

Policies and Procedures

TO THE STUDENT: Every college has its policies and procedures. We have our policies too, and we strongly urge you to read the College Catalogue, the Student Handbook and the materials in your new student packet so that you will be informed about your education. We would like to make your life here as easy as possible, so we have summarized the most important policies and procedures for a student to know. Familiarity with these policies and procedures will help you take full advantage of your education at Garrett.

2009-2010 GARRETT COLLEGE INCLEMENT WEATHER PROCEDURES

Garrett College has implemented the following class cancellation procedures in order to serve the students, faculty, and staff. The College administration will use its best judgment in determining a delayed opening or closing of the College campus. Since Garrett County covers a large area in square miles, weather and/or road conditions may vary. Therefore, the final judgment on traveling to class or work shall be the responsibility of the individual student or the employee, but college expectations for work and study will be uniform.

When classes are cancelled, the following possibilities will exist:

Announcement	Interpretation of the Announcement**	Announcement Deadline
Closed	Only essential employees report to work.	6:30 a.m.
Garrett College will open at 10:00 a.m.	Employees report at 10:00 a.m. Classes with a start time before 10:00 a.m. will not meet. Classes that start at 10:00 a.m. or later will meet as scheduled.	6:30 a.m.
Only morning classes cancelled	Employees report at 12:00 noon. Classes with a start time before 12:00 p.m. will not meet. Classes that start after 12:00 p.m. will meet as scheduled.	6:30 a.m.
Afternoon classes cancelled	Classes with a start time of 11:45 a.m. to 4:30 p.m. will not meet. All other classes (morning as well as evening) will meet as scheduled.	10:00 a.m.
Evening classes canceled	Classes with a start time after 4:30 p.m. will not meet.	3:00 p.m.

*** Only essential employees are to be on GC Property during any of the above closings.*

Announcements will be broadcast over the following media outlets (on both weekdays and weekends):

Radio & Television:

WWHC (92.3 FM)

WKGO (106 FM)

WMSG (1050 AM)

WFRB (105.3 FM)
WKMM (96.7 FM)
WKHJ (104.5 FM)

WQZK (94 FM)
WAIJ (90.3 FM)
TV: WDTV-5
Bridgeport, WV

WTBO (1450 AM)
WVAQ (101.9 FM)
WROG (102.9 FM or 1230 AM)

Internet Websites:

- www.garrettcollege.edu (website notification)

Garrett College Weather line:

- (301) 387-3198

EMERGENCY NOTIFICATION SYSTEM:

As we look to improve services to the campus community, we have added an emergency notification system. This system will allow our security staff to notify the campus community of emergency situations as well as school closings due to inclement weather. This system is free to you (except what your cell phone carrier may charge for the text message). In order to take full advantage of this system, please follow directions:

1. Click on the following link: <http://www.e2campus.com/my/garrettcollege/>
2. (Click) I Need to Create an Account
3. Create a User Name and Password (Write it down as you will need it later)
4. Insert your cell phone number in the box marked "Mobile Phone"
5. Select your mobile phone carrier
6. Opt-out date: Dec 31, 2011
7. (Click) Box Agree to Terms and Services
8. (Click) Create Account
9. You will receive a text message on your cell phone that will include a code. Go back to the website and enter the code in the Validation box
10. You are done!!

** If you want to also receive notification via email, this system allows you to add your email address as well.

ADDING A COURSE

A student may add a class through the Friday of the First Week of Classes. A student seeking to add an evening course that meets on Monday or Tuesday in the following week may do so, if the course has not yet been met.

DROPPING A COURSE

Course drop regulations vary depending upon the type of course, standard or non-standard.

DROPPING A STANDARD COURSE:

If the course is a 'standard course', a student may drop the course through the first week of classes (or its equivalent) with no academic or financial penalty. The "Last Date to Drop a Standard Course" is published in the AYC, and a student who drops a standard course before/on this date will be eligible for a 100% refund for tuition and fees.

DROPPING A NON-STANDARD COURSE:

If a non-standard course begins before the first day of the semester/term a student may drop the non-standard course up to two weeks before the first class meeting. A student who drops the course up to two weeks before the first class meeting will be eligible for a 100% refund of tuition and fees. A student who remains enrolled after two weeks before the first class meeting will be considered enrolled in the course and will be responsible for all tuition and fees for the course. There is no partial refund for these courses.

If the non-standard course begins after the first day of the semester/term the student must drop the course within the drop period (the first calendar week of classes or its equivalent) for the semester/term to receive a full refund. If a student does not drop within the drop period for the semester/term the student will be considered enrolled. There is no partial refund for these courses.

ENROLLMENT AND GRADING STATUS

A student who registers for a course is considered enrolled in the course until (s)he takes action to drop, to withdraw, or is withdrawn. A student who is considered enrolled in a course (standard, non-standard or MTDI) and who does not drop or withdraw during the allowable periods for the course will receive a letter grade in the course and is responsible for all financial obligations.

Never attending or ceasing to attend a course does not constitute dropping or withdrawing. A student who never attends a class or who stops attending a class without officially dropping/withdrawing in writing will be subject to a failing grade and is responsible for associated tuition and fees. No refunds will be available in such instances.

All requests for a change in enrollment status must be filed in writing with the Office of Records and Registration. The timing of the drop/withdrawal may impact a student's academic standing and eligibility to receive financial aid. The date of the drop/withdrawal from a course is the date the written notice is received by the Office of Records and Registration.

TUITION REFUNDS

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

STUDENT CODE OF CONDUCT

All enrolled students at Garrett College are required to follow all College policies and procedures and are required to conduct themselves at all times in a professional, ethical, and appropriate manner.

Students who fail to meet the standards of behavior, including academic behavior, as outlined in the Student Code of Conduct will be subject to Student Conduct Review and may be subject to sanctions. Students should be aware that sanctions may include removal from the residence halls and/or the College for a period of time or permanently.

Details of the Student Code of Conduct, Student Conduct Review, and sanctions can be found in the Student Handbook and on the College website. Students are responsible for knowing the code, the review process, and possible sanctions. Failure to become knowledgeable is not an affirmative defense for violation of the code.

HARASSMENT/ASSAULT POLICY

Garrett College believes that all students deserve a safe learning and work environment free from harassment or intimidation. To promote such an atmosphere the College has clear policies regarding behavior and treatment of all members of the College community based on mutual respect and recognized standards of behavior for educational institutions. The College does not tolerate behavior that constitutes sexual harassment, sexual assault, or hate crimes. For details consult the Student or Personnel Handbooks.

ACADEMIC HONESTY:

All students at Garrett College are expected to adhere to a code of academic honesty and integrity. Violations of the code of academic honesty, as stated in the Code of Student Conduct, include all forms of cheating (giving or taking answers), plagiarism, and misuse of college documents or instruments. Students found to be in violation of the code of academic honesty will receive an "F" in the course in which dishonesty occurred and will be expelled from all other courses. The student will be academically suspended from Garrett College for a minimum of one semester. Additional penalties may be incurred as each violation is investigated and reviewed on an individual basis.

STUDENT GRIEVANCE PROCEDURES

A student who feels that (s)he has not been treated according to College policy or as required by applicable state or federal regulations or law may file a grievance. For details refer to the Student Grievance Policy in the Student Handbook.