and values that are essential to the study of academic disciplines;
  - (b) Encourage the pursuit of life-long learning; and
  - (c) Foster the development of educated members of the community and the world.
- (9) "Humanities" means courses that examine the values and cultural heritage that establish the framework for inquiry into the meaning of life. Courses in the humanities may include the language, history, literature, and philosophy of Western and other cultures.
- (10) "Mathematics" means courses that provide students with numerical, analytical, statistical, and problem-solving skills.
- (11) "Native student" means a student whose initial college enrollment was at a given institution of higher education and who has not transferred to another institution of higher education since that initial enrollment.
- (12) "Parallel program" means the program of study or courses at one institution of higher education which has comparable objectives as those at another higher education institution, for example, a transfer program in psychology in a community college is definable as a parallel program to a baccalaureate psychology program at a 4-year institution of higher education.

- (13) "Receiving institution" means the institution of higher education at which a transfer student currently desires to enroll.
- (14) "Recommended transfer program" means a planned program of courses, both general education and courses in the major, taken at a community college, which is applicable to a baccalaureate program at a receiving institution, and ordinarily the first 2 years of the baccalaureate degree.
- (15) "Sending institution" means the institution of higher education of most recent previous enrollment by a transfer student at which transferable academic credit was earned.
- (16) "Social and behavioral sciences" means courses that examine the psychology of individuals and the ways in which individuals, groups, or segments of society behave, function, and influence one another. The courses include, but are not limited to, subjects which focus on:
  - (a) History and cultural diversity;
  - (b) Concepts of groups, work, and political systems;
  - (c) Applications of qualitative and quantitative data to social issues; and
  - (d) Interdependence of individuals, society, and the physical environment.
- (17) "Transfer student" means a student entering an institution for the first time having successfully completed a minimum of 12 semester hours at another institution which is applicable for credit at the institution the student is entering.

**.02-1 Admission of Transfer Students to Public Institutions.**

A. Admission to Institutions.

- (1) A student attending a public institution who has completed an A.A., A.A.S., or A.S. degree or who has completed 56 or more semester hours of credit, shall not be denied direct transfer to another public institution if the student attained a cumulative grade point average of at least 2.0 on a 4.0 scale or its equivalent in parallel courses, except as provided in subsection (4) below.
- (2) A student attending a public institution who has not completed an A.A., A.A.S., or A.S. degree or who has completed fewer than 56 semester hours of credit, shall be eligible to transfer to a public institution regardless of the number of credit hours earned if the student:
  - (a) Satisfied the admission criteria of that receiving public institution as a high school senior; and
  - (b) Attained at least a cumulative grade point average of 2.0 on a 4.0 scale or its equivalent in parallel courses.
- (3) A student attending a public institution who did not satisfy the admission criteria of a receiving public institution as a high school senior, but who has earned sufficient credits at a public institution to be classified by the receiving public institution as a sophomore, shall meet the stated admission criteria developed and published by the receiving public institution for transfer.
- (4) If the number of students seeking admission exceeds the number that can be accommodated at a receiving public institution, admission decisions shall be:

- (a) Based on criteria developed and published by the receiving public institution; and
- (b) Made to provide fair and equal treatment for native and transfer students.

#### B. Admission to Programs.

- (1) A receiving public institution may require higher performance standards for admission to some programs if the standards and criteria for admission to the program:
  - (a) Are developed and published by the receiving public institution; and
  - (b) Maintain fair and equal treatment for native and transfer students.
- (2) If the number of students seeking admission exceeds the number that can be accommodated in a particular professional or specialized program, admission decisions shall be:
  - (a) Based on criteria developed and published by the receiving public institution; and
  - (b) Made to provide fair and equal treatment for native and transfer students.
- (3) Courses taken at a public institution as part of a recommended transfer program leading toward a baccalaureate degree shall be applicable to related programs at a receiving public institution granting the baccalaureate degree.

#### C. Receiving Institution Program Responsibility.

- (1) The faculty of a receiving public institution shall be responsible for development and determination of the program requirements in major fields of study for a baccalaureate degree, including courses in the major field of study taken in the lower division.
- (2) A receiving public institution may set program requirements in major fields of study which simultaneously fulfill general education requirements.
- (3) A receiving public institution, in developing lower division course work, shall exchange information with other public institutions to facilitate the transfer of credits into its programs.

### .03 General Education Requirements for Public Institutions.

A. While public institutions have the autonomy to design their general education program to meet their unique needs and mission, that program shall conform to the definitions and common standards in this chapter. A public institution shall satisfy the general education requirement by:

- (1) Requiring each program leading to the A.A. or A.S. degree to include not less than 30 and not more than 36 semester hours, and each baccalaureate degree program to include not less than 40 and not more than 46 semester hours of required core courses, with the core requiring, at a minimum, course work in each of the following five areas:
  - (a) Arts and humanities,
  - (b) Social and behavioral sciences,
  - (c) Biological and physical sciences,
  - (d) Mathematics, and
  - (e) English composition; or
- (2) Conforming with COMAR 13B.02.02.16D(2)(b)-(c).

B. Each core course used to satisfy the distribution requirements of §A(1) of this regulation shall carry at least 3 semester hours.

C. General education programs of public institutions shall require at least.

- (1) One course in each of two disciplines in arts and humanities;
- (2) One course in each of two disciplines in social and behavioral sciences;
- (3) Two science courses, at least one of which shall be a laboratory course;
- (4) One course in mathematics at or above the level of college algebra; and
- (5) One course in English composition.

#### D. Interdisciplinary and Emerging Issues.

- (1) In addition to the five required areas in §A of this regulation, a public institution may include up to 8 semester hours in a sixth category that addresses emerging issues that institutions have identified as essential to a full program of general education for their students. These courses may:
  - (a) Be integrated into other general education courses or may be presented as separate courses; and
  - (b) Include courses that:
    - (i) Provide an interdisciplinary examination of issues across the five areas, or
    - (ii) Address other categories of knowledge, skills, and values that lie outside of the five areas.
- (2) Public institutions may not include the courses in this section in a general education program unless they provide academic content and rigor equivalent to the areas in §A(1) of this regulation.

E. General education programs leading to the A.A.S. degree shall include at least 20 semester hours from the same course list designated by the sending institution for the A.A. and A.S. degrees. The A.A.S. degree shall include at least one 3-semester-hour course from each of the five areas listed in §(A)(1) of this regulation.

F. A course in a discipline listed in more than one of the areas of general education may be applied only to one area of general education.

G. A public institution may allow a speech communication or foreign language course to be part of the arts and humanities category.

H. Composition and literature courses may be placed in the arts and humanities area if literature is included as part of the content of the course.

I. Public institutions may not include physical education skills courses as part of the general education requirements.

J. General education courses shall reflect current scholarship in the discipline and provide reference to theoretical frameworks and methods of inquiry appropriate to academic disciplines.

K. Courses that are theoretical may include applications, but all applications courses shall include theoretical components if they are to be included as meeting general education requirements.

L. Public institutions may incorporate knowledge and skills involving the use of quantitative data, effective writing, information retrieval, and information literacy when possible in the general education program.

M. Notwithstanding §A(1) of this regulation, a public 4-year institution may require 48 semester hours of required core courses if courses upon which the institution's curriculum is based carry 4 semester hours.

N. Public institutions shall develop systems to ensure that courses approved for inclusion on the list of general education courses are designed and assessed to comply with the requirements of this chapter.

**.04 Transfer of General Education Credit.**

- A. A student transferring to one public institution from another public institution shall receive general education credit for work completed at the student's sending institution as provided by this chapter.
- B. A completed general education program shall transfer without further review or approval by the receiving institution and without the need for a course-by-course match.
- C. Courses that are defined as general education by one institution shall transfer as general education even if the receiving institution does not have that specific course or has not designated that course as general education.
- D. The receiving institution shall give lower-division general education credits to a transferring student who has taken any part of the lower-division general education credits described in Regulation .03 of this chapter at a public institution for any general education courses successfully completed at the sending institution.
- E. Except as provided in Regulation .03M of this chapter, a receiving institution may not require a transfer student who has completed the requisite number of general education credits at any public college or university to take, as a condition of graduation, more than 10-16 additional semester hours of general education and specific courses required of all students at the receiving institution, with the total number not to exceed 46 semester hours. This provision does not relieve students of the obligation to complete specific academic program requirements or course prerequisites required by a receiving institution.
- F. A sending institution shall designate on or with the student transcript those courses that have met its general education requirements, as well as indicate whether the student has completed the general education program.

**G. A.A.S. Degrees.**

- (1) While there may be variance in the numbers of hours of general education required for A.A., A.S., and A.A.S. degrees at a given institution, the courses identified as meeting general education requirements for all degrees shall come from the same general education course list and exclude technical or career courses.
- (2) An A.A.S. student who transfers into a receiving institution with fewer than the total number of general education credits designated by the receiving institution shall complete the difference in credits according to the distribution as designated by the receiving institution. Except as provided in Regulation .03M of this chapter, the total general education credits for baccalaureate degree-granting public receiving institutions may not exceed 46 semester hours.

**H. Student Responsibilities. A student is held:**

- (1) Accountable for the loss of credits that:
  - (a) Result from changes in the student's selection of the major program of study,
  - (b) Were earned for remedial course work, or
  - (c) Exceed the total course credits accepted in transfer as allowed by this chapter; and
- (2) Responsible for meeting all requirements of the academic program of the receiving institution.

**.05 Transfer of Nongeneral Education Program Credit.**

**A. Transfer to Another Public Institution.**

- (1) Credit earned at any public institution in the State is transferable to any other public institution if the:

- (a) Credit is from a college or university parallel course or program;
- (b) Grades in the block of courses transferred average 2.0 or higher; and
- (c) Acceptance of the credit is consistent with the policies of the receiving institution governing native students following the same program.

- (2) If a native student's "D" grade in a specific course is acceptable in a program, then a "D" earned by a transfer student in the same course at a sending institution is also acceptable in the program. Conversely, if a native student is required to earn a grade of "C" or better in a required course, the transfer student shall also be required to earn a grade of "C" or better to meet the same requirement.

**B. Credit earned in or transferred from a community college is limited to:**

- (1) 1/2 the baccalaureate degree program requirement, but may not be more than 70 semester hours; and
- (2) The first 2 years of the undergraduate education experience.

