



Academic & Student Policies
Handbook for Credit Faculty
at the
Laurel College Center

2016-2018

LCC MISSION STATEMENT

The Laurel College Center is a regional higher education center that provides the community and the region with quality learning experiences that can lead to degree attainment, workforce development, and/or personal enrichment.

PURPOSE OF THIS MANUAL

The Laurel College Center is a partnership between Prince Georges Community College and Howard Community College. Students from both counties register for classes through their home institution. Approximately half of the classes are taught by instructors from HCC and the other half are taught by instructors from PGCC. This unique partnership makes teaching here both exciting and somewhat challenging. The semester calendar may be slightly different than the one for your main campus. Since you will have PGCC and HCC students in your classroom, you will have two separate attendance rosters and two final grade rosters. The purpose of this document is to provide you with a quick guide to policies and procedures that you need in your role as an instructor at the LCC. It is not the intent of this document to duplicate materials that are already available. Instead it highlights differences in procedures and provides references to more complete information.

PGCC faculty resources can be found at:

<https://my.pgcc.edu/fsresources/Pages/ResourcesforFaculty.aspx>

HCC policies for faculty can be found at the Teaching & Learning website:

<https://myhcc.howardcc.edu/fac-resources/teaching-resources/Pages/default.aspx>

We think you will find teaching here a very rewarding and enjoyable experience. The following is important information that will be helpful as you begin teaching at LCC. If you have any further questions or requests, call the LCC staff at 443-518-4500 or 1-866-228-6110. Additional information for faculty can also be found on the Laurel College Center website: http://www.laurelcollegecenter.org/About_Us/staff.html

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GRADES AND OFFICIAL CLASS RECORDS

An official record of students' grades, as stipulated below, must be maintained throughout the semester. Grade books with attendance records for all students **MUST** be submitted to the LCC office staff at the end of the semester.

GRADE BOOKS

Minimally, the following information should be included in the grade book:

- An accurate account of all students' grades or scores with the scores being identified; i.e., test score, research paper, etc.
- A clearly labeled final grade and how it was determined. We must be able to answer questions for inquiring students.
- Attendance records and information such as student phone numbers (if different from roster records) for possible later contact.
- Any other appropriate information used in determining grades.

SPECIAL GRADE DESIGNATIONS

Prince Georges and Howard Community Colleges have similar grading policies. A, B, C, D, and F follow the standard definitions but different letters are used to designate other grades.

HCC	PGCC
<p>N Audit</p> <p>Audited courses do not count as part of the semester's credit hour load nor as credit towards graduation. Students may change their status only during the first 20% of scheduled meeting dates of a section. Auditing students receive a grade of "N".</p>	<p>H Audit</p> <p>Signifies that a course was not taken for credit. The tuition and fee charges for auditing a course are the same as if the course were taken for credit, but auditing students are not evaluated and do not receive a grade.</p>
<p>I Incomplete.</p> <p>A temporary designation generally given only in an emergency situation such as illness which results in the student's inability to complete course objectives. A student must have successfully completed 75% of the course objectives, as determined by the instructor, for the "I" designation. This designation must be</p>	<p>I Incomplete</p> <p>A grade that is normally assigned if a student has satisfactorily completed 75 percent or more of a course's requirements but cannot finish on time due to extenuating circumstances. To receive this grade, an Incomplete Contract must be signed by the student, faculty member, and appropriate department chair or dean and</p>

HCC	PGCC
<p>changed to a permanent grade other than "W" or "L" within a period of time determined by the instructor at the time the "I" designation is assigned. Normally the period to complete objectives shall not exceed the end of the seventh week of the next full semester or it will be converted to an "F" grade. A written agreement by the instructor specifying the necessary objectives and period of time within which they need to be completed shall be sent to the student with a copy to the student's permanent file. After the student has completed the work satisfactorily, the instructor is responsible for completing a change of grade form.</p>	<p>submitted to the Office of Admissions and Records when final grades for the course are submitted. Any incomplete grade must be made up prior to the end of the subsequent semester or the I grade is changed to F. Students should not re-register for a course in which they have an I grade. It is the responsibility of the student to contact the instructor who assigned the I grade and arrange to complete the work required for a regular grade to be assigned.</p>
<p>L</p> <p>The L grade is assigned only in developmental courses to students who have not mastered the course objectives due to individual learning characteristics. In order to qualify for an L grade, students must work with steady diligence, effort and near perfect attendance, and must show progress on course objectives. Students may be required to seek additional assistance beyond class sessions. The L grade is not computed in the students' grade point averages. Those who receive an L grade must re-register and repeat the developmental course.</p>	<p>PGCC no longer awards a TP (Towards Passing) grade.</p>
<p>NA Never Attended.</p> <p>This grade is assigned to students who register for a course and do not report or participate within the first twenty percent of scheduled class sessions. Students who attend even one class session are not eligible for an NA designation. Faculty from both the M- and J- sections must return the NA rosters to the LCC office</p>	<p>NA Withdrawn for non-attendance.</p> <p>The NA grade may be assigned by the faculty member to any student on the roster who never attends or academically participates in the class during the first three weeks of class (or the equivalent of 20 percent in short courses.) The NA grade must be entered prior to the 20% portion of</p>

HCC	PGCC
staff to be forwarded to HCC.	the course.
<p>W Withdraw.</p> <p>This grade is given at the time of withdrawal no later than the end of the tenth week classes.</p>	<p>W Student Initiated Withdraw</p> <p>Indicates that the student voluntarily withdrew from the course prior to the twelfth week of classes or the equivalent.</p>
	<p>FX</p> <p>The FX grade may be assigned by the faculty member to any student on the roster who did not officially withdraw from the course but who failed to participate in course activities through the end of the period. It is used when, in the opinion of the instructor, completed assignments or course activities or both were insufficient to make normal evaluation of academic performance possible. Consider assigning this grade when a student ceases attending and participating in academically related activities prior to completing 75% of the course. The FX grade is assigned at the end of the course.</p>

Additional Comments about Withdraws

Faculty should be sure students are informed of their course status so that they can make reasonable decisions about withdrawal. The last day to withdraw is equivalent to the 10th week of class for HCC students and the 12th week of class for PGCC students. Students are responsible for checking with their home institution for the exact deadline. Students who officially withdraw by the deadline receive a "W" for the course which is not computed in the GPA.

