
GARRETT COLLEGE

2011-2012 STUDENT HANDBOOK

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

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

WELCOME! FROM THE DEAN OF STUDENT LIFE

Dear Garrett College Students:

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

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

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

Sincerely,

George Brelsford
Dean of Student Life

GARRETT COLLEGE

MISSION AND GOALS

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

INSTITUTIONAL GOALS:

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

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

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

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

Community Service: Serve, within the scope of available resources, the specific needs of the community through partnerships with local government, businesses, community and arts organizations, schools, and non-profit agencies; and by

providing continuing education courses for personal enrichment, lifelong learning, and community need.

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

CAMPUS DIRECTORY

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

Academic Affairs	3054.....	LC-623
Admissions	3044.....	SC-404
Adventure Sports Office	3330.....	CAOS-1001
Advising, Career and Transfer Services	3046.....	LC-688
Athletics	3052.....	LC-633
Bookstore.....	3042.....	SC-414
Business Office.....	3089.....	FA-707
Continuing Education	3069.....	CE-210
Counseling Services.....	3743.....	LC-691
Disability Services	3077.....	LRC-526
Financial Aid	3012.....	SC-401
Faculty Secretary	3079.....	LC-625
GC Foundation.....	3100.....	CE-213
Health Services	3742.....	LC-683
IT Help Desk	3027.....	TC-310
Laker Café	3041	
Library	3009	
Marketing and Enrollment Management	3045.....	SC-412
Math Lab.....	3092/3075.....	LRC-513
Mountaintop Truck Driving Institute	301-895-3750	
Northern Outreach Center.....	301-895-3750	
Payroll/Personnel.....	3049.....	FA-703
President's Office	3056.....	CE-213
Records and Registration	3153/3047.....	SC-410
Residence Life	3164.....	LC-641
Student Programs		LC-639
Security 24 hours	240-321-5799.....	MT-1506
Southern Outreach Center.....	301-334-3781	
Student Life	3749.....	LC-643
Switchboard	3000.....	SC-404
Transcript Request	3153.....	SC-410
Weather Line	3198	
Writing Center	3032/3008.....	LRC-519

MAP OF CAMPUS

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

LEGEND

- 100 GARRETT INFO. ENTERPRISE CENTER (GIEC)
- 200 CONTINUING EDUCATION
- 300 INFORMATION TECHNOLOGY
- 400 STUDENT CENTER
- 500 LIBRARY
- 600 LEARNING CENTER
- 700 FINE ARTS / BUSINESS ADMIN.
- 800 GYMNASIUM
- 900 GARRETT HALL
- 1000 CENTER FOR ADVENTURE SPORTS STUDIES (CAOS)
- 1200 LAKER HALL
- B BASEBALL PRACTICE
- C BASEBALL CLUBHOUSE
- M MAINTENANCE
- G GARRETT LAKES ARTS FESTIVAL



ACADEMIC CALENDAR

2011-2012

FALL SEMESTER 2011

Sunday, September 4 New Student Residence Hall Check-in
Monday, September 5 *Labor Day Holiday*
Monday, September 5 Student Activity Day and Check-in for Returning Students
Tuesday, September 6 Late Registration / Schedule Adjustment
Tuesday, September 6 New Student Orientation
Wednesday, September 7 **First Day of Classes**
September 7 - September 13 Drop/Add Period
Tuesday, September 13 Last Day to Drop Classes
Tuesday, September 13 Last Day for 100% Refund
Thursday, September 15 Last Day for Payment to Business Office
Thursday, September 15 Last Day for Financial Aid Bookstore Charges
Thursday, September 22 Last Day for 50% Refund
Friday, October 21 Mid-Term Grade Reports Due
Friday, October 28 Last Day to Withdraw from Classes
Monday, November 7 Best Chance Returning Student Registration Opens
Wednesday, November 23-Sunday, November 27 *Thanksgiving Holiday*
Friday, December 9 **Last Day of Classes**
Monday, December 12 - Thursday, December 15 Final Exams
Friday, December 16 Final Grades Due