**C. Nontraditional Credit.**

- (1) The assignment of credit for AP, CLEP, or other nationally recognized standardized examination scores presented by transfer students is determined according to the same standards that apply to native students in the receiving institution, and the assignment shall be consistent with the State minimum requirements.
- (2) Transfer of credit from the following areas shall be consistent with COMAR 13B.02.02. and shall be evaluated by the receiving institution on a course-by-course basis:
  - (a) Technical courses from career programs;
  - (b) Course credit awarded through articulation agreements with other segments or agencies;
  - (c) Credit awarded for clinical practice or cooperative education experiences; and
  - (d) Credit awarded for life and work experiences.
- (3) The basis for the awarding of the credit shall be indicated on the student's transcript by the receiving institution.
- (4) The receiving institution shall inform a transfer student of the procedures for validation of course work for which there is no clear equivalency. Examples of validation procedures include ACE recommendations, portfolio assessment, credit through challenge, examinations, and satisfactory completion of the next course in sequence in the academic area.
- (5) The receiving baccalaureate degree-granting institution shall use validation procedures when a transferring student successfully completes a course at the lower division level that the receiving institution offers at the upper division level. The validated credits earned for the course shall be substituted for the upper division course.

**D. Program Articulation.**

- (1) Recommended transfer programs shall be developed through consultation between the sending and receiving institutions. A recommended transfer program represents an agreement between the two institutions that allows students aspiring to the baccalaureate degree to plan their programs. These programs constitute freshman/sophomore level course work to be taken at the community college in fulfillment of the receiving institution's lower division course work requirement.
- (2) Recommended transfer programs in effect at the time that this regulation takes effect, which conform to this chapter, may be retained.

**.06 Academic Success and General Well-Being of Transfer Students.****A. Sending Institutions.**

- (1) Community colleges shall encourage their students to complete the associate degree or to complete 56 hours in a recommended transfer program which includes both general education courses and courses applicable toward the program at the receiving institution.
- (2) Community college students are encouraged to choose as early as possible the institution and program into which they expect to transfer.
- (3) The sending institution shall:
  - (a) Provide to community college students information about the specific transferability of courses at 4-year colleges;
  - (b) Transmit information about transfer students who are capable of honors work or independent study to the receiving institution; and
  - (c) Promptly supply the receiving institution with all the required documents if the student has met all financial and other obligations of the sending institution for transfer.

**B. Receiving Institutions.**

- (1) Admission requirements and curriculum prerequisites shall be stated explicitly in institutional publications.
- (2) A receiving institution shall admit transfer students from newly established public colleges that are functioning with the approval of the Maryland Higher Education Commission on the same basis as applicants from regionally accredited colleges.
- (3) A receiving institution shall evaluate the transcript of a degree-seeking transfer student as expeditiously as possible, and notify the student of the results not later than mid-semester of the student's first semester of enrollment at the receiving institution, if all official transcripts have been received at least 15 working days before mid-semester. The receiving institution shall inform a student of the courses which are acceptable for transfer credit and the courses which are applicable to the student's intended program of study.
- (4) A receiving institution shall give a transfer student the option of satisfying institutional graduation requirements that were in effect at the receiving institution at the time the student enrolled as a freshman at the sending institution. In the case of major requirements, a transfer student may satisfy the major requirements in effect at the time when the student was identifiable as pursuing the recommended transfer program at the sending institution. These conditions are applicable to a student who has been continuously enrolled at the sending institution.

**.07 Programmatic Currency.**

- A. A receiving institution shall provide to the community college current and accurate information on recommended transfer programs and the transferability status of courses. Community college students shall have access to this information.
- B. Recommended transfer programs shall be developed with each community college whenever new baccalaureate programs are approved by the degree-granting institution.
- C. When considering curricular changes, institutions shall notify each other of the proposed changes that might affect transfer students. An appropriate mechanism shall be created to ensure that both 2-year and 4-year public colleges provide input or comments to the institution proposing the change.

Sufficient lead time shall be provided to effect the change with minimum disruption. Transfer students are not required to repeat equivalent course work successfully completed at a community college.

**.08 Transfer Mediation Committee.**

- A. There is a Transfer Mediation Committee, appointed by the Secretary, which is representative of the public 4-year colleges and universities and the community colleges.
- B. Sending and receiving institutions that disagree on the transferability of general education courses as defined by this chapter shall submit their disagreements to the Transfer Mediation Committee. The Transfer Mediation Committee shall address general questions regarding existing or past courses only, not individual student cases, and shall also address questions raised by institutions about the acceptability of new general education courses. As appropriate, the Committee shall consult with faculty on curricular issues.
- C. The findings of the Transfer Mediation Committee are considered binding on both parties.

**.09 Appeal Process.****A. Notice of Denial of Transfer Credit by a Receiving Institution.**

- (1) Except as provided in §A(2) of this regulation, a receiving institution shall inform a transfer student in writing of the denial of transfer credit not later than mid-semester of the transfer student's first semester, if all official transcripts have been received at least 15 working days before mid-semester.
- (2) If transcripts are submitted after 15 working days before mid-semester of a student's first semester, the receiving institution shall inform the student of credit denied within 20 working days of receipt of the official transcript.
- (3) A receiving institution shall include in the notice of denial of transfer credit:
  - (a) A statement of the student's right to appeal; and
  - (b) A notification that the appeal process is available in the institution's catalog.
- (4) The statement of the student's right to appeal the denial shall include notice of the time limitations in §B of this regulation.

B. A student believing that the receiving institution has denied the student transfer credits in violation of this chapter may initiate an appeal by contacting the receiving institution's transfer coordinator or other responsible official of the receiving institution within 20 working days of receiving notice of the denial of credit.

**C. Response by Receiving Institution.**

- (1) A receiving institution shall:
  - (a) Establish expeditious and simplified procedures governing the appeal of a denial of transfer of credit; and
  - (b) Respond to a student's appeal within 10 working days.
- (2) An institution may either grant or deny an appeal. The institution's reasons for denying the appeal shall be consistent with this chapter and conveyed to the student in written form.
- (3) Unless a student appeals to the sending institution, the writing decision in §C(2) of this regulation constitutes the receiving institution's final decision and is not subject to appeal.

**D. Appeal to Sending Institution.**

- (1) If a student has been denied transfer credit after an appeal to the receiving institution, the student may request the sending institution to intercede on the student's behalf by contacting the transfer coordinator of the sending institution.
- (2) A student shall make an appeal to the sending institution within 10 working days of having received the decision of the receiving institution.

**E. Consultation Between Sending and Receiving Institutions.**

- (1) Representatives of the two institutions shall have 15 working days to resolve the issues involved in an appeal.
- (2) As a result of a consultation in this section, the receiving institution may affirm, modify, or reverse its earlier decision.
- (3) The receiving institution shall inform a student in writing of the result of the consultation.
- (4) The decision arising out of a consultation constitutes the final decision of the receiving institution and is not subject to appeal.

**.10 Periodic Review.**

**A. Report by Receiving Institution.**

- (1) A receiving institution shall report annually the progress of students who transfer from 2-year and 4-year institutions within the State to each community college and to the Secretary of the Maryland Higher Education Commission.

- (2) An annual report shall include ongoing reports on the subsequent academic success of enrolled transfer students, including graduation rates, by major subject areas.
- (3) A receiving institution shall include in the reports comparable information on the progress of native students.

**B. Transfer Coordinator.** A public institution of higher education shall designate a transfer coordinator, who serves as a resource person to transfer students at either the sending or receiving campus. The transfer coordinator is responsible for overseeing the application of the policies and procedures outlined in this chapter and interpreting transfer policies to the individual student and to the institution.

**C. The Maryland Higher Education Commission** shall establish a permanent Student Transfer Advisory Committee that meets regularly to review transfer issues and recommend policy changes as needed. The Student Transfer Advisory Committee shall address issues of interpretation and implementation of this chapter.

**Administrative History**

Effective date: December 4, 1995 (22:24 Md. R. 1901)

Regulations .02, .03, and .05 amended. Effective date: July 1, 1996 (23:13 Md. R. 946) Revised: February 11, 1998

*Note: A semester is equivalent to a term at Anne Arundel Community College.*



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*Director of student life, 1984*

B.S., State University of New York at Oneonta; M.S., Central Connecticut State College

**DANIEL F. SYMANCYK**

*Dean of the school of arts and sciences and professor, mathematics, 1976*

B.S., M.A., Ph.D., University of Massachusetts

**JAMES M. TAYLOR**

*Director of capital development, 1998*

A.A., Essex Community College; B.S., University of Maryland Baltimore County

**CHARLENE TEMPLETON**

*Executive director of continuing and professional programs, 2005*

B.S., M.D.E., University of Maryland University College

**DAVID C. THOMAS**

*Director of the Chesapeake Area Consortium for Higher Education: physical therapist assistant program, 1997*

B.S., M.G.A., University of Maryland; P.T.

**LOUANN M. TRACY**

*Director of lifelong learning, 2001*

B.A., Susquehanna University; M.A., University of Phoenix

**FRANCES M. TURCOTT**

*Director of off-site and weekend college, 1996*

B.S., M.S., University of Tennessee

**LAURA E. WEIDNER**

*Dean of workforce development, 1998*

B.A., Frostburg State University; M.S., Johns Hopkins University; Ph.D., Walden University

**H. MICHAEL WILSON**

*Director of facilities, 1998*

B.A., Miami University; M.A., National Defense University; CPMM, Association for Facilities Engineering

**MICHAEL YEAKY**

*Director of occupational skills programs, 1990*

B.A., Michigan State University; M.A., Bowie State University

## PROGRAM COORDINATORS / INSTRUCTIONAL SPECIALISTS

*Note: The date following each person's position is the year in which he or she began employment at the college.*

**ANTHONY E. BAKER**

*Instructional specialist, entrepreneurial studies institute, 2007*  
A.S., Community College of Rhode Island; B.S., New England Institute of Technology;  
M.B.A., Johnson and Wales University

**STEPHEN M. BERRY**

*Instructional specialist, engaged learning business management and entrepreneurial studies institute, 2010*  
B.A., Lynchburg College; M.Div., Princeton Theological Seminary;  
M.B.A., University of Maryland University College

**PATRICIA A. BRADY**

*Instructional specialist, physical therapist assistant program, 2005*  
B.S., P.T., University of Maryland Eastern Shore; M.S., Johns Hopkins University;  
DScPT, University of Maryland Baltimore

**RENA S. BURKOWSKY**

*Curriculum coordinator, basic skills, 1998*  
B.A., State University of New York at Fredonia; M.Ed., University of Missouri-St. Louis

**CLAUDIA CLARK**

*Associate instructional specialist, EMT, 2009*  
EMT-Paramedic certification, A.A., Anne Arundel Community College, NREMT-P

**LYNDA P. FITZGERALD**

*Coordinator, performing arts — dance, 1987*  
B.A., Connecticut College; M.A., Stanford University

**SHANI FLEMING**

*Clinical coordinator, physician assistant program, 2010*  
B.S., University of Maryland Eastern Shore;  
M.S.H.S./M.P.H., George Washington University; P.A.-C.