When processing final course grades, do not assume a student has officially withdrawn just because they expressed a desire to do so. If an official withdrawal appears on the final grade roster, the process was completed. If no "W" appears, the process was not completed and you must assign another grade to the student. Faculty may not assign a grade of "W" after the withdrawal date published in the schedule of classes.

CHANGE OF GRADE REQUESTS

Except for final grade appeals which are adjudicated to the student's favor (see Grade Appeals near the end of this document) or cases of procedural or recording errors corrected by authorized administrators, any change in a final grade must be initiated by the instructor who originally assigned the grade, and be submitted to the student's dean or division chair for approval.

ATTENDANCE POLICIES

RECORDS-KEEPING REQUIREMENTS

It is very important that all instructors maintain accurate student attendance records. Attendance records must be submitted with final grades. In addition, faculty members are required to report the last day of attendance for any student who earned a grade of "F." or an "FX" in your course. The college uses this information to stay in compliance with federal financial aid guidelines. On your final grade roster, write the last day of attendance next each student who earned an F or FX in the class.

CLASS ATTENDANCE POLICY FOR STUDENTS

All students are expected to regularly attend their classes. Those who are absent from one or more classes should be held responsible for whatever material they have missed by their absence. Individual faculty members (or the members of a department collectively) may establish specific attendance policies, including the contribution of attendance and class participation toward student grades in individual courses. Students must be notified in writing (in the syllabus) of any such requirements at the beginning of the term. Copies of all such requirements also must be on file in the office of the division offering the course. It is the student's responsibility to clearly understand any announced attendance requirements for a course he or she is taking and to act accordingly.

ATTENDANCE POLICIES FOR FACULTY

Faculty are expected to attend all scheduled classes. If an instructor is unable to attend, the division chair must be notified prior to the class so that a qualified substitute can be obtained. You should also contact the staff at LCC and notify them if you are going to be late or if there are any adjustments to class times. Faculty should follow the policies of

their hiring institution when arranging for the recruitment and reimbursement of a substitute.

Office Hours

Adjunct faculty are expected to be available for consultation with students and college staff at times specified in their course syllabus. This can be in person, by telephone, email, or by other virtual means of communication if specified. Offices are available for this purpose. Contact the LCC main office to reserve a room.

Please be sure to fill in your faculty info card (included in your first day packet) and turn it in to the LCC Office.

FINAL EXAMINATION REQUIREMENTS

Except where departmental or divisional policies mandate a course final examination, individual instructors may determine whether or not a final examination will be given. If a final exam is scheduled, the faculty member will notify students of this at the beginning of the semester and incorporate it within the grading practices published in the course syllabi. Final exams are not to be given at other than the designated times. If a final examination is not given, the instructor will be expected to conduct a class session during the scheduled final examination time slot in order to ensure that the state's required number of class hours have been met. A final exam is defined as a comprehensive test/assessment/project which reflects learning of content covering the predominant content of a course.

Please note that the Final Exam Schedule at LCC is different from the main campus schedules at HCC and PGCC. A copy will be in your box on the first day of class. Students should notify the instructor at least two weeks in advance if they have a conflict with a final exam scheduled on their main campus. Whenever possible student should attend their LCC exam as scheduled and work out the conflict on their main campus for the other course.

OBSERVATION OF RELIGIOUS HOLIDAYS

Religious holidays will occur during the year. Instructors are asked to be flexible with students wishing to observe such holidays. Please allow your students to make up missed work. Students should not be penalized for missing class on these holidays.

FEDERAL HOLIDAYS AND OTHER BREAKS

You will receive a Faculty Letter on the first day of your class with the current semester's calendar (along with class rosters and a final exam schedule). The LCC is closed for four individual federal holidays - Martin Luther King, Jr. Day, Memorial Day, Independence Day and Labor Day. A calendar will be provided with information concerning closings

for Thanksgiving, Winter and Spring breaks. Occasionally the main campus dates for spring break are different for the two colleges. When this occurs, spring break is scheduled to partially overlap each campus schedule from the Wednesday before Easter Sunday to the Tuesday after Easter Sunday.

WEATHER-RELATED AND EMERGENCY CLOSINGS & DELAYS

The Laurel College Center follows the closing and delays of Prince George's Community College. Please listen for radio and TV announcements about PGCC when there is inclement weather. The phone message for the Laurel College Center will also reflect any closings or delays, 1-866-228-6110 or 443-518-4162. Please encourage your students to sign up with **PGCC Owl Alert** to get notices about LCC closings or delays. HCC's Mobile Alert does not give LCC weather related closing/delay information.

CLASS ROSTERS

FIRST DAY ROSTERS

Because you will have students from both HCC and PGCC you will need to contact the LCC staff to obtain complete class rosters. Initial rosters will be printed after the close of regular registration and will be in your mailbox on the first day of class. This list does not include any students who register during late registration. (Please check the student's registration form and payment receipt dated after the roster date before adding a name to this roster.)

HCC faculty can obtain their HCC students' email address through HCC Express. For questions regarding login/PIN problems, please contact the IT Help Desk at 443-518-4444 or email the department at helpdesk@howardcc.edu .

PGCC faculty can obtain their PGCC students' email address through OwlLink. For questions concerning login, please contact the Help Desk at 301-546-0637 or email at helpdesk@pgcc.edu .

Unlisted Students

No student should be attending your class if his/her name is not on the roster. You can receive updated rosters from the LCC office. Please immediately refer unlisted students to the LCC main office.

Student Registration

The following policies and procedures apply to faculty regarding student registration in their classes:

1. No instructor, full-or part-time, is permitted to enroll a student, and hand carry, or submit a registration form for a student.

2. Instructors are not authorized to admit students to filled sections. Instructors who are willing to admit additional students during the late registration/add-drop period, should talk with the LCC staff. The LCC staff can assist students from both colleges with late registration.
3. Only properly registered students may attend scheduled classes. Instructors should not permit other individuals, including children, relatives, or friends of enrolled students to remain during class sessions.