INTERSESSION 2012

Tuesday, January 3 College Opens
Tuesday, January 3 Late Registration / Schedule Adjustment
Wednesday, January 4 **First Day of Classes**
Wednesday, January 4 Last Day for Payment to Business Office
Wednesday, January 4 Last Day for Financial Aid Bookstore Charges
Wednesday, January 4 Last Day to Drop Classes
Wednesday, January 4 Last Day for 100% Refund
Wednesday, January 11 Last Day to Withdraw from Classes
Monday, January 16 *Martin Luther King, Jr. Holiday*
Friday, January 20 **Last Day of Classes**
Friday, January 20 Final Exams
Monday, January 23 Final Grades Due

SPRING 2012

Sunday, January 22 Residence Halls Reopen
Monday, January 23 Late Registration / Schedule Adjustment
Monday, January 23 New Student Orientation

Tuesday, January 24 **First Day of Classes**
 January 24 – January 30 Drop / Add Period
 Monday, January 30 Last Day to Drop Classes
 Monday, January 30 Last Day for 100% Refund
 Thursday, February 2 Last Day for Payment to Business Office
 Thursday, February 2 Last Day for Financial Aid Bookstore Charges
 Thursday, February 9 Last Day for 50% Refund
Monday, February 20 *President's Day Holiday*
 Friday, March 9 Mid-Term Grade Reports Due
 Friday, March 16 Last Day to Withdraw from Classes
 Saturday, March 17-Sunday, March 25 *Spring Break*
Friday, April 6 *Good Friday Holiday*
 Monday, April 16 Best Chance Returning Student Registration Opens
Wednesday, May 9 **Last Day of Classes**
 Thursday & Friday, May 10-11 and Monday & Tuesday, May 14-15 Final Exams
 Wednesday, May 16 Final Grades Due
 Saturday, May 19 Commencement

SUMMER I 2012

Friday, May 18 Late Registration and Schedule Adjustment
Monday, May 21 **First Day of Classes**
 Monday, May 21 Last Day for Payment to Business Office
 Monday, May 21 Last Day for Financial Aid Bookstore Charges
 Wednesday, May 23 Last Day to Drop Classes
 Wednesday, May 23 Last Day for 100% Refund
 Thursday, May 24 Last Day for 50% Refund
Monday, May 28 *Memorial Day Holiday*
 Friday, June 8 Last Day to Withdraw from Classes
Thursday, June 28 **Last Day of Classes**
 Thursday, June 28 Final Exams
 Friday, June 29 Final Grades Due

SUMMER II 2012

Friday, July 6 Late Registration and Schedule Adjustment
Monday, July 9 **First Day of Classes**
 Monday, July 9 Last Day for Payment to Business Office
 Monday, July 9 Last Day for Financial Aid Bookstore Charges
 Wednesday, July 11 Last Day to Drop Classes
 Wednesday, July 11 Last Day for 100% Refund
 Thursday, July 12 Last Day for 50% Refund
 Thursday, July 12 Last Day to Withdraw from Classes
Wednesday, August 15 **Last Day of Classes**
 Wednesday, August 15 Final Exams
 Thursday, August 16 Final Grades Due

COLLEGE POLICIES

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

ACADEMIC INFORMATION & SERVICES

ACADEMIC ADVISING

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

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

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

ACADEMIC ASSISTANCE

Math Lab

The Math Lab, located in LRC 513, offers help with math course work from arithmetic and pre-algebra through calculus. Students work with a technician to help identify problem areas and sharpen skills. Walk-ins are welcome! For information on the Math Lab, contact Tim Foster at 301-387-3075 or tim.foster@garrettcollege.edu.

Tutoring

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

Writing Center

The Writing Center, located in LRC 519, offers short, one-on-one troubleshooting sessions with students regarding their written assignments for any class. For information on the Writing Lab, contact Jack Dubose at 301-387-3008 or jack.dubose@garrettcollege.edu.