**DOLORES GALL**

*Instructional specialist, AACC regional science, technology, engineering and mathematics (STEM) center, 2008*  
A.A.S., Eastern Iowa Community College; B.S., M.A., Johns Hopkins University

**JANET LEA HADDOCK**

*Instructional specialist, architecture, interior design and construction management, 2006*  
B.A.I.D., Iowa State University, Certified Interior Designer #4333 California

**BETH HADLEY**

*Instructional specialist, TEACH institute, 2007*  
B.A., University of Evansville; M.Ed., Boston University

**LYNDA B. HALL**

*Instructional specialist, basic skills, 2000*  
B.S., Virginia Polytechnic Institute and State University

**KRISTA HAMEL**

*Curriculum coordinator, center on aging, 1999*  
B.A., Antioch University

**SHAWN R. HARLAN**

*Instructional specialist, hotel, culinary arts and tourism institute, 2004*  
A.A., Baltimore International Culinary College, C.E.C., C.H.E.

**CHERYLYN M. HENDRIX**

*Research and scholarly work coordinator, physician assistant program, 2008*  
B.S., University of the State of New York; M.S., Johns Hopkins University; Physician Assistant Certificate, Anne Arundel Community College; Physician Assistant General Surgery Residency Certificate, Duke University School of Medicine

**MICHELLE JILES HILL**

*Academic coordinator, physician assistant program, 2007*  
B.S., Towson University; M.S.P.A.S., Shenandoah University, P.A.-C.

**JOHN V. JOHNSON**

*Instructional specialist, hotel, culinary arts and tourism institute, 2008*  
B.S., Towson University, C.E.C., C.C.E., A.A.C.

**LINDA J. JOHNSON**

*Academic coordinator of clinical education, physical therapist assistant program, 2004*  
B.S., P.T., Ithaca College; M.S., Pennsylvania State University

**ANNE KENNEDY**

*Curriculum coordinator, ESL, 2007*  
B.S., Salisbury University; M.A., College of Notre Dame

**JEFFREY S. LAYNE**

*Coordinator, honors program and assistant professor, business administration, 2008*  
B.A., Oglethorpe University; M.A., University of Maryland, C.A.P.

**DAVID LUDWIG**

*Instructional specialist, hotel, culinary arts and tourism institute, 2005*  
A.A., Academy of Culinary Arts, Atlantic Cape Community College, C.E.P.C., C.H.E.

**LOUISE NIELSEN**

*Instructional specialist, hotel, culinary arts and tourism institute, 2010*  
B.S., Kent State University,  
Certificate of Baking and Pastry Arts, Culinary Institute of America

**VIRGINIA E. OLSON**

*Instructional specialist, hotel, culinary arts and tourism institute, 2002*  
B.A., University of Oregon; M.A., Georgetown University, C.W.P.C., C.H.E.

**TIMOTHY G. PARKER**

*Clinical/academic coordinator, physician assistant program, 2000*  
Physician assistant program, Community College of Baltimore County — Essex;  
B.A., Covenant College; M.M.S., St. Francis University, P.A.-C.

**CANDACE E. PLACE**

*Instructional specialist, TEACH institute and parenting center, 2009*  
B.S., University of Nebraska; M.S., Capella University

**MARY E. ROGERS**

*Instructional specialist, ESL and world languages, 2011*  
B.S., Ohio State University; M.A., University of Maryland

**KIPP C. SNOW**

*Instructional specialist, transportation, logistics and cargo security program, 2008*  
B.A., College of Charleston; M.B.A., University of Maryland University College

**LISA STARKEY**

*Coordinator, institutional professional development, 1997*  
B.S., Towson University

**DANIELLE STRAND**

*Coordinator, Science, Technology, Engineering and Math (STEM) engaged learning, 2009*

B.S., Bowie State University; M.B.A., University of Maryland University College

**KERRY E. TAYLOR**

*Curriculum coordinator, reading, 2001*

B.A., M.Ed., George Washington University

**ANTHONY TEANO**

*Coordinator, internship program, Sarbanes Center for Public and Community Service, 2007*

A.A., Anne Arundel Community College; B.A., The George Washington University

**CATHERINE M. WATERMAN**

*Instructional specialist, English as a second language, 2007*

B.A., Wheaton College; M.A., Thunderbird School of Global Management; TESOL Certificate, California State University

**LOUIS R. WOODS**

*Instructional specialist, hotel, culinary arts and tourism institute, 2008*

A.A.S., Anne Arundel Community College; B.S., University of Maryland Eastern Shore; M.B.A., Western Governors University, C.E.C., C.C.A., F.M.P.



## EMERITI

**GWEN V. ATWELL, M.S., 1989**

*Professor*  
*office administration and technology emeritus (deceased)*

**JAMES S. ATWELL, D.A., 1992**

*Vice president and dean*  
*academic affairs emeritus*

**HELEN C. BASIL-BOSWELL, M.S., R.N., 2000**

*Professor*  
*nursing emeritus*

**PAUL BEADLE, M.A., 1980**

*Professor*  
*modern languages emeritus (deceased)*

**RICHARD H. BOWERS, M.S.M.R., 1978**

*Dean*  
*careers emeritus (deceased)*

**JAMES F. BREWER, Ph.D., 1982**

*Professor*  
*history emeritus (deceased)*

**WILLIAM H. BUFFUM, M.A., 1977**

*Director*  
*community relations emeritus (deceased)*

**ELLEN C. BUNGAY-POSTEN, 2007**

*Professor, humanities and visual arts emeritus*

**JOSEPH CALDERON, J.D., 1978**

*Professor,*  
*social science emeritus (deceased)*

**THOMAS P. CARPENTER, Ph.D., 1984**

*Professor*  
*English emeritus (deceased)*

**ALBERT J. CRULL, M.A., 1985**

*Professor*  
*art emeritus (deceased)*

**JAMES L. DOLLAR, M.A., 2001**

*Dean of arts and sciences and professor,*  
*philosophy emeritus (deceased)*

**HENRY L. DRAGUN, Ph.D., 1997**

*Professor*  
*science emeritus*

**ELDRIDGE B. DUFFEE JR., Ph.D., 1993**

*Professor*  
*political science emeritus (deceased)*

**JOHN P. EDWARDS JR., Ph.D., 2000**

*Professor*  
*mathematics emeritus*

**LINDA J. EPSTEIN, M.S., R.N., 2002**

*Professor*  
*nursing emeritus*

**WILLIAM W. EVANS, M.A., 1977**

*Dean of the college emeritus (deceased)*

**RICHARD L. FAIRCLOTH, Ph.D., 2010**

*Professor*  
*biology emeritus*

**THOMAS E. FLORESTANO, Ed.D., 1994**

*President emeritus*

**HARRY E. FOSTER, M.S.L.S., 1993**

*Professor and head librarian emeritus*

**AJAIPAL S. GILL, Ph.D., 2000**

*Professor*  
*psychology emeritus*

**MARION GLASBY, Ph.D., 2005**

*Professor*  
*mathematics emeritus*

**CHERYL A. HACK, Ph.D., 2005**

*Professor*  
*biology emeritus*

**NORMA L. HAMILTON, 2010**

*Professor*  
*nursing emeritus*

**ALDEN R. HEFLER, Ph.D., 1973**

*Visiting lecturer emeritus (deceased)*

**RUSSEL E. KACHER, Ph.D., 2000**

*Professor*  
*English emeritus (deceased)*

**ROBERT E. KAUFFMAN, M.A., 2004**

*Professor*  
*performing arts emeritus (deceased)*

**CAROL F. KEYDEL, Ph.D., 1999**

*Professor*  
*human services emeritus*

**FREDERICK A. KLAPPENBERGER, Ph.D., 2008**

*Professor*  
*computer information systems emeritus*

**WILLIAM E. LAMB, M.A.T., 1979**

*Professor*  
*mathematics emeritus (deceased)*

**\*MARTHA L. LINKSZ, M.B.A., C.P.A., 2011**

*Professor*  
*business administration emeritus*

**ENNO K. LOHRMANN, Ph.D., 1989**

*Professor  
psychology and human services emeritus (deceased)*

**ROBERT P. LUDLUM, Ph.D., 1976**

*President emeritus (deceased)*

**DORIS D. MAGUIRE, M.S.L.S., 1982**

*Professor and assistant librarian emeritus (deceased)*

**VERA A. MARTIN, M.S., 1989**

*Professor  
nursing emeritus*

**ROCCI S. MASTROBERTI, M.S., 1993**

*Dean  
administration emeritus (deceased)*

**ELIZABETH A. MATHIAS, Ed.D., 1996**

*Professor  
nursing emeritus*

**GEORGE T. MCGUCKIAN, M.S., 1990**

*Professor  
electronic data processing emeritus (deceased)*

**BARRETT L. MCKOWN, M.S.S.T., 1994**

*Professor  
biology emeritus*

**RICHARD A. NIEWERTH, 2010**

*Professor  
visual arts emeritus*

**DOROTHY L. NOBLE, Ph.D., 1972**

*Professor  
history and political science emeritus (deceased)*

**JULIET B. OFFUTT, B.S., 1983**

*Professor and assistant librarian emerita (deceased)*

**JOHN D. PALMER, 1997**

*Dean of business and professor  
business and technical and career education emeritus (deceased)*