FINAL ROSTERS

Official rosters will be printed after the correction roster information has been entered into the computer file around the third week of class. State reports are compiled from this data. The completeness of this final roster depends entirely on your cooperation. By attending to any registration problems early in the semester, this last task will be hassle free.

NEVER ATTENDED OR LIMITED ATTENDANCE

For PGCC students

The **NA** grade may be assigned by the faculty member to any student on the roster who never attends or academically participates in the class during the first three weeks of class (or the equivalent of 20 percent in short courses.) PGCC faculty should use OwlLink to record NA grades for their PGCC students during the second week of classes. HCC faculty will receive a correction roster (in their mailboxes) for their PGCC students. Note this roster with a "NA" next to any student who has never attended a single class. After signing this roster, make a copy for yourself and return the original to the LCC staff. It is very important to turn in the NA Rosters on time because they impact student's financial aid.

The **FX** grade may be assigned by the faculty member to any student on the roster who did not officially withdraw from the course but who failed to participate in course activities through the end of the period. It is used when, in the opinion of the instructor, completed assignments or course activities or both were insufficient to make normal evaluation of academic performance possible.

For HCC students

At HCC the "**NA**" designation is reserved for students who have never attended a single class. HCC students who attend even one class are expected to initiate their own drop or withdraw from the class. HCC faculty should use HCCEXpress to record NA grades for their HCC students during the second week of classes. PGCC faculty will receive a correction roster (in their mailboxes) for their HCC students. Note this roster with a "NA" next to any student who has never attended a single class. After signing this roster,

make a copy for yourself and return the original to the LCC staff. It is very important to turn in the NA Rosters on time because they impact student's financial aid.

ADDITIONAL INFORMATION RELATED TO TEACHING YOUR CLASSES

SYLLABUS GUIDELINES

All credit faculty are expected to distribute a syllabus during the first class meeting. Faculty are expected to follow the guidelines on content provided by the hiring institution. Copies of the syllabus should be turned into your division chair and the LCC staff.

A handout will be provided by the LCC staff for your students that has information on parking, weather policies, school calendar, important dates etc. You do not need to include this material in your syllabus.

Please provide the following additional information on your syllabus.

Instructor Information

- Instructor's Name
- Instructor Contact Information—Home phone numbers and personal email information may be provided to students if that is the preference of the faculty member. The LCC office number can also be given. PGCC and HCC faculty should include their college email address.
- Hours Available to Meet with Students

Course Information

- Course Number/ Section for **both** colleges (LCC staff can provide this)
- Course Title (Only your own college is needed.)
- Prerequisites: Required and Suggested
- Required Text/Supplementary Materials
- Course Requirements
- Course Learning Outcomes (PGCC)
- Credit Hour Statement (PGCC)
- Evaluation - Grades
- Attendance Policy
- Due Dates
- Make-up Work
- Final Exam Date - Refer to final exam schedule available through the LCC Office Staff. This schedule is different from the schedules on main campus.

- **School Closings, Delays:** In the case of inclement weather, the Laurel College Center follows the closings and delays of Prince George’s Community College. Please instruct students to listen for announcements about PGCC, or call 301-546-7422. The phone message for the Laurel College Center will also reflect any closings or delays, 1-866-228-6110 or 443-518-4162. It’s also a good idea to sign up for Owl Alerts.

- **Student Disability Statement**
 “Students requesting academic accommodations are required to contact the Disability Support Services Office to establish eligibility for services and accommodations. Students with documented disabilities should discuss the matter privately with their instructor at the beginning of the semester and provide a copy of their Student/Faculty Accommodation Form.
 PGCC students call 301-546-0838
 HCC students call 443-518-4822

- **Civility Statement (PGCC)** “To promote a community of scholarship and civility, all students are expected to be respectful, tolerant, and courteous towards others at all times, adhere to LCC’s policies and procedures, and respect the property at the Laurel College Center. Creating a culture of civility both inside and outside the classroom is everyone’s responsibility.

- **Academic Honesty, Plagiarism, Code of Conduct Guidelines statement.**
 Both faculty and students are expected to exhibit behavior that is both professional and courteous. Students are responsible for knowing and following the student Code of Conduct and the Academic Honesty Policy found in their Student Handbook.

FIELD TRIPS

Field trips required as part of a course must be approved in advance by the division chair, listed in the catalogue, and paid for by the college. Other field trips may be planned on a voluntary basis with individual students covering all costs. The course instructor is solely liable for all personal and professional responsibilities except as released in writing by the division chair and/or individual students. Please be sure to notify the LCC main office when you are holding class at another time or location.

The following regulations shall apply to all field trips:

- Student cars shall not be used for group transportation.
- All field trips should normally be scheduled to avoid conflict with other classes of participating students. If required field trips conflict with other classes, the instructor should make arrangements that do not penalize the student.
- All instructors are reminded that transportation for college sponsored trips must be accessible for mobility impaired students. Faculty should inquire about the accessibility of the field trip site and the processes that would be needed to seek

accommodations for visitors at the site. The DSS can assist faculty in determining appropriate field trip site accommodations for their particular student.

INSTRUCTIONAL OUTCOMES ASSESSMENT

Each year additional projects such as divisional or discipline assessments and evaluation of college services are conducted. The attitude of the faculty toward these activities contributes greatly to having the students complete the tools in a thoughtful manner and enable us to plan improvements to the programs at LCC. Periodically classes will also be asked to complete course/faculty evaluations. Please have ALL of the students in your class complete the class evaluation even if it is being returned to your hiring institution.

STUDENT CONFIDENTIALITY AND TEACHER STUDENT COMMUNICATION

The Federal Education Right to Privacy Act (FERPA) applies to ALL education records maintained by the college, or by any party acting on its behalf, which are directly related to a student, including dually and concurrently enrolled students. This includes records, in whatever medium, that reveal a student's name, social security number, college id number or other personally identifying information.

FERPA has importance for faculty for several reasons. A student has the right to expect that performance information will not be shared with a third party (other than other college staff with legitimate educational reasons for requiring the information) and will not be compromised by careless handling of course papers or grade sheets.

Below are some specifics involving access to and responsibility for confidential information that faculty should find relevant.