ACADEMIC RECORDS & REGISTRATION

Application for Graduation

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

Enrollment & Degree Verifications

Garrett College has authorized the National Student Clearinghouse to provide employers and background screening firms with enrollment and degree verifications. Organizations should visit www.degreeverify.org to request this information. Current students may request enrollment verifications for insurance companies, housing authorities, etc., by visiting the Office of Records & Registration.

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

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

Transcripts

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

Tuition Refunds

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

BOOKSTORE

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

CAMPUS TECHNOLOGY

Registered Garrett College students have access to various College technology resources, such as email, the Student Portal, Blackboard, and on-campus computers.

USERNAME AND PASSWORD

All campus technology, such as Laker E-mail, the Student Portal, and Blackboard utilize the same username and password. New students receive their student login information by mail within one week of registration. Once you receive your letter, go to <https://sspm.garrettcollege.edu> and follow the on-screen instructions to activate your password.

If you need help or would like information on how to use Garrett College technology, visit www.garrettcollege.edu/services and click on Technology Resources or stop by the Information Technology Office, TC-310. For assistance with username and password information a photo ID will be required.



LAKER E-MAIL

Once registered for classes, new students are issued a Laker E-mail account. From that point forward, all College communications are conducted through Laker E-mail accounts. Information on how to set up an email account is mailed to the new student within one week of registering for classes.

It is important that students regularly check their Laker E-mail! Students must use their Garrett College email for all academic correspondence.



STUDENT PORTAL

The Student Portal offers students 24/7 access to a variety of features, including class schedules, transcripts (unofficial), grades, exam schedules, degree audits, billing statements, and more.

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

To access the Student portal, open the *Garrett College website* at www.garrettcollege.edu and click on the **Student Portal** link. Sign into the portal using your universal Garrett College Network Username and Password.



BLACKBOARD LEARN ACCOUNT

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

ON-CAMPUS COMPUTERS

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

FINANCIAL AID

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

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

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

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

SATISFACTORY PROGRESS FOR FINANCIAL AID

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

RETURN OF FEDERAL TITLE IV FUNDS

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

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

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

Refunds are allocated in the following order:

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

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

FINANCIAL ASSISTANCE INFORMATION

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

INSTITUTIONAL INFORMATION

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

GRADUATION AND TRANSFER-OUT RATES

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

INSTITUTIONAL SECURITY POLICIES AND ANNUAL REPOST ON CRIME STATISTICS

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

ATHLETIC PROGRAM PARTICIPATION RATES AND FINANCIAL SUPPORT DATA

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

MARYLAND STATE-FUNDED FINANCIAL AID PROGRAMS PROGRAMS FOR UNDERGRADUATES

The programs in this section are administered by the MHEC and are available only to Maryland residents. To apply for these scholarships, you must complete the Free Application for Federal Student Aid. The deadline date to apply for these scholarships is March 1. Applications are available from the Garrett Financial Aid Office.

EDUCATIONAL EXCELLENCE AWARD PROGRAM - GUARANTEED ACCESS GRANTS AND EDUCATIONAL ASSISTANCE GRANTS

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

and middle income students will be awarded financial assistance through Educational Assistance (EA) Grants.

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

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

SENATORIAL SCHOLARSHIP

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

Complete a Free Application for Federal Student Aid, and apply by March 1 (February is preferred) to your State Senator. For residents of Garrett County, Maryland, the State Senator is the Honorable John J. Hafer, James Senate Office Building, Room 406, Annapolis, Maryland 21401, telephone 410-841-3565 or 800-492-7122 extension 3565.

HOUSE OF DELEGATES SCHOLARSHIP

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

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

The Maryland State Scholarship Administration offers additional scholarships for a variety of fields. For additional information on Maryland State Scholarships contact the Maryland Higher Education Commission, Office of Student Financial Aid, 839 Bestgate Road, Suite 400, Annapolis, Maryland 21401-3013, telephone 410-974-0203.