**SHIRLEY C. PARRY, Ph.D., 2008**

*Professor  
English and women's studies emeritus*

**JOHN F. PARR, Ph.D., 1977**

*Dean  
liberal arts emeritus (deceased)*

**MICHAEL J. PHILP, Ph.D., 2000**

*Professor  
philosophy emeritus*

**HARRY C. RHODES, Ed.D., 1979**

*Dean  
faculty emeritus*

**SUE A. RICCIARDI, Ph.D., 2000**

*Professor  
mathematics emeritus*

**FOLGER M. RIDOUT, M.Ed., 1987**

*Professor  
biology emeritus (deceased)*

**ROSALIND T. RIVERA, Ed.D., 1996**

*Assistant dean  
allied health technologies emeritus*

**LEON F. SAGAN, Ph.D., 1998**

*Professor  
mathematics emeritus (deceased)*

**JEAN TURNER SCHREIER, Ph.D., 2008**

*Dean of arts and sciences and professor  
English emeritus*

**\*RICHARD H. SEABROOK, M.S., 2011**

*Professor  
computer technologies emeritus*

**JOHN W. SEAGER, M.S.T., 1973**

*Associate professor  
chemistry emeritus (deceased)*

**HAROLD G. SHIRK, Ph.D., 1974**

*Professor  
mathematics emeritus (deceased)*

**D. HARRISON SMITH, Ph.D., 1977**

*Visiting lecturer  
history and political science emeritus (deceased)*

**ETHEL M. STINCHCOMB, Ed.D., 1980**

*Professor  
nursing emeritus (deceased)*

**BILLY H. THOMPSON, M.Ed., C.A.S., 2000**

*Professor  
law enforcement emeritus*

**JUDITH F. THOMPSON, M.A., C.A.S., 2001**

*Professor  
English emeritus*

**DANIEL D. TOWNSEND, Ph.D., 1984**

*Professor  
English emeritus*

**ANDREW G. TRUXAL, Ph.D., L.L.D., 1968**

*President emeritus (deceased)*

**JAMES M. WARNOCK, M.A., 1978**

*Business manager emeritus (deceased)*

**JOHN L. WISTHOFF, Ph.D., 2001**

*Professor  
mathematics emeritus*

**WILLIAM H. YANCEY, M.A., 1978**

*Dean  
admissions and records emeritus (deceased)*

## DISTINGUISHED SENIOR LECTURERS

**FADEL H. ARAFAT***Distinguished Senior Lecturer**Associate professor, economics, 1990*

D.L., Damascus University; M.A., University of Maryland; Ph.D., American University

**E. FEROL BENAVIDES***Distinguished Senior Lecturer**Associate professor, English, 1982*

B.A., University of Texas; M.A., St. Mary's University

**ELLEN C. BUNGAY-POSTEN***Emeritus, Distinguished Senior Lecturer**Professor, humanities and visual arts, 1969*

B.A., Wagner College; M.A., University of Maryland

**HENRY L. DRAGUN***Emeritus, Distinguished Senior Lecturer**Professor, chemistry, 1965*

A.B., University of Pennsylvania; Ph.D., Rutgers University

**RICHARD L. FAIRCLOTH***Emeritus, Distinguished Senior Lecturer**Professor, biology, 1973*

B.S., M.S., Ph.D., University of Maryland

**HUGO G. GEMIGNANI***Distinguished Senior Lecturer**Professor, biology, 1968*

A.A., Anne Arundel Community College; B.S., M.Ed., Towson University

**AJAIPAL S. GILL***Emeritus, Distinguished Senior Lecturer**Professor, psychology, 1975*

B.A., B.T., Panjab University, India; Diploma in Ed., University of Singapore; M.Ed., Ph.D., American University

**MARION K. GLASBY***Emeritus, Distinguished Senior Lecturer**Professor, mathematics, 1973*

B.A., Millersville State College; M.A., University of Massachusetts; Ph.D., University of Maryland

**SALLY J. GRESTY***Distinguished Senior Lecturer**Associate professor, emergency medical technician program, 1983*

B.S., University of Pittsburgh; M.S., University of Maryland; R.N., N.R.E.M.T.-P.

**CHERYL A. HACK***Emeritus, Distinguished Senior Lecturer**Professor, biology, 1968*

B.S., Carnegie Mellon University; M.A.T., Johns Hopkins University; Ph.D., University of Maryland

**KATHLEEN M. HAPP***Distinguished Senior Lecturer**Associate professor, computer information systems, 1979*

B.A., Our Lady of the Lake University; M.A.S., Johns Hopkins University

**MARIE A. HARDINK***Distinguished Senior Lecturer**Professor, business administration, 1970*

B.B.A., Bryant College; B.S., M.S., University of Rhode Island, C.P.A.

**H. JOSEPH HEFFELFINGER***Distinguished Senior Lecturer**Associate professor, mathematics, 1969*

B.A., Anderson College; M.S., Michigan State University

**JOANNE M. HILTON***Distinguished Senior Lecturer**Associate Professor, English, 1971*

B.A., Trenton State College; M.A., Montclair State College; C.A.S.L.A., Johns Hopkins University

**JOHN PAUL JENDREK***Distinguished Senior Lecturer**Associate professor, chemistry, 1998*

B.S., Johns Hopkins University; Ph.D., Tulane University

**STEVEN Z. KAHN***Distinguished Senior Lecturer**Professor, mathematics, 1970*

A.B., M.A., Ph.D., George Washington University

**REBECCA A. KAJIS***Distinguished Senior Lecturer**Professor, English, 1989*

B.A., University of North Texas; M.A., Ph.D., Texas Woman's University

**MARA KENT-SKRUCH***Distinguished Senior Lecturer**Professor, sociology, 1993*

B.A., M.A., Ph.D., University of Maryland Baltimore County; R.N.

**ELIZABETH A. KESSEL***Distinguished Senior Lecturer**Professor, history, 1988*

B.A., University of Maryland; M.A., University of Wisconsin; M.A., West Virginia University; Ph.D., Rice University

**CAROL F. KEYDEL***Emeritus, Distinguished Senior Lecturer**Professor, human services, 1972*

B.A., M.S.W., University of Michigan; L.C.S.W.-C., Ph.D., University of Maryland

**CHRISTOPHER T. KILIAN***Distinguished Senior Lecturer**Professor, engineering technologies, 1973*

A.A., Pasadena City College; B.S., M.S., University of California at Los Angeles; P.E.

**FREDERICK A. KLAPPENBERGER***Emeritus, Distinguished Senior Lecturer**Professor, computer information systems, 1985*

B.S., Loyola College; Ph.D., University of Maryland

**RICHARD W. KOPKA***Distinguished Senior Lecturer**Associate professor, computer information systems, 1991*

B.S.E.E., M.S.E.E., University of Pittsburgh

**PAUL KREISS***Distinguished Senior Lecturer**Professor, chemistry, 1982*

B.A., Swarthmore College; M.A., University of California Berkeley; Ph.D., University of Georgia

**W. DANIEL KUHNE***Distinguished Senior Lecturer**Professor, art, 1975*

B.A., M.A., University of Maryland

**MARTHA L. LINKSZ***Emeritus, Distinguished Senior Lecturer**Professor, business administration, 1976*

B.A., Bernard College; M.B.A., College of William and Mary; C.P.A.

**BARBARA H. MARDER**

*Distinguished Senior Lecturer*

*Associate professor, performing arts, 1978*

B.A., University of Illinois; M.A., George Washington University

**RICHARD A. NIEWERTH**

*Emeritus, Distinguished Senior Lecturer*

*Professor, visual arts, 1970*

B.F.A., Maryland Institute College of Art; M.A., University of Maryland

**SHIRLEY C. PARRY**

*Emeritus, Distinguished Senior Lecturer*

*Professor, English and women's studies, 1973*

B.A., Colby College; M.A., University of Wisconsin; Ph.D., University of Maryland

**JEAN TURNER SCHREIER**

*Emeritus, Distinguished Senior Lecturer*

*Professor, English, 1970*

**RICHARD H. SEABROOK**

*Emeritus, Distinguished Senior Lecturer*

*Professor, computer technologies, 1982*

B.S., M.S., University of Maryland

**HENRY E. SLOSS JR.**

*Distinguished Senior Lecturer*

*Associate professor, English, 1989*

B.A., University of California at Berkeley; M.A., University of Minnesota

**CAROL L. TAYLOR**

*Distinguished Senior Lecturer*

*Associate professor, health and physical education, 1978*

B.S., University of Maryland; M.Ed., Towson University

**GARY L. VAN VELSIR**

*Distinguished Senior Lecturer*

*Professor, mathematics, 1971*

B.A., Pomona College; M.A., Ph.D., University of Maryland

**JOHN L. WISTHOFF**

*Emeritus, Distinguished Senior Lecturer*

*Professor, mathematics, 1965*

B.S., Towson University; M.A.T., Harvard University; Ph.D., University of Maryland



## FULL-TIME FACULTY

*Note: The date following each person's position is the year in which he or she began employment at the college.*

**JAMES E. AGNEW**

*Assistant professor, computer technologies, 2007*  
A.S., Manchester Community College; B.A., University of Hartford;  
M.S., University of New Haven

**M. STEPHEN AILSTOCK**

*Director, environmental center, department chair and professor, biology, 1978*  
B.S., Salisbury University; M.S., Louisiana State University;  
Ph.D., University of Maryland

**FRANK W. ALDUINO**

*Professor, history and political science, 1989*  
A.A., Brevard Community College; B.S., M.S., Ph.D., Florida State University

**AMY M. ALLEN-CHABOT**

*Professor, nutrition and biology, 2000*  
B.S., Virginia Polytechnic Institute and State University;  
M.S., Ph.D., University of Maryland College Park

**JACQUELINE L. ALLSUP**

*Associate professor, nursing, 2003*  
A.A., Anne Arundel Community College; B.S., M.S.N., Bowie State University

**ELIZABETH H. APPEL**

*Professor and department chair, health and human services, 1999*  
B.A., University of Kansas; M.S.W., University of Maryland at Baltimore; L.C.S.W.-C.