- A. All students, regardless of age, are considered adults when enrolled in college and thus are protected from parental inquiries as well as from those by strangers. If a parent or other family member asks about a student's grades, attendance, performance, etc., you must have the student's consent to give out that information. Consent forms are available in the HCC and PGCC Registrar's office.
- B. Phone voicemail or verbal messages given in conversation with someone else answering the student's phone are not considered to be a secure way to share confidential information with students. Confidential information such as grades may not be left on students' answering machines because other individuals might have access.
- C. Email is not considered to be a secure way to share confidential information with students. Sending information in email form is the electronic equivalent of sending information on a postcard where it might be possible for others to see it.

Confidential information such as grades should not be sent over email unless a student signs a waiver. A waiver can be a simple document that states that the student gives you permission to share information concerning grades through email. This applies to college email accounts or with private email accounts. Students should be directed to use college email accounts or Blackboard/Canvas sites for communications related to their courses.

- D. It is okay to tell a caller that a student is enrolled in your class. It is not okay to give out the class time, day, or location. You have no idea why the caller wants that information.
- E. Investigators doing background checks should always be able to give you proper identification and a copy of a student-signed release form.
- F. It is NEVER appropriate to share a student's social security number, student ID number, address/telephone number, GPA or individual grades without the student's written consent. The only exception to this is for law enforcement purposes. And those requests should come to you either through Campus Police or through the Registrar. Student phone numbers and email addresses are considered confidential information. Student phone numbers should not be shared with the class unless volunteered by the student. Class phone trees can be compiled and distributed to the whole class as long as it is made clear to students that they are sharing this information voluntarily and can withhold this information if they wish. Student email addresses should not be shared with the class unless volunteered by the student. This applies to college email accounts or with private email accounts. When sending an email message to your entire class or to a distribution list, it is recommended that you utilize the Blind Carbon Copy function in your email program. This will allow you to send a message to a distribution list or to several individuals without addresses being visible to all parties.

In compliance to the FERPA requirement of protecting a student's confidential information, grades should not be posted on any door or wall. HCC students have access to grades through HCC Express. PGCC students will receive grades in the mail. Please refer to PGCC's FERPA statement at https://www.pgcc.edu/About_PGCC/Consumer_Info/Protecting_Your_Personal_Information.aspx

INSTRUCTIONAL SUPPORT RESOURCES

Administrative Support

The staff at the Laurel College Center can assist you with AV, room assignments and other requests. Any typing job should be done through the department secretary on your

main campus (note: Computers and printers are available for faculty use – see below). A copier is available for faculty use, but large copying jobs should be done on main campus.

AV Requests

Most LCC classrooms now have Smart Technology podiums which includes Document Readers, DVD/VCR Combo players, and connections for Apple Tablets. All classrooms have dry erase boards, ceiling projectors, computer and screens. If you need any additional AV, please call the IT staff office at: **443-518-4168**. If you would like a tutorial on the Smart podiums, you can also arrange that through the IT office. For more information about the Smart technology available at LCC, go to www.laurelcollegecenter.org and click on the “AV Information” button in the upper right hand corner. Additionally, if you have AV equipment in your classroom, please lock the door upon leaving and make sure the ceiling projector is turned off.

Copying, Phones, Etc

There is a copying machine (for faculty use only, students pay \$.25/copy) and fax machine (also a microwave and refrigerator) available to you in the main office, room 205. Phones are available in the main office, as well as in the teacher’s workrooms on the 2nd and 5th floors, as well as the tech room on the 4th floor. The phones are a “443” area code, so some calls may be long distance. Dial “9” to get an outside line. To call HCC’s main campus, you need only to dial the last 4 digits. PGCC’s main campus is long distance, so you must first dial a “9” and a “1” before the full 10-digit number. To get the Laurel College Center’s main office, dial x4162 or x4500, the tech office is x4168. There is also a payphone on the 3rd floor, directly across from room 302.

Phones have also been installed in all of the LCC classrooms (see below).

E-Mail Accounts

Both HCC and PGCC will communicate with their instructors via email. Contact your division chair person for information about getting an email account.

Technical Support for HCC faculty is available at 443-518-4444

Technical Support for PGCC faculty is available at 301-546-0637.

WIFI

LCC has Wi-Fi available throughout the center. PGCC faculty/students should choose the PGCC-WLAN network. Please use your Owl Link username and password to log in. HCC faculty/students should choose HCC-WLAN. Use your HCC Express username and password to log in. Non-PGCC faculty/students: choose PGCC-AIR from the list of available networks. From there, open your browser and head to any website. You will be redirected to our login page. At the login page, enter an email address, click “sign-on” and from there you should continue on to the website.

Internet Enhancements

HCC Faculty

All Howard Community College faculty are welcome to use a supplemental Canvas site for their course. Faculty are automatically provided a Canvas site for each of their courses in which students, including those from PGCC, are automatically enrolled. Course sites are unpublished by default. If you wish to use it as a tool of instruction you need only add content and publish the site to make it accessible to all registered students. Information on training opportunities are advertised through HCC email. Contact your course coordinator about any division requirements related to using Canvas sites.

PGCC Faculty

PGCC Guidelines for Supplemental Blackboard Site Requests

1. A Blackboard course site will be available in Blackboard for you once you are entered as the instructor of record in Colleague.
2. HCC students will receive an email with information about how to log onto Blackboard from eLearning Services staff. Faculty can also receive a handout to give to their students with this information from the Laurel College Center staff.

Updating the PGCC Blackboard Roster

1. PGCC students will be automatically enrolled in (and dropped from) the Bb site.
2. HCC students will be manually added to the Bb site by the eLearning Services staff. HCC students are not automatically dropped; faculty must contact the PGCC eLearning Services office to remove an HCC student from the Bb site.
3. All students may contact the PGCC eLearning Services office for assistance with Blackboard. elearning@pgcc.edu or 301-546-0463.

Library

At the Laurel College Center, students can use the Open Computer Lab in room 404 or the Virtual Library in room 402 to access the same research databases that are available at the library on the PGCC main campus. The Library's collections of 170,000 ebooks,

65,000 streaming videos and more than 50 databases are available online at LCC and anywhere via a computer, tablet, or other device. Go to the PGCC Library website, <http://library.pgcc.edu> to access the resources. Use an Owl Link username and password to sign in. When assistance is needed, call the Research Information Desk at 301-546-0476 or access the chat service at the Library home page. Additional resources from the Library website include: Faculty Resources http://pgcc.libguides.com/faculty_resources, Research Guides (by subject) <http://pgcc.libguides.com/researchguides>, and the Research Tutorial which includes an overview of the research process with interactive quizzes, <http://libguides.com/c.php?g=60038>. Library brochures and bookmarks are available in the LCC lab.