PARKING

Parking is available to all faculty, staff and students. While there is no parking fee, students must obtain a parking permit from campus security. Forms and permits are available at the Business Office. Students with physical disabilities have access to the designated spaces in the College's parking lots. Reserved parking spaces are identified using the familiar "handicap parking only" international symbol. With documentation

from a physician, special temporary parking permits are available. Students with permanent disabilities should apply to the MVA in the State of Maryland for a permanent sticker. For additional information, contact Campus Security at 240-321-5799.

STUDENT IDs

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

STUDENT LIFE

MISSION STATEMENT

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

*Offices of Student Life include: Advising, Career and Transfer Services, Athletics, Counseling Services, Dean of Student Life, Health Services and Residence Life

ATHLETICS

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

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

The Garrett College athletic complex includes the Laker Baseball Diamond; the Aquatic Facility with a state-of-the-art fitness area, and competition and recreational pools; and

the Laker Gymnasium, offering three collegiate-size basketball courts and seating for 1600.

CAREER AND TRANSFER SERVICES

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

For a Transfer Planning Timeline that lists suggested activities for each semester a student is enrolled at Garrett College, please go to:

http://www.garrettcollege.edu/career/docs/TRANSFER_TIMELINE.pdf.

For additional information on Career and Transfer Advising, please contact Judy A. Carbone, Director of Advising, Career and Transfer Services, in Room 688 or at 301-387-3046 or judy.carbone@garrettcollege.edu.

COUNSELING SERVICES

The College provides referrals for students requiring counseling services. There is a part-time Counselor. She provides assistance to students in obtaining care through referral to appropriate providers. Students seeking services should drop-in during office hours in Room 691. The hours are posted on the office door or on the internet; call the office extension at 301-387-3743; or by email at madonna.pool@garrettcollege.edu.

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

DINING SERVICES – LAKER CAFÉ

Our on campus café offers meals for breakfast, lunch and dinner when classes are in session. Meals plans can be purchased through Laker Café or the Business Office. Normal hours of operation are Monday to Thursday 8a.m. to 9p.m., Friday, 8a.m. to 6p.m. and Saturday and Sunday to 11a.m. to 5p.m..

HEALTH SERVICES

The College provides referrals for students requiring health services. There is a part-time Coordinator of Health Services. She provides assistance to students in obtaining care through referral to appropriate providers. Students seeking services should drop-in during office hours in Room 683. The hours are posted on the office door or on the internet; call the office extension at 301-387-3742; or by email at jamie.resch-kamp@garrettcollege.edu.

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

ORGANIZATIONS AND CLUBS

Garrett offers 8 student organizations and clubs. Students have the opportunity to participate in extracurricular activities such as plays, concerts, and other cultural events on campus and in the community.

Adventure Sports Club

Mike Logsdon

michael.logsdon@garrettcollege.edu

Veterans Club

Kathy Fauber

kathy.fauber@garrettcollege.edu

Hall Council

Assistant Coordinator of Residence Life

Web Development Club

Michael Chavis

michael.chavis@garrettcollege.edu

Student Government Association

Michael Chavis

michael.chavis@garrettcollege.edu

Wildlife Club

Kevin Dodge

kevin.dodge@garrettcollege.edu

ThreeSixteen Christian Club

Kalie Ashby

kalie.ashby@garrettcollege.edu

World View International Club

Michael Chavis

michael.chavis@garrettcollege.edu

Student Government Association

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

Student Ambassadors

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

These students are chosen each year through an application and interview process and are financially compensated for their efforts.

Hall Council

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

RESIDENCE LIFE

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

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

VETERANS PROGRAMS

VETERANS PROGRAMS

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

For more information, visit the GI Bill website at www.gibill.va.gov or call toll-free 1-888-GIBILL (1-888-442-4551).

MARYLAND ARMY NATIONAL GUARD GRANT

The Maryland National Guard and Garrett College have formed a joint relationship as Partners in Education. To receive a 50% tuition waiver, guard personnel must present their tuition waiver authorization letter (obtained from their company commander) to GC at the time of registration each semester. For more information, contact Sgt. John

Pownall at the Maryland Army National Guard in Cumberland, MD or by telephone at 301-777-9395 or 301-268-5022.