**MICHAEL F. ARMSTRONG**

*Assistant professor, mathematics, 2007*  
B.A., Monmouth College; M.A., Pennsylvania State University

**LOUIS L. AYMARD**

*Professor, psychology, 1972*  
B.A., Mount St. Mary's College; Ph.D., Catholic University of America

**VIRGINIA M. BAKER**

*Assistant professor, nursing, 2010*  
B.S.N., Salisbury University; M.S.N., Johns Hopkins University

**JASON P. BARBOUR**

*Associate professor, physical science, 2006*  
B.S., University of Maryland; M.S., Colorado State University;  
Ph.D., University of Virginia

**DEBRA M. BARTLETT**

*Assistant professor, biology, 2010*  
B.S., D.C., National University of Health Sciences

**BETH A. BATTURS**

*Associate professor and director, nursing and healthcare initiatives, 1996*  
B.S.N., Bloomsburg University; M.S.N., Villanova University

**KATHERINE D. BAUMGARTNER**

*Assistant professor, nursing, 2010*  
B.S.N., Stevenson University; M.S.N., Wesley College

**BEVERLY R. BEATTY**

*Professor, business administration, 1984*  
B.S., West Virginia University; M.B.A., M.S., University of Baltimore; C.P.A.

**JAY BENSON**

*Professor, computer technologies, 1996*  
B.S., Virginia Polytechnic Institute and State University;  
M.S., U.S. Naval Postgraduate School

**LYNDELE C. BERNARD**

*Professor, nursing, 2001*  
B.S.N., University of Virginia; M.S., University of Maryland

**ROBERT E. BERRY**

*Assistant professor, performing arts, 2003*  
B.F.A., Western Kentucky University; M.F.A., Wayne State University

**ANNA BINNEWEG**

*Associate professor, performing arts, 2007*  
B.A., California Polytechnic State University; M.M., Southern Methodist University;  
D.M., Northwestern University

**LESLIE P. BLYTHER**

*Assistant professor and program coordinator, criminal justice and homeland security management programs, 2000*  
B.A., Morgan State University; M.A., Bowie State University

**MARGARET A. BOAS**

*Associate professor, English, 2000*  
B.A., Pomona College; M.A., Arizona State University

**DAWN C. BOND**

*Assistant professor, visual arts, 2005*  
B.A. in Studio Art, University of Wisconsin-Parkside; M.F.A. in Studio Art/  
Inter-Related Media; Towson University

**STEVEN BORAWSKI**

*Instructor, psychology, 2008*  
B.S., M.A., Bowling Green State University

**DARLENE BRAKE**

*Instructor, physics, 2008*  
B.S., Memorial University of Newfoundland; M.S., Simon Fraser University

**ROWLAND A. BRENGLE JR.**

*Associate professor, computer technologies, 1995*  
A.A., Anne Arundel Community College; B.S., M.B.A., University of Baltimore

**JUNE K. BRONFENBRENNER**

*Professor, chemistry, 1994*  
B.S., New College, Sarasota, Fla.; M.A., Ph.D., Johns Hopkins University

**LESTER S. BROOKS**

*Professor, history, 1982*  
B.A., Indiana University; M.A., Howard University; Ph.D., University of Michigan

**ROBYN S. BROWN**

*Professor and program coordinator, legal studies, 2001*  
B.A., Widener University; J.D., University of Baltimore School of Law

**ALAN W. BROWNLIE**

*Associate professor, English, 1997*  
M.A., Ph.D., University of Massachusetts

**LYNNE A. BRUMMITT**

*Assistant professor, therapeutic massage, 2008*  
B.S., Virginia Polytechnic Institute and State University; M.A., University of Maryland;  
N.C.T.M.B., Baltimore School of Massage; L.M.T.

**PAUL J. BUSHMANN***Professor, biology, 1998*B.S., College of William and Mary; M.S., George Washington University;  
Ph.D., Boston University**DOUGLAS B. BYERLY***Associate professor and department chair, performing arts, 2000*B.M., Western Michigan University;  
M.M., Peabody Conservatory of Johns Hopkins University**TIM M. CALLINAN***Assistant professor, engineering, 2008*

B. Eng., M. Eng., Dublin City University

**JOHN CHARLES CAMP***Associate professor, visual arts, 2006*B.A., Ohio State University; M.A., University of Toronto;  
Ph.D., University of Pennsylvania**STEVEN B. CANADAY***Associate professor, English, 2003*

B.A., University of Virginia; M.A., Ph.D., University of Maryland

**ROY D. CARSON***Associate professor, business administration, 2003*

B.S., State University of New York; M.S., Johns Hopkins University; C.P.A.

**KIRSTEN A. L. CASEY***Associate professor and department chair,  
astronomy, chemistry, physics and physical science, 2002*

B.A. University of California San Diego; M.S., Ph.D., Purdue University

**PATRICIA A. CASEY-WHITEMAN***Associate vice president for learning and associate professor,  
English, 1975*

B.A., M.A., Catholic University of America

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B.A., Old Dominion University; M.S.L.S., University of North Carolina

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B.A., Catholic University of America; M.A., University of Maryland;  
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# Directory of Offices

## OFFICE OF THE PRESIDENT

### President

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Karen L. Cook, J.D. ....	CRSC 232A	410-777-7370
<i>Special assistant to the president</i>		
Anita H. Delaporte .....	ADMN 217	410-777-2500
<i>Special assistant to the president for planning and assessment</i>		
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## LEARNING

### Vice president for learning

Dr. Andrew L. Meyer .....	ADMN 209	410-777-2332
<i>AACC regional science, technology, engineering and mathematics (STEM) center director</i>		
Richard Cerkovnik .....	AMIL 101A	410-777-2843
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<i>Honors program coordinator</i>		
Jeffrey S. Layne .....	ANXB 108A	410-777-1269
<i>Virtual campus dean</i>		
Jean Runyon .....	CADE 334A	410-777-1249

## Learning Advancement

### Associate vice president for learning, learning advancement dean

Patricia A. Casey-Whiteman .....	ADMN 208	410-777-2776
<i>Learning outcomes assessment director</i>		
Vacant .....		
<i>Library director</i>		
Cynthia K. Steinhoff .....	LIBR 210	410-777-2483
<i>Off-campus and weekend college director</i>		
Frances M. Turcott .....	CADE 332	410-777-2340
<i>Sarbanes center for public and community service director</i>		
Cathleen H. Doyle .....	CRSC 314A	410-777-2902
<i>Center for learning through service coordinator</i>		
Vacant .....		
<i>Center for the study of local issues director</i>		
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<i>Environmental center director</i>		
Dr. M. Stephen Ailstock .....	CRSC 177	410-777-2230
<i>Institute for the future director</i>		
Steven T. Henick .....	CRSC 132	410-777-2429
<i>Internship office coordinator</i>		
Anthony Teano .....	CRSC 308	410-777-2475

## ACADEMIC SCHOOLS

### Arts and Sciences

[www.aacc.edu/artsandsciences](http://www.aacc.edu/artsandsciences)

#### Arts and sciences dean

Dr. Daniel F. Symancyk .....	HUM 215B	410-777-2587
<i>Alternative and sustainable energy systems, astronomy, chemistry, physics and physical science chair</i>		
Kirsten A.L. Casey .....	DRGN 236	410-777-2062
<i>American studies, anthropology, geography and sociology chair</i>		
Thomas J. Karwoski .....	CRSC 156	410-777-2833
<i>Biology and veterinary science chair</i>		
Dr. M. Stephen Ailstock .....	CRSC 177	410-777-2230
<i>English and communications chair</i>		
Ronald A. DeAbreu .....	HUM 203B	410-777-2292
<i>Gender and sexuality studies coordinator</i>		
Dr. Heather E. Rellihaan .....	HUM 115	410-777-1233
<i>History, philosophy and political science chair</i>		
Dr. David L. Tengwall .....	CRSC 152	410-777-2434
<i>Mathematics chair</i>		
Alicia M. Morse .....	MATH 231B	410-777-2567
<i>Performing arts chair (dance/music/theater)</i>		
Douglas B. Byerly .....	CADE 130	410-777-7019
<i>Psychology chair</i>		
Dr. Matthew R. Yeazel .....	CRSC 158	410-777-2061
<i>Reading coordinator</i>		
Kerry E. Taylor .....	ANXA 105H	410-777-2032
<i>Visual arts chair</i> (art/communication arts technology/film/humanities)		
Matthew Klos .....	CADE 227	410-777-7106
<i>World languages chair</i>		
Gail A. Huff .....	CRSC 181	410-777-2283

## Business, Computing and Technical Studies

[www.aacc.edu/bcts](http://www.aacc.edu/bcts)

#### Business, computing and technical studies dean

Kelly A. Koermer, J.D. ....	CALT 262	410-777-7432
<i>Architecture and interior design chair</i>		
Michael D. Ryan, R.A., N.C.A.R.B. ....	CALT 330	410-777-2437
<i>Business administration chair</i>		
A. Lawrie Gardner, C.P.A. ....	CRSC 317	410-777-2179
<i>Business management chair</i>		
Dr. Deborah V. Collins .....	CRSC 343	410-777-2364
<i>Computer technologies director</i>		
Deborah Penna .....	CALT 242	410-777-2422
<i>CyberCenter director</i>		
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<i>Economics chair</i>		
Dr. Gretchen S. Mester .....	CRSC 341	410-777-2326
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<i>Homeland Security and Criminal Justice Institute director</i>		
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**Continuing and Professional Studies**

[www.aacc.edu/caps](http://www.aacc.edu/caps)

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Dr. Terry D. Portis .....	JOHN 102	410-777-2941
<i>Continuing and professional programs executive director</i>		
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<i>Continuing professional education director</i>		
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Michael Yeakey.....	GBTC 322	410-777-2918
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**Health Professions, Wellness and Physical Education**

[www.aacc.edu/healthprofessions](http://www.aacc.edu/healthprofessions)

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<i>Pharmacy technician coordinator</i>		
Stephanie E. Smith-Baker .....	FLRS 432	410-777-7497
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*Radiologic technology acting chair*

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[www.aacc.edu/cws](http://www.aacc.edu/cws)

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Kip A. Kunsman.....	GBTC 507	410-777-1805
<i>Workforce solutions manager</i>		
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**LEARNING RESOURCES MANAGEMENT**