The PGCC Library offers Library Research Instruction face-to-face and via Blackboard. To schedule face-to-face or online instruction sessions, go to the PGCC Library website, <http://library.pgcc.edu> and click “Library instruction Request” in the left menu. Call the Research Information Desk, 301-546-0476 with questions or concerns.

HCC faculty should contact the HCC Library staff to make arrangements for their PGCC students to use materials on E-reserves.

Open Computer Lab

There is an open computer lab on the 4th floor (Lab 404) available to all students taking courses at LCC. Laurel College Center Open Computer Lab hours are:

Mon -Fri	8:00 AM - 9:00 PM (Friday evenings only when classes are held.)
Saturday	8:30 AM – 4:30 PM
Sunday	CLOSED

Open lab hours are subject to change.

LCC CLASSROOM & BUILDING PROCEDURES

Please help us to maintain an appropriate environment in the college areas.

Classroom Maintenance

You are allowed to rearrange the room, but please return chairs and tables to their original positions. In consideration of the instructors that follow you, please erase the boards at the end of class. Also, please make sure ceiling projector has been turned off.

Class Meeting Times

Please let the main office know if you are not planning to hold your class at the assigned place and time. Please see section on faculty attendance policies.

Eating/Drinking

Eating and drinking are not allowed in any of the classrooms or computer labs. There is a break room located on the 4th and 5th floors, which is available for student/faculty use. Vending machines are located in the break rooms on the 4th and 5th floors, as well as on the 3rd floor across from room 304.

Faculty Information Card

Along with a Faculty Letter, class rosters, and final exam schedule, you will receive a Faculty Information Card on the first day of class. Please fill this out right away and return it to the main office in room 205. This card is kept on file and used to contact you in case of emergency. You also have the opportunity to identify what information (home phone, work phone, email, cell phone), if any, the staff are allowed to give out to students.

Faculty Workroom

A faculty workroom is available on the second floor, next to the main office, in room 204 and on the 5th floor, room 506 (door code “3125”, **please push “lock” button when leaving**). A computer, printer, phone, and work area are available for your use. If you need an office to meet one-on-one with a student, please schedule this with the main office.

Your classroom may be available for office hours either immediately before or after class. Please check with the main office in room 205 for room availability.

Mail

There is a mailbox assigned to each instructor. They are located in the main office (room 205). **PLEASE CHECK YOUR MAILBOX BEFORE EACH CLASS.**

Interoffice mail is delivered to HCC’s main campuses on Monday, Wednesday, and Friday. Mail is delivered to PGCC’s main campus on Tuesday and Thursday. Any mail that arrives for you from main campus will be put in your mailbox.

Classroom Phones

Phones have been installed in **all** classrooms. You may reach any HCC phone simply by dialing the last four digits of the number. You can reach the PGCC main campus by dialing: 9-1-301-336-6000. There are also buttons labeled “Security” and “Tech”. “Security” reaches all the phones in the main office. “Tech” reaches all the phones in the IT office. You cannot make any other outside calls on these phones.

LCC Office Hours

In addition to normal operating hours, LCC’s main office is open and staffed whenever classes are being held. The office opens at 8:00am, Monday through Friday and on Saturday, and remains open until the last student and instructor leaves. LCC is not open

on Sunday. Please note: LCC closes as soon as possible after the last scheduled class. Instructors should vacate their classrooms no later than 15 minutes after the class end time.

Parking

If you are teaching a class that begins before 5:00pm, you must come to the main office (room 205) to obtain a permit in order to park in the building's parking lot. Faculty may also choose to park in the yellow lined spaces at the Laurel Shopping Center, directly behind the building. There is a walkway between Books-a-Million and Sprint that leads to the second floor of the building. Handicapped parking is available in the side parking lot. After 5:00pm and any time on Saturday: Faculty (and students) may park in the building's front and side parking lots. No parking permit is required at these times.

STUDENT SERVICES AVAILABLE AT THE LAUREL COLLEGE CENTER

ACADEMIC ADVISING

Students should meet with an advisor prior to the start of each term. Advisors assist students with building an academic plan so that they can reach their academic goals and develop a pathway leading to graduation and successful transfer. Advisors provide students information and recommendations regarding areas of study, , course selection, course waivers , and potential transfer institutions. A full-range of services, such as transcript evaluation, graduation audit, and selective admissions (allied health and international student programs) may require consultation with staff at the home campus. Students can also contact PGCC and HCC staff about course information and advising questions through e-mail:

PGCC students: LaurelStudent@pgcc.edu

HCC students: laurelinfo@howardcc.edu

Advising Hours

Academic advisors are available to meet with students at the Laurel College Center during times:

PGCC Advisors: Mondays and Wednesday, 11 a.m. - 3 p.m. and 4 - 7 p.m.

Tuesday, Thursday, and Friday, 8:30 a.m. – 4:30 p.m.

HCC Advisors: Tuesdays and Thursdays, 11 a.m. - 2 p.m. and 4 - 7 p.m.

CAREER SERVICES, PERSONAL COUNSELING, ETC.

Students should be referred to their main campus for these specialized services.