ALCOHOL AND DRUG POLICY

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

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

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

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

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

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

- The dangers of drug and alcohol abuse. All students, staff and faculty will be advised individually through mail, email, advertisements, sessions, awareness programs, and through other appropriate avenues.
- The availability of drug and alcohol counseling and rehabilitation programs. The College will distribute a description of drug or alcohol counseling, treatment, rehabilitation, or re-entry programs available to the College community at least once per year.
- The College employs a counselor for 24 hours per week for students. The counselor provides an intake that identifies potential alcohol and/or drug use, has the ability to refer students for drug/alcohol screening, and provides counseling services.

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

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

CAMPUS CLOSURE POLICIES

INCLEMENT WEATHER POLICY

Garrett College has implemented the following class cancellation policy in order to serve the students, faculty, and staff. The College administration will use its best judgment in determining when classes should be cancelled or the College closed. 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.
College opens at 10:00 a.m.	Employees report at 10:00 a.m.* Classes with a start time at 10:00 a.m. or later meet as scheduled.	6:30 a.m.
Morning classes cancelled	Employees report at 12:00 noon.* Classes with a start time before 12 p.m. will not meet. Classes that start at 12:00 p.m. or later will meet as scheduled.	8:00 a.m.
Afternoon classes cancelled	Classes with a start time of 11:50 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 cancelled	Classes with a start time after 4:30 p.m. will not meet.	3:00 p.m.

*** Classes with a start time before these times will resume when the college opens at the discretion of the instructor. Please see your instructor for their expectation.**

****Please note that only essential employees are to be on GC Property during any of the above closing times.**

Announcements will be broadcast over the following media formats:

WWHC (92.3 FM) (1050AM)	WKGO (106 FM)	WMSG
WFRB (105.3 FM) (1450 AM)	WQZK (Q94 FM)	WTBO
WKMM (96.7 FM) (101.9 FM)	WAIJ (90.3 FM)	WVAQ
WKHJ (104.5 FM) (102.9 FM or 1230 AM)	WDTV-5 Bridgeport, WV	WROG

www.garrettcollege.edu

GC Weather-Info Hotline

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. Select an Opt-out date
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 to complete your registration.

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

COURSE ATTENDANCE/ABSENCE POLICY

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

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Family Education Rights and Privacy Act (FERPA)

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

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

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

HARRASSMENT/ASSAULT & HATE CRIME POLICY

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

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

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

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

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

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

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

Procedure for Reporting

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

- Dean of Student Life in LC 643 or at 301-387-3748
- Coordinator of Security in MT 1507 or at 301-387-3037
- Counseling Services in LC 691 or at 301-387-3743
- Health Services in LC 683 or at 301-387-3742

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

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

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

- Director of Human Resources in BO 703A or at 301-387-3049
- Coordinator of Security in MT 1507 or at 301-387-3037

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

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

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

POLICY OF NONDISCRIMINATION

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

STUDENT GRIEVANCE POLICY

A. Policy

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

B. Complaint and Appeal Procedures

1. Final Grade Appeal Process

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

2. Professional Misconduct Complaints

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

Filing and Resolution of Complaints of Professional Misconduct

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

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

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

- b. **Formal Complaint:** Formal complaints may result in a recommendation for personnel action. If the recommendation includes a personnel action,

the appeal process for the employee will be conducted as prescribed in the *Personnel Manual*.

Filing a Formal Complaint of Professional Misconduct

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

Complaints that involve professional misconduct by an instructor should be submitted to the Program Director or Associate Dean of Academic Affairs (when there is no Program Director) to whom the instructor reports.

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

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

Review of the complaint

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

For all other complaints of professional misconduct the Dean of Student Life will consider the complaint. The DSL will recommend a remedy. If the remedy is agreeable to both parties, the matter will be considered to be resolved. Both parties will be notified in writing of the recommended remedy within fourteen business days of the filing of the complaint. If either party is not satisfied with the remedy, the party may

appeal the decision to the Interim Dean of Instruction. In the case of a recommendation involving a personnel action, the appeal process for the employee will be conducted as prescribed in the *Personnel Manual*.