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Vacant.....		
<i>Budget director</i>		
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Kathy Bolton.....	RESM 132	410-777-2028
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Steven Kroh.....	CSB 147	410-777-2847

**LEARNER SUPPORT SERVICES**

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**Information Services**

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Martin Albert.....	CRSC 252F	410-777-2169
<i>Instructional/remote site services manager</i>		
Jeanne Porter .....	CRSC 252A	410-777-2406
<i>Media/web services manager</i>		
Vacant.....		
<i>Network services manager</i>		
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Kathy Campbell .....	CRSC 252B	410-777-2192

**Student Services**

**[www.aacc.edu/student-services](http://www.aacc.edu/student-services)**

<i>Student services dean</i>		
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Terry M. Clay .....	SUN 224	410-777-2305
<i>Academic support center director</i>		
Lois E. Burton .....	SUN 252	410-777-2542
<i>Admissions and enrollment development director</i>		
Thomas J. McGinn III.....	SSVC 105	410-777-2240
<i>Child Development Center director</i>		
Janet M. Klenkel.....	CDC	410-777-2578
<i>Counseling, advising and retention services director</i>		
Bonnie J. Garrett .....	SSVC 212	410-777-2503
<i>Counseling, articulation and transfer assistant director</i>		
Patrice Lyons .....	SSVC 210	410-777-2634
<i>Disability support services program manager</i>		
Mary Stoops .....	SSVC 208	410-777-2306
<i>Financial aid director</i>		
Richard C. Heath .....	SSVC 165	410-777-2204
<i>Health services coordinator</i>		
Beth A. Mays .....	SUN 123	410-777-2480
<i>Multi-ethnic recruitment coordinator</i>		
James T. Jackson .....	SSVC 106	410-777-2529
<i>Registrar</i>		
Nanci A. Beier .....	SSVC 142	410-777-2834
<i>Retention services program manager</i>		
Bonnie Lasher.....	SSVC 201	410-777-2768
<i>Special populations assistant director</i>		
Joyce C. Murphy .....	SSVC 204	410-777-2308
<i>Student achievement and success program director</i>		
Janice D. Watley .....	LIBR 105	410-777-2530
<i>Student life director</i>		
Christine M. Storck.....	SUN 205	410-777-2219
<i>Technology learning center and computer commons coordinator</i>		
Paul B. Creel .....	LIBR 120A	410-777-2358
<i>Tutoring office coordinator</i>		
Vacant.....		

# The College Around the County

Anne Arundel Community College offers classes at more than 90 locations throughout the county. This map depicts locations where the college has at minimum, one site coordinator to administer the instructional program. Directions to these off-site locations can be found at [www.aacc.edu/inyourneighborhood](http://www.aacc.edu/inyourneighborhood).

## DIRECTIONS

The AACC main campus in Arnold, five miles north of Annapolis, is easily accessible from the Baltimore-Washington-Annapolis triangle.

**From WASHINGTON or ANNAPOLIS:** Take Route 50 east to exit 27, Route 2 north (Governor Ritchie Highway) toward Baltimore. Stay on Route 2 for about three miles. Turn right on College Parkway. The first right turn is the campus entrance.

**From BALTIMORE:** From Interstate 695 take exit 2, Route 10 toward Severna Park. Stay on Route 10 until it ends at Route 2 (Governor Ritchie Highway). Follow Route 2 south about five miles. Turn left on College Parkway. The first right turn is the campus entrance.

## MASS TRANSIT

### Arnold campus

Annapolis Transit C-40 bus

AACC / Annapolis / Edgewater 410-263-7964 • [www.annapolis.gov/transport](http://www.annapolis.gov/transport)

Maryland Transit Administration No. 14 bus  
Patapsco Light Rail / AACC / Annapolis  
1-866-RIDE-MTA • [www.mtmaryland.com](http://www.mtmaryland.com)

### AACC at Arundel Mills

Connect-a-Ride System – J Route:

Laurel / Arundel Mills /Cromwell Light Rail •  
K Route: Odenton / Arundel Mills •  
1-800-270-9553 • [www.corridortransit.com](http://www.corridortransit.com)

Howard Transit – Silver Route

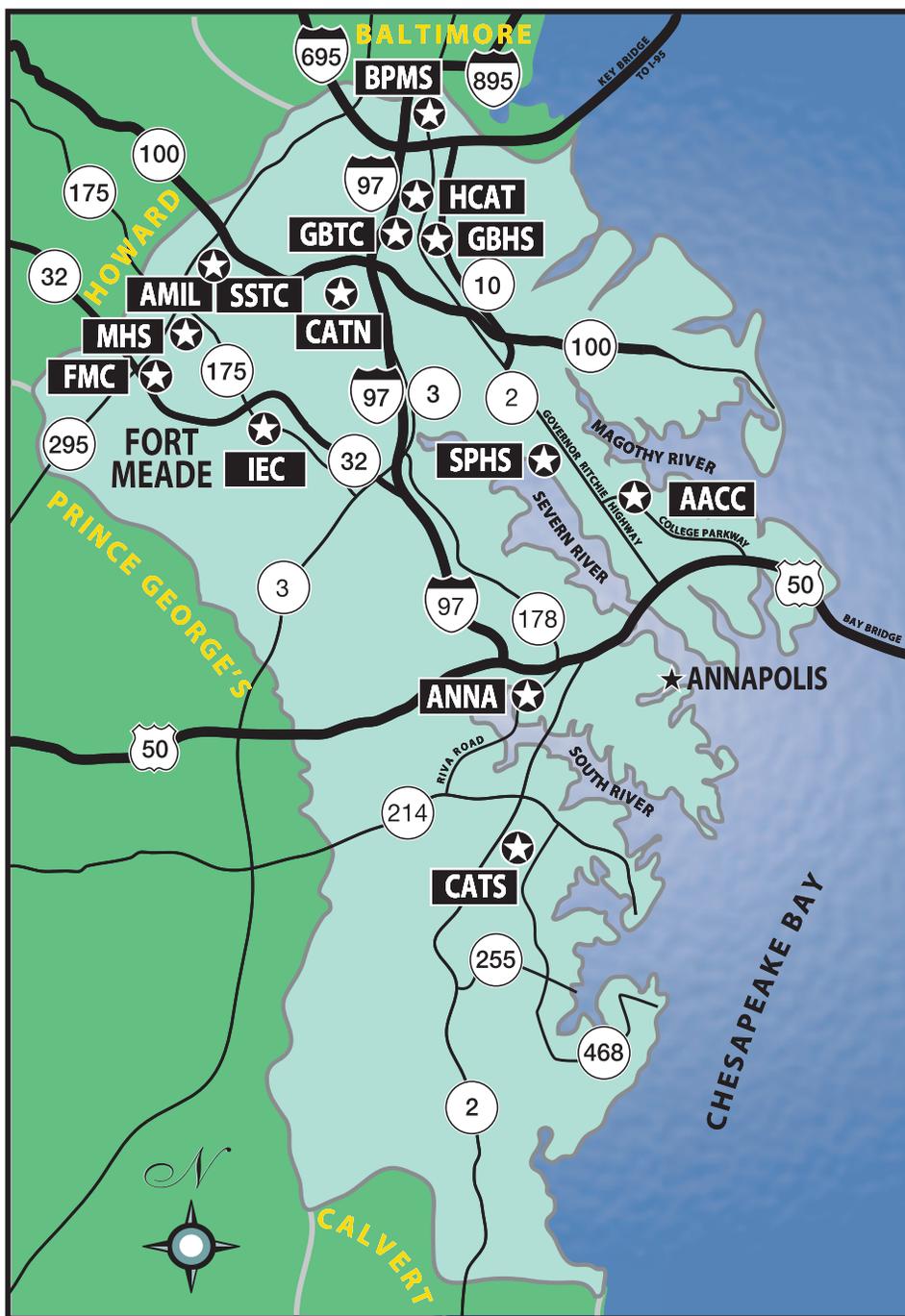
Columbia Mall / AACC at Arundel Mills / BWI • 1-800-270-9553 • [www.howardtransit.com](http://www.howardtransit.com)

Maryland Transit Administration No. 17 bus  
Patapsco Light Rail / Arundel Mills / Parkway  
Center • 1-866-RIDE-MTA •  
[www.mtmaryland.com](http://www.mtmaryland.com)

### Glen Burnie Town Center/Hotel, Culinary Arts and Tourism Institute

Connect-a-Ride System – J Route:

Laurel / Arundel Mills /Cromwell Light Rail • K  
Route: Odenton / Arundel Mills • 1-800-270-9553 • [www.corridortransit.com](http://www.corridortransit.com)