HCC Students: To schedule an appointment with either personal or career counselors have the student call 443-518-4840. Concerned faculty of HCC students in crisis can call for consultation with a personal counselor. Information on our services and materials to aid students and faculty can be found on our website at <http://www.howardcc.edu/services-support/career-services/>

PGCC Students: Career Services are located in Marlboro Hall room 2102. Students can call (301) 546-0109 for times and services. Personal counseling is available in Bladen Hall, room 122. Students may walk in to schedule an appointment or call (301) 546-0149 Monday through Friday from 8:30 am – 4:30 pm. Additional information can be found on the college website under student development services.

https://www.pgcc.edu/Services_and_Support/Support_Services/Career_Services_Refresh/Career_Services.aspx

http://www.pgcc.edu/Services_and_Support/Support_Services/Counseling/Counseling_Services.aspx

DISABILITY SUPPORT SERVICES

Students with a documented disability who need special accommodation should identify themselves to the Laurel College Center director AND their home campus disability support service office. The LCC director can help coordinate the need for a disability accommodation with the home campus. Students must provide acceptable documentation, register, (and for PGCC students, submit a paid tuition bill receipt one month or more before the start of classes) and make an appointment to discuss accommodations before the start of classes with their home campus disability support service office. Additional information can be obtained by calling:

PGCC students: 301-546-0838 or 301-546-0122 (TDD)

HCC students: 443-518-4629 or 443-518-4606 (TDD)

PGCC: Students with documented disabilities may request academic accommodations through the Disability Support Services Office (DSS). These services comply with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 which mandate program accessibility for students with disabilities in postsecondary institutions receiving federal funds. The college is obligated to provide **reasonable** accommodations, auxiliary aids and services to qualified students with disabilities to ensure their effective participation in all college programs and services.

Students do not have to disclose a disability to the college if they are not requesting services. However, for those students who choose to self-identify, they must provide current documentation of disability to support reasonable accommodations. They must also register, pay for courses, and bring their paid tuition bill to DSS one month prior to the beginning of classes to avoid delays in service.

PGCC students with disabilities who are attending the LCC should identify themselves to the Laurel College Center Director who will help coordinate the need for a disability accommodation with the Largo campus. Students should request academic accommodations as early as possible to avoid delays in service. Additional information can be obtained by calling: [301-546-0838](tel:301-546-0838).

TEXTBOOKS

Textbooks are available at both HCC and PGCC bookstores. When ordering on the phone or online, students can request to have their textbook delivered to LCC. Students need to be careful to buy the text being used at Laurel since it may differ from the text being used on main campus.

Bookstore: PGCC is running an on-site bookstore at LCC during certain peak registration periods. The bookstore will sell only those books required for classes at Laurel College Center.

TUTORING

A Writing Center and a Biology/Math Tutoring Center are now available at the Laurel College Center. This math tutoring is in addition to the drop-in Math Tutoring mentioned below. Days and times for the LCC Writing and Tutoring Centers vary each semester and requires an appointment. Please have students check at the main office for more information.

Scheduled weekly tutoring sessions are available on the main campuses.
PGCC students should be referred to the Tutoring and Writing Centers at 301-546-0748.
HCC students should be referred to the Learning Assistance Center at 443-518-4822.

Drop-in Mathematics Tutoring is available at LCC. Times vary each semester. Informational signs are posted each semester with room location and times.

SECURITY

Security staff are present at the LCC during day, evening, and Saturday classes and routinely patrol the site. Students or faculty who need assistance should contact the main administrative offices (Room 205).

ACADEMIC POLICIES, PROCEDURES, AND GENERAL INFORMATION

PROCEDURES FOR RESOLUTION OF STUDENT CONCERNS INVOLVING FACULTY

Complaints about Instructor Behavior

Students who have complaints about an instructor's behavior should contact the director of the Laurel College Center. The director will refer the complaint to the appropriate academic department chair of the hiring institution.

Grade Appeals

Students have the right "to fair and unbiased academic evaluations based upon defined criteria, appropriate to the course, of which the instructor has advised them in writing at the beginning of the course (i.e., Course Syllabus), and to the review of academic evaluations."

Both colleges expect that questions about grades and performance in class will normally be discussed first with the instructor. HCC specifically requires that "before filing an academic complaint, the student must seek resolution informally by scheduling an appointment with the instructor to discuss the problem".

The next level of appeal beyond the instructor is with the department chair of the hiring institution. If the student is unable to resolve the issue at this level, then he/she should follow the appeal process of his/her own institution. In the case of unresolved appeals which involve students from the other institution, the chair of the hiring institution will send a written report to the chair of the student's home institution.

PROCEDURES FOR DEALING WITH DISRUPTIVE STUDENT BEHAVIOR IN INSTRUCTIONAL AREAS

Given the nature of our partnership here at the Laurel College Center, it is sometimes difficult to discern whom to contact when you have a concern. Please contact the Director of the Laurel College Center, if you need assistance with a student issue. Below are brief descriptions of the procedures expected when dealing with a disruptive student whether inside or outside of the classroom. Generally, we will follow the student disruption procedure of the student's home college. The links connect you to the student handbook for each college.

HCC link <http://www.howardcc.edu/student-life/about-student-life/student-handbook/>

PGCC link http://www.pgcc.edu/student_life/student_handbook.aspx

Primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty member to leave the class for the remainder of the class period. Longer suspensions from a class or dismissal on disciplinary grounds must be preceded by a hearing or disciplinary conference, as set forth in the student judicial process. The term "prohibited acts" would include behavior prohibited by the teacher (e.g. eating in the classroom, persistently talking without being called upon, refusing to be seated, disrupting class by leaving and entering the room without authorization, use of cell phones or pager during class, etc.) The lawful expression of a disagreement with the teacher's viewpoint is not itself "disruptive" behavior. College policies on classroom disruption cannot be used to punish lawful classroom dissent.

Strategies to Prevent & Respond to Disruptive Behavior

- Clarify standards for the conduct of your class. For example, if you want students to raise their hands for permission to speak, say so.
- Serve as a role model for the conduct you expect from your students.
- If you believe inappropriate behavior is occurring, consider a general word of caution, rather than warning a particular student (e.g., "we have too many contemporaneous conversations at the moment; let's all focus on the same topic.")
- If the behavior is irritating, but not disruptive, try speaking with the student after class. Most students are unaware of distracting habits or mannerisms, and have no intent to be offensive or disruptive.
- There may be rare circumstances when it is necessary to speak to a student during class about his or her behavior. Do so in a firm and friendly manner, indicating that further discussion can occur after class.
- A student who persists in disrupting a class may be directed by the faculty member to leave the classroom for the remainder of the class period. The student should be told the reason(s) for such action, and given an opportunity to discuss the matter with the faculty member as soon as practicable. Prompt consultation should be undertaken with the Director of the Laurel College Center. Suspension for more than one class period requires disciplinary action, in accordance with the Student Code of Conduct.
- If a disruption is serious, and other reasonable measures have failed, the class may be adjourned, and LCC security should be summoned in the evenings or LCC staff from the main office should be summoned in the day.