Appeal to the Interim Dean of Instruction

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

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

Appeal to the President

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

The President may uphold the recommended remedy or recommend a new resolution. Both parties will be notified of the recommendation within fourteen business days of the filing of the appeal. If the determination includes a personnel action, the appeal process for the employee will be conducted as prescribed in the *Personnel Manual*. Otherwise, the determination of the President is considered to be final.

STUDENT CODE OF CONDUCT

Preamble

Garrett College aspires to foster high ethical standards, personal and academic integrity, the diligent pursuit of truth, and equity in the treatment of all members of the college community. The College is concerned with the living and learning environment of all its students; the student conduct process is designed to be primarily educative, not punitive, in nature. Students and student organizations are required to engage in responsible social conduct that reflects well upon the College community and to model

good citizenship in any community. Students are expected to maintain high standards of honesty, integrity, and courtesy, to accept responsibility for their actions, and to be respectful of the rights of others.

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

ARTICLE I: Definitions

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

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

ARTICLE II: Code of Student Conduct Authority

- 1. The Dean of Student Life shall determine the composition of Student Conduct Boards and determine which Student Conduct Board and/or Student Conduct Administrator shall be authorized to hear each matter.
- 2. The Coordinator and Assistant Coordinator of Residence Life shall serve as the first-line Student Conduct Administrators charged with the handling of complaints which arise from incidents occurring within the residence halls and surrounding areas unless warranted by the merits of a particular case, as determined by the Dean of Student Life.

3. The Dean of Student Life shall develop procedures for the administration of the student conduct system and procedural rules for the conduct of Student Conduct Board Hearings that are not inconsistent with provisions of the Code of Student Conduct, or other written provisions established by the College through its shared governance system.
4. Decisions made by a Student Conduct Board and/or Student Conduct Administrator shall be final, pending the appeal process as outlined in **Article IV(D)**.

ARTICLE III: Proscribed Conduct

A. Jurisdiction of the College Code of Student Conduct.

The College Code of Student Conduct shall apply to conduct that occurs on College premises, at College sponsored activities, and to off-campus conduct that adversely affects the College Community, and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, as well as during the academic year, and during periods between terms of actual enrollment even if their conduct is not discovered until after a degree is awarded. The Code of Student Conduct shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending. The Dean of Student Life shall decide whether the Code of Student Conduct shall be applied to conduct occurring off campus, on a case by case basis, according to his/her sole discretion.

B. Conduct—Rules and Regulations.

Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions outlined in **Article IV**:

1. **Acts of Dishonesty.** All acts of dishonesty are prohibited, including but not limited to the following:
 - a. **Plagiarism.** Plagiarism is the use of someone else's words, ideas, images, or data as one's own. When a student submits academic work that includes another's words, ideas, images, or data, whether published or unpublished, the source of that information must be acknowledged with complete and accurate references and, if verbatim statements are included, with quotation marks as well. By submitting work as his or her own, a student certifies the originality of all material not otherwise acknowledged. Plagiarism includes, but is not limited to, the following:
 - i. the quotation or other use of another person's words, ideas, opinions, thoughts, or theories (even if paraphrased into one's own words) without acknowledgment of the source; or
 - ii. the quotation or other use of facts, statistics, or other data or materials (including images) that are not clearly common knowledge without acknowledgment of the source.

- b. Fabrication.** Fabrication is the use of invented information or the falsification of research or other findings. Fabrication includes, but is not limited to, the following:

 - iii.** the false citation or acknowledgment of a direct or secondary source, including the incorrect documentation of a source;
 - iv.** the citation, in a bibliography or other list of references, of sources that were not used to prepare the academic work; or
 - v.** the inclusion in an academic work of falsified, invented, or fictitious data or information, or the deliberate and knowing concealment or distortion of the true nature, origin, or function of such data or information.
- c. Cheating.** Cheating is an act or an attempted act of deception by which a student seeks