## MAP KEY

AACC — Anne Arundel Community College  
main campus in Arnold

AMIL — AACC at Arundel Mills

ANNA — Annapolis High School

BPMS — Brooklyn Park Middle School

CATN — Center for Applied Technology–North

CATS — Center for Applied Technology–South

FMC — Fort Meade Army Education Center

GBHS — Glen Burnie High School

GBTC — Glen Burnie Town Center

HCAT — Hotel, Culinary Arts and Tourism  
Institute

IEC — Independent Electrical Contractors

MHS — Meade High School

SPHS — Severna Park High School

SSTC — Sales and Service Training Center

# Telephone, Fax , Website & E-mail Directory

## COLLEGE TELEPHONE NUMBERS

AACC at Arundel Mills, College Services .....	410-777-2010
AACC Bookstore.....	410-777-2220
AACC Bookstore at Arundel Mills .....	410-777-1917
AACC Bookstore at GBTC.....	410-777-2950
AACC, general information .....	410-777-2222
AACC Regional science, technology, engineering and mathematics (STEM) Center .....	410-777-1948
AACC Student Information Services .....	410-777-1999
AACC University Consortium .....	410-777-2472
Academic Advising .....	410-777-2307
Academic Support Center.....	410-777-2375
Accounting .....	410-777-2390
Accounts Payable .....	410-777-2605
Addiction Counseling.....	410-777-7310
<b>Admissions and Enrollment Development.....</b>	<b>410-777-2246</b>
African American Studies.....	410-777-2430
Aging Studies.....	410-777-7310
Alternative and Sustainable Energy Systems.....	410-777-2260
Alumni/Development.....	410-777-2515
American Sign Language.....	410-777-2430
American Studies .....	410-777-7220
Anthropology.....	410-777-2430
Architecture and Interior Design.....	410-777-2442
Aris T. Allen Learning Center, Annapolis .....	410-269-4470
Art .....	410-777-7230
Astronomy.....	410-777-2260
Athletics.....	410-777-2300
Audiovisual Resources .....	410-777-2211
Basic Skills Programs .....	410-777-2919
Biology.....	410-777-2260
Business Administration.....	410-777-2390
Business and Education Partnerships .....	410-777-2777
Business and Financial Resources.....	410-777-2635
Business Management .....	410-777-2390
Campus Current Newspaper.....	410-777-2803
Career and Transfer Resource Center.....	410-777-2201
Cashier's Office .....	410-777-2236
Center for New Students.....	410-777-2307/2201
Center for Learning Through Service .....	410-777-2053
Center for the Study of Local Issues (CSLI).....	410-777-2407
Center for Workforce Solutions .....	410-777-2732
Center on Aging .....	410-777-1806
Chemistry .....	410-777-2260
Child Development Center.....	410-777-2450
Circulation Desk, Library.....	410-777-2211
<b>College Services at Arundel Mills.....</b>	<b>410-777-2010</b>
Communication Arts Technology.....	410-777-7230
Communications (Speech/Journalism).....	410-777-2280
Community and professional programs .....	410-777-2663
Computer Commons.....	410-777-2751/5264
Computer Technologies.....	410-777-2442
Conference Services.....	410-777-2625
<b>Continuing and Professional Studies (Continuing Education).....</b>	<b>410-777-2325</b>
Continuing Professional Education .....	410-777-2908
Copy Center.....	410-777-2404
<b>Counseling, Advising and Retention Services .....</b>	<b>410-777-2307</b>
Criminal Justice .....	410-777-7063
CyberCenter.....	410-777-1333
Cybercrime.....	410-777-7063
Dance .....	410-777-7021
Dining Services/Vending .....	410-777-2333
Disability Support Services .....	410-777-2306
Distance Learning Technical Support Services.....	410-777-4357
Diversity and Federal Compliance.....	410-777-2769
Early Childhood Development .....	410-777-2915
Economics.....	410-777-2390
Education.....	410-777-2401
Educational Talent Search .....	410-777-2814
<b>Emergency.....</b>	<b>410-777-1818</b>
EMT/Paramedics.....	410-777-7310
En Español llame al .....	410-777-1199
Engineering.....	410-777-2442
English.....	410-777-2280
English as a Second Language (ESL).....	410-777-2901
Entrepreneurial Studies Institute .....	410-777-2066
Environmental Center .....	410-777-2230
<b>Evening/Weekend Services .....</b>	<b>410-777-2976</b>
Event Services .....	410-777-2614
EXPLORE (Gifted and Talented Program).....	410-777-2325
Federal Compliance Officer.....	410-777-7370
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Fire Management .....	410-777-2390
Forensic Studies .....	410-777-7063
<b>Fort Meade Army Education Center .....</b>	<b>410-672-2117/3554</b>
Foundation.....	410-777-2515
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Future, Institute for the.....	410-777-2708
GED .....	410-799-9099
Gender and Sexuality Studies .....	410-777-1233
Geography .....	410-777-2430
<b>Glen Burnie Town Center .....</b>	<b>410-777-2945</b>
Grants.....	410-777-2321
Health and Physical Education .....	410-777-2302
Health Information Technology.....	410-777-7310
Health Professions.....	410-777-7310
Health Services .....	410-777-2480

History .....	410-777-2430	Planning, Research and Institutional Assessment .....	410-777-2766
Homeland Security Management.....	410-777-7063	Political Science .....	410-777-2430
Honors Program .....	410-777-1269	Pool .....	410-777-2316
Hotel, Culinary Arts and Tourism Institute (HCAT).....	410-777-2398, 1-866-456-HCAT (4228)	President's Office .....	410-777-1177
Human Resources.....	410-777-2425	Print Shop.....	410-777-2388
Human Services .....	410-777-7310	Prior Learning.....	410-777-2834
Humanities .....	410-777-7230	<b>Program Pathways.....</b>	<b>410-777-2891</b>
Information Services, Administrative Office .....	410-777-2487	Psychology.....	410-777-2430
Institutional Advancement .....	410-777-2515	Public Health Professions .....	410-777-7310
Instructional Support Center .....	410-777-2325	Public Relations and Marketing.....	410-777-2341
Instructional Technologies .....	410-777-2331	<b>Public Safety.....</b>	<b>410-777-2440</b>
Intelligence Analytics.....	410-777-7063	<b>Public Safety at GBTC.....</b>	<b>410-777-2573</b>
International Education .....	410-777-2332	<b>Public Safety at AACC at Arundel Mills .....</b>	<b>410-777-1934</b>
Internship Office.....	410-777-2475	Purchasing.....	410-777-2244
<b>IT Help Desk (for MyAACC technical support) .....</b>	<b>410-777-4357</b>	Radiologic Technology.....	410-777-7310
Job Placement .....	410-777-2201	Reading.....	410-777-2077
Juvenile Justice.....	410-777-7063	<b>Records and Registration .....</b>	<b>410-777-2243</b>
Kids in College.....	410-777-2325	Risk Management.....	410-777-2847
Law Enforcement .....	410-777-7063	<b>Sales and Service Training Center at Arundel Mills ...</b>	<b>410-777-1823</b>
Learner Support Services .....	410-777-2411	Sarbanes Center for Public and Community Service.....	410-777-2053
<b>Learning .....</b>	<b>410-777-2247</b>	Science (Astronomy, Chemistry, Physics, Physical Science).....	410-777-2260
Learning Outcomes Assessment.....	410-777-2266	Senior Adults .....	410-777-2325
Learning Resources Management.....	410-777-2256	Sociology .....	410-777-2430
<b>Library.....</b>	<b>410-777-2211</b>	Speakers Bureau .....	410-777-2614
Lifelong Learning.....	410-777-2325	<b>STARS (touch-tone phone services).....</b>	<b>410-777-2241</b>
Literacy .....	410-777-2919	STEM Center.....	410-777-2843
Maryland Relay (TTY translation) .....	711 or .....1-800-735-2258 (outside Maryland)	Student Achievement and Success Program.....	410-777-2530
Math Lab.....	410-777-6869	<b>Student Activities.....</b>	<b>410-777-2553</b>
Math Lab, AACC at Arundel Mills .....	410-777-1982	Student Association .....	410-777-2309/2218
Mathematics .....	410-777-2360	<b>Student Response Center.....</b>	<b>410-777-1999</b>
Media Production Services.....	410-777-2630	Substance Abuse Education.....	410-777-2527
Medical Assisting .....	410-777-7310	Supplemental Instruction (SI) .....	410-777-2738
Medical Laboratory Technician .....	410-777-7310	Surgical Technology.....	410-777-7310
Middle School Scholars .....	410-777-2325	<b>Teacher Education and Child Care Institute .....</b>	<b>410-777-2401</b>
Music.....	410-777-7019	Technology Learning Center, AACC at Arundel Mills.....	410-777-1935
Nursing .....	410-777-7310	Technology Learning Center, Arnold.....	410-777-2751/2358
Occupational Skills Program .....	410-777-2325	Technology Learning Center, GBTC .....	410-777-2986
Off-site Administration .....	410-777-2325	Telecommunications Technologies.....	410-777-2983
Ombudsman Services.....	410-777-2307	Telecourses .....	410-777-2464
Online Courses .....	410-777-2464	<b>Testing Office, Academic Support Center .....</b>	<b>410-777-2375</b>
Paralegal Studies .....	410-777-7323	Testing Office Arundel Mills.....	410-777-1915
Parenting Center at AACC .....	410-777-2159	Testing Office, GBTC .....	410-777-2906
Part-time Faculty Development.....	410-777-2475	Theater Arts .....	410-777-7125
Payroll.....	410-777-2792	Theater Box Office .....	410-777-2457
Performing Arts (Dance, Music, Theater).....	410-777-7019	Therapeutic Massage.....	410-777-7310
Pharmacy Technician .....	410-777-7310	Transfer Coordinator .....	410-777-2634
Philosophy.....	410-777-2430	Transportation, Logistics and Cargo Security.....	410-777-2390
Physical Science .....	410-777-2260	Travel Study and Global Engagement.....	410-777-2902
Physical Therapist Assistant.....	410-777-7310	<b>Tutoring Office, Academic Support Center .....</b>	<b>410-777-2642/1238</b>
Physician Assistant.....	410-777-7310	Veterans' Education Benefits .....	410-777-2203
Physics .....	410-777-2260	Veterans' Programs .....	410-777-4VET (4838)
		Veterinary Sciences .....	410-777-2260

**Virtual Campus** (Distance Learning).....410-777-2464

**Visual Arts**  
 (Art, Communication Arts Technology, Film).....410-777-7230

Vocational Support Services.....410-777-2307

**Weekend College**.....410-777-2555

Women’s Institute .....410-777-2807

Work Study.....410-777-2203

Workforce Development.....410-777-2732

Workforce Investment Act (WIA).....410-777-2246

World Languages.....410-777-2430

**COLLEGE FAX NUMBERS**

AACC at Arundel Mills, College Services .....410-777-1965

AACC Bookstore .....410-777-2596

Academic Advising (CARS).....410-777-2494

Academic Support Center.....410-777-4007

Administration Building.....410-777-2245

Admissions and Enrollment Development .....410-777-4831

Arts and Sciences, Careers Center .....410-777-2135

Arts and Sciences, Humanities Building .....410-777-2385

Athletics.....410-777-2233

Business.....410-777-2402

Cade Center.....410-777-7553

Careers Center.....410-777-2494

Cashier’s Office .....410-777-4602

Center for Applied Learning and Technology .....410-777-2445/7266

Computing and Technical Studies.....410-777-2445

Criminal Justice and Homeland Security .....410-777-7054

Diversity and Federal Compliance.....410-777-2013

Environmental Center .....410-777-4263

Event Services .....410-777-7041

Financial Aid .....410-777-4019

Fort Meade Army Education Center .....410-674-2187

Glen Burnie Town Center  
 First floor.....410-777-2964  
 Second floor.....410-777-2949  
 Third floor .....410-777-2979  
 Fourth floor .....410-777-2978  
 Interactive Cable Program .....410-777-2822  
 Fifth floor .....410-777-2037