Issues Involving an HCC Student

Please refer to the current student handbook for specific definitions, penalties etc. concerning disciplinary action. The various topics covered include academic honesty, code of conduct, and the student judicial process. Many sub-topics are addressed and if there are any other specific concerns that need more assistance, you can email your Division Chair the situation and the Division Chair will contact Student Services. Concerns about student behavior for an HCC student should be forwarded through the ASSIST program found at this link:
<http://www.howardcc.edu/academics/HCCSIP/index.html>

Code of Conduct Violation

Disruptive classroom behavior is a disciplinary violation under HCC's Student Code of Conduct. As such, students accused of this type of violation are subject to a disciplinary conference of hearing, depending upon the nature and frequency of the disruption.

Procedural Protections

HCC Students accused of disciplinary violations are entitled to the following procedural protections:

- To be informed of the specific charges against them.
- To be allowed to request an informal resolution of the case.
- To be allowed reasonable time to prepare a defense.
- To hear and respond to all evidence upon which a charge is based.
- To call and confront relevant witnesses.
- To be assured of confidentiality, in accordance with the terms of the Family Educational Rights and Privacy Act of 1974.
- To be allowed to request that any person conducting a disciplinary conference, or serving as a discipline conference member or chair, be disqualified on the grounds of personal bias.
- To be provided with a copy of these rights prior to any conference or discipline hearing.
- To be considered innocent of the charges until proven guilty by a preponderance of the evidence.

Issues Involving a PGCC Student

Please refer to the current PGCC student handbook for student code of conduct, definitions, penalties etc. concerning disciplinary action. The various topics covered include code of conduct violations and the student judicial process. Many sub-topics are addressed and if there are any other specific concerns that need more assistance, you can email your Department Chair about the situation and the Department Chair will contact Student Services. Concerns about student behavior for a PGCC student should be conveyed by using an Incident Report form via the following link:
<https://publicdocs.maxient.com/incidentreport.php?PrinceGeorgesCC>

Code of Conduct Violations are located on pages 107-110 of the Student Handbook 2015-2015, http://www.pgcc.edu/Student_Life/Student_Handbook.aspx

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

- (1) Level II: If a student's behavior, in addition to disrupting the instructional area, presents a threat to the safety of those present, which may include, but is not limited to, being under the influence and/or in possession of alcohol or illicit drugs, fighting, assault, battery, threatening others with assault or physical harm, carrying a gun or other deadly or dangerous weapon, or engaging in other verbal or physical conduct that creates an intimidating, hostile, or threatening educational environment, the instructor should:
 - a. Order the student to stop the disruptive behavior and leave the area.
 - b. Call 1-866-228-6110 or 443-518-4500/4162 or assign someone to call or come to the LCC main office, room 205. Someone will come immediately.
 - c. Notify the department chair and dean, and file a charge under the Code of Conduct with the vice president for Student Services.
 - d. If the instructor believes that the student's presence within the college presents an immediate threat to the safety of the college community, the instructor should request, through the dean and vice president for Student Services, that the student be placed on interim suspension.
 - e. Unless interim suspension has been imposed by the vice president, the disruptive student will be required to meet with the dean and/or the vice president for Student Services prior to being permitted to return to class. The instructor will also be present at the meeting unless specifically excused for good cause by the dean and/or vice president. The meeting will be held at the earliest time

practicable, but in no event later than three (3) working days subsequent to the instructor's action. The meeting shall be informal in nature. The official conducting the meeting shall seek to determine whether the student should be permitted to return to the instructional area or should be excluded pending resolution of the matter, and provide the student with an explicit warning as to the consequences of any future disruption. The results of this meeting will determine the student's access to work missed.

- f. In addition, the instructor may file charges under various criminal laws, such as §26-101 of the Education Article of the Maryland Code, which provides criminal penalties for persons found guilty of willfully disturbing activities at an institution of higher education.
- g. Level I: Except for disruptive behavior provided for under section (i) above, the following procedures should be used:

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

- 1) Order the student to immediately stop the disruptive behavior and give the student a verbal warning.
- 2) Make a written note of the warning for the instructor's files.
- 3) Talk with the student after class to explain the consequences of any further disruption.

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

- 1) Inform the student of the infraction and order the student to leave the instructional area.
- 2) If the student leaves voluntarily, the instructor shall select from the following options for possible readmission into the class, and, to the extent practicable, inform the student of the option before the next class period:
 - a) Permit the student to return the next class period whether or not a charge is filed under the Code of Conduct; or
 - b) Require that the student meet with the Director of the Laurel College Center. At this meeting, the disruptive behavior is laid out (once again) for the student who is told that if this behavior occurs one more time, he cannot return to class until meeting with the PGCC Vice President of Student Services. The student signs a letter that states this information, outlines the meeting and the behavior in question, and then is allowed to return to class.
 - c) Failure or refusal by the student to attend the scheduled meeting will result in the matter being referred to the vice president for Student Services for such

further action that the vice president deems appropriate, and the student shall be excluded from class until the matter is settled.

- d) If the student refuses to leave, the instructor shall advise the student that the failure to leave voluntarily renders the student liable for immediate suspension, dismissal, or expulsion, as well as criminal prosecution for trespass. If the student still refuses to leave, the instructor shall call the LCC main office, room 205, for assistance. 1-866-228-6110 or 443-518 - 4500/4162.
- e) If the student has had to be removed by the campus police, the instructor is obligated to file a charge under the Code of Conduct, and unless interim suspension has been imposed, the student will be required to meet with the dean and/or the vice president for Student Services prior to being permitted to return to class. The instructor will also be present at the meeting unless specifically excused for good cause by the dean and/or vice president. The meeting will be held at the earliest time practicable, but in no event later than three (3) working days subsequent to the instructor's action. The meeting shall be informal in nature. The official conducting the meeting shall seek to determine whether the student should be permitted to return to the instructional area or should be excluded pending adjudication of the charge. The results of this meeting will determine the student's access to work missed.

PROCEDURES CONCERNING STUDENT ACADEMIC HONESTY

Faculty should familiarize themselves with the academic honesty policy of both institutions. Links are provided below.

HCC <http://howardcc.uberflip.com/i/542144-hcc-studenthandbook2015-uberflip>

PGCC http://www.pgcc.edu/student_life/student_handbook.aspx

Definition, Penalties and Procedures for HCC students

Details concerning HCC's academic honesty policies and procedures can be found in several sources including the student handbook and the adjunct faculty handbook.

After discussing a concern about academic dishonesty, a report should be made through the ASSIST program at:

<http://www.howardcc.edu/academics/HCCSIP/index.html>

1. Academic Honesty means the use of one's own thoughts and materials in the writing of papers, taking of tests and other classroom related activities. Any student intentionally aiding another student in any infraction of the academic honesty policy is considered equally guilty.
2. Students are expected to give full credit for the borrowing of other's words or ideas. Intentional or unintentional use of another's words or ideas without acknowledging this use constitutes plagiarism.

There are four common forms of plagiarism:

- a. The duplication of an author's words without quotation marks and accurate references or footnotes.
 - b. The duplication of an author's words with footnotes or accurate references, but without quotation marks.
 - c. The use of an author's ideas in paraphrase without accurate references or footnotes.
 - d. Submitting a paper in which exact words are merely rearranged even though footnoted.
3. Misrepresentation is the submission of materials for evaluation that are not the student's own.
 4. Unauthorized use of notes, copying, using another individual's materials, or prior knowledge of instructional materials during tests, quizzes, or other educational experience shall be considered a violation of the Academic Honesty Policy.

First Infraction. For the first infraction of the Academic Honesty Policy the faculty member shall give the student an "F" or its equivalent on the paper or examination in question. This action could result in a final grade lower than it otherwise would have been. The appropriate division chair at HCC shall be informed of the infraction in writing, and the office of the executive vice president will notify the student in writing of the consequences and implications of this infraction. If you are a PGCC instructor, the office staff at Laurel can provide you with contact information for the appropriate division chair.

Second Infraction. A second infraction of academic dishonesty, either in the same course or in another course, will result in an automatic "F" in the course in which the second infraction incurred. The student will be dropped from the course and barred from further class participation. The appropriate division chair shall be informed of the incident in writing and will notify the office of the executive vice president. The student will be notified in writing that they must make an appointment with the associate vice president. The associate vice president will meet with the student involved and apprise the student of the implication of this second infraction.

Third Infraction. A third instance of plagiarism or any behavior involving an infraction of the Academic Honesty Policy will result in disciplinary action as determined by the Student Judicial Process.

Academic Procedures For Resolving Alleged Academic Dishonesty For PGCC Students

A. Code of Academic Integrity

- (1) Academic Integrity is one of the highest standards to which students, faculty, and staff should adhere. The Code of Academic Integrity, which upholds the values of honesty and integrity, advances the basic principle of honest representation in

students' work. Faculty members are responsible for making students aware of the Code of Academic Integrity at the beginning of every semester.

It is the student's responsibility to know, understand, and be conversant with the tenets and sanctions associated with a violation of the Code of Academic Integrity. Lack of awareness of the policy shall not be considered a defense against the allegation of plagiarism or cheating. The College shall maintain responsibility for providing information about the Code of Academic Integrity through its student admissions, enrollment, and advising processes as well as through faculty orientation/professional development programs.

(2) Procedures for Suspected Plagiarism/Cheating:

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

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

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

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

(3) Academic Integrity Sanctions

(i) After the Incident Report Form has been submitted to the Office of the Vice President of Student Services:

- (a) The faculty member shall assign a grade of “zero” for the assignment.
- (b) The Office of the Vice President for Student Services shall send written notification of the report to the student.

(ii) If the charge of plagiarism/cheating outlined in the Incident Report Form is validated by the Office of the Vice President for Student Services and is considered to be the student’s first violation, the vice president for student services and/or designee:

- (a) Shall create a breach of academic integrity record and shall send a letter to the student’s college email and physical address of record explaining the nature of the offense with an admonition that any further instances will result in disciplinary action.
 - i. Faculty members shall be copied on letters sent from the Office of the Vice President for Student Services.
- (b) Shall meet with the student to discuss the alleged violation(s).

(iii) If the vice president for student services and/or designee finds that the student has committed one or more previous violations of the Code of Academic Integrity, then the Office of the Vice President for Student Services:

- (a) Shall notify the reporting faculty member of the student’s previous violations of academic integrity.
- (b) Shall call a disciplinary hearing at which appropriate sanctions will be determined.
- (c) Shall consult with the faculty member and the Vice President of Academic Affairs after the hearing and determine if an “F*” is warranted. If warranted, an “F*” will be added to the student’s transcript for the class in which the second or higher infraction occurred. An “F*” on the academic transcript denotes a violation of the Code of Academic Integrity.
 - i. Dual F* Process: The Offices of the Vice President for Student Services and the Vice President for Academic Affairs work in tandem to ensure that “F*” grades are properly reviewed and processed. The Vice Presidents for Student Services and Academic Affairs must both approve of the grade change before it is completed. Academic Affairs provides the final signature for approval in this process.
- (d) Shall apply the relevant provisions governing disciplinary proceedings in the Student Code of Conduct. A record of multiple violations may result in suspension or expulsion.
- (e) Shall send official notice to the faculty member’s college e-mail account detailing the final outcome of the disciplinary hearing.

- i. The student conduct process must continue should the student fail to attend a scheduled hearing.
 - ii. A student's failure to attend a scheduled hearing after reasonable attempts to contact the student indicates responsibility for the alleged violation(s).
- (iv) If, after a decision to award an "F*" has been made, a student withdraws or changes from credit to audit status in the class in which the incident occurred, the Office of the Vice President for Student Services:
 - (a) Shall approve a grade substitute of "F*" on the student's transcript.
 - (b) Shall notify the faculty member of the "F*" grade change and shall send written notification to the Admissions and Records Office that an "F*" is to be recorded for the course.
 - (c) Shall notify the student in writing using the student's college email.

B. Appeal Procedure for Breaches of Academic Integrity

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

C. Student Academic Complaints

- (1) Complaints of an academic nature are generally resolved within the division offering the course in which the complaint occurs. Questions or disagreements

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