Health Professions.....410-777-7099

Hotel, Culinary Arts and Tourism (HCAT).....410-777-1143

Human Resources.....410-777-2014

Information Services.....410-777-2816

Institutional Advancement .....410-777-2725

Instructional Support Center .....410-777-4325

Johnson Building.....410-777-2822

Legal Studies .....410-777-1260

Library .....410-777-2652

Mathematics Building.....410-777-2012

Media Production Services.....410-777-2439

Reading Department.....410-777-2070

Records and Registration .....410-777-2489

Sales and Service Training Center at Arundel Mills .....410-799-4411

Schwartz Building.....410-777-2022

Science (Dragun Science Building) .....410-777-2525

Security .....410-777-2544

Student Achievement and Success Program  
 (SASP) .....410-777-2530/2553

Student Activities .....410-777-7044

Student Association.....410-777-2368

TEACH Institute.....410-777-1967

Testing Office, Arnold.....410-777-4007

Testing Office, Arundel Mills.....410-777-4009

Testing Office, GBTC .....410-777-4008

Transcript request .....410-777-2489

Tutoring Office .....410-777-4642

Virtual Campus (Distance Learning) .....410-777-2691

**COLLEGE WEBSITE ADDRESSES**

AACC .....www.aacc.edu

AACC at Arundel Mills .....www.aacc.edu/arundelmills

AACC Bookstore .....www.aaccbooks.com

AACC Foundation Inc. ....www.aacc.edu/foundation

Academic Advising (CARS) .....www.aacc.edu/advising

Academic Support Center .....www.aacc.edu/asc

Admissions and Enrollment  
 Development Office.....www.aacc.edu/admissions

Alumni .....www.aacc.edu/alumni

Career center .....www.aacc.edu/careers

Center for the Advancement of Learning and Teaching  
 (CALT) .....www.aacc.edu/tla

Center for the Study of Local Issues  
 (CSLI).....www.aacc.edu/csli

Center for Workforce Solutions .....www.aacc.edu/cws

Class schedules.....www.aacc.edu/search/course

College catalog .....www.aacc.edu/catalog

Computer Commons .....www.aacc.edu/computercommons

Computer Technologies.....www.aacc.edu/computertech

Continuing Education .....www.aacc.edu/coned

CyberCenter.....www.aacc.edu/cybercenter

Dining Services .....www.aacc.edu/diningservices

Engineering .....www.aacc.edu/engineering

Entrepreneurial Studies Institute.....www.aacc.edu/esi

Environmental Center .....www.aacc.edu/envcenter

Event Services.....www.aacc.edu/events

Financial Aid Information.....www.aacc.edu/aid

Honors .....www.aacc.edu/honors

Hotel, Culinary Arts and Tourism Institute  
 (HCAT) .....www.aacc.edu/hcat

Institute for the Future .....www.aacc.edu/future

Internships.....www.aacc.edu/internships

Job Announcements .....www.aacc.edu/employment

Military/Veterans Services .....www.aacc.edu/military

MyAACC.....myaacc.aacc.edu

Noncredit Registration .....www.aacc.edu/noncredit

Library .....www.aacc.edu/library

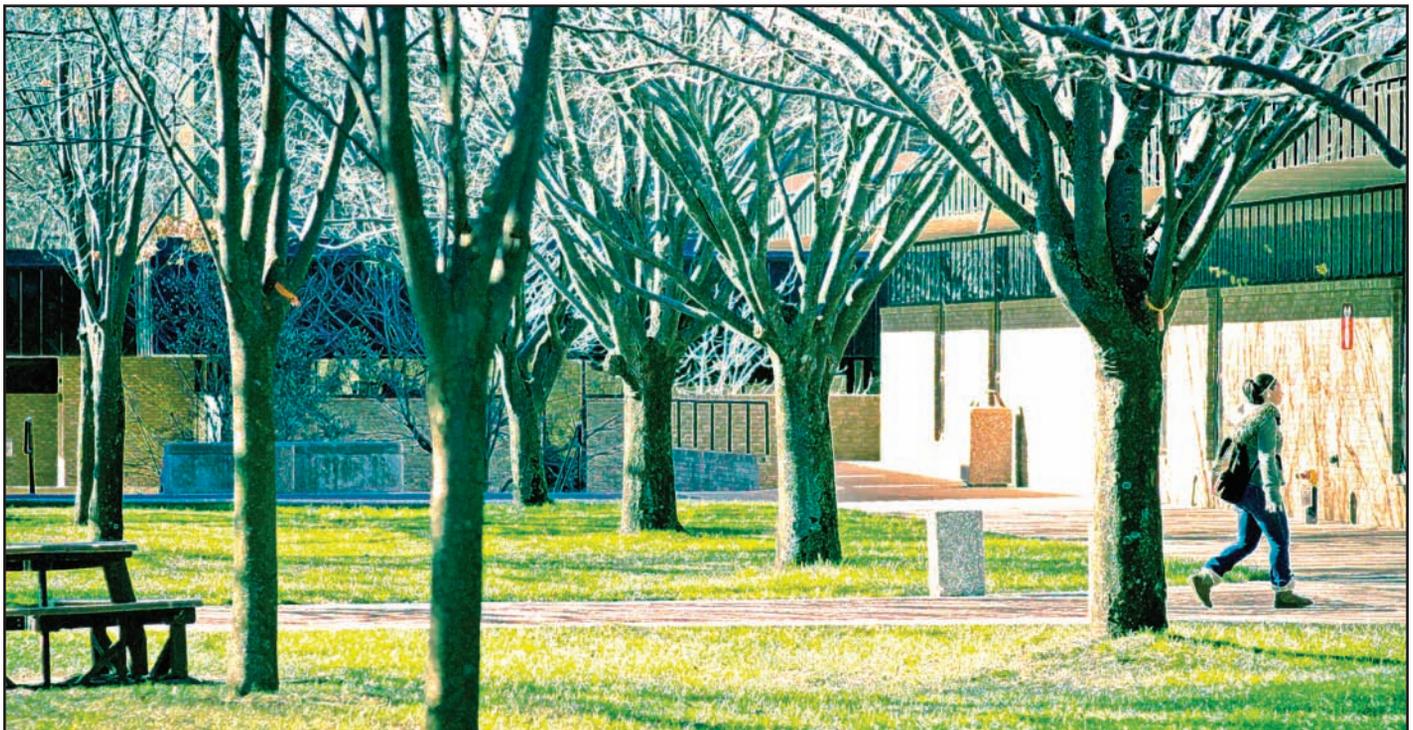
Prior Learning Assessment.....www.aacc.edu/priorlearning

Purchasing.....www.aacc.edu/purchasing  
 Records and Registration Office.....www.aacc.edu/recreg  
 Sarbanes Center for Public and Community  
 Service.....www.aacc.edu/sarbanescenter  
 School of Arts and Sciences.....www.aacc.edu/artsandsciences  
 School of Business, Computing and  
 Technical Studies.....www.aacc.edu/bcts  
 School of Continuing and Professional Studies....www.aacc.edu/caps  
 School of Health Professions, Wellness  
 and Physical Education.....www.aacc.edu/healthprofessions  
 Science.....www.aacc.edu/science  
 Service Learning.....www.aacc.edu/servicelearning  
 Student Achievement and Success Program.....www.aacc.edu/sasp  
 Teacher Education and Child Care Institute.....www.aacc.edu/teach  
 Technology.....www.aacc.edu/technology  
 Technology Learning Center.....www.aacc.edu/tlclab  
 Testing Office.....www.aacc.edu/testing  
 Transcript request.....www.aacc.edu/recreg  
 Tutoring Office.....www.aacc.edu/tutoring  
 Virtual Campus (Distance Learning).....www.aacc.edu/virtualcampus

**COLLEGE E-MAIL ADDRESSES**

AACC Bookstore.....bookstore@aacc.edu  
 AACC University Consortium at  
 Arundel Mills.....eaelliott@aacc.edu  
 Academic Advising (CARS).....advising@aacc.edu  
 Academic Support Center.....testing-arnold@aacc.edu  
 Admissions.....admissions@aacc.edu  
 Center for the Advancement of  
 Learning and Teaching (CALT).....webmaster@minddrops.com

Center for Workforce Solutions.....cws@aacc.edu  
 Continuing Education.....isc@aacc.edu  
 Computer Commons.....tlcta@aacc.edu  
 CyberCenter.....cybercenter@aacc.edu  
 Dining Services.....diningservices@aacc.edu  
 English as a Second Language.....pktaylor@aacc.edu  
 Event Services.....events@aacc.edu  
 Financial Aid.....finaid@aacc.edu  
 Gender and Sexuality Studies.....gss@aacc.edu  
 Internships.....internships@aacc.edu  
 Library.....library@aacc.edu  
 Military programs.....military@aacc.edu  
 Northrop Grumman Training Project.....ddcarter@aacc.edu  
 Parenting Center at AACC.....parenting@aacc.edu  
 Records and Registration Office.....records@aacc.edu  
 Student Achievement and Success Program.....sasp@aacc.edu  
 Student Life.....sawatts@aacc.edu  
 TEACH Institute.....TEACH@aacc.edu  
 Technical Call Center/Help Desk.....helpdesk@acc.edu  
 Technology Learning Center — Arnold.....tlcta@aacc.edu  
 Testing Office — Arnold.....testing-arnold@aacc.edu  
 Testing Office — AMIL.....testing-amil@aacc.edu  
 Testing Office — GBTC.....testing-gbtc@aacc.edu  
 Tutoring Office.....tutoring@aacc.edu or dpwebb@aacc.edu  
 Veterans’ Education Benefits.....veterans@aacc.edu  
 Virtual Campus (Distance Learning).....virtualcampus@aacc.edu  
 Webmaster.....webmaster@aacc.edu  
 Women’s Institute.....womensinstitute@aacc.edu



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Nursing (NUR)  
Pharmacy Technician (RXN)  
Physical Therapist Assistant (PTA)  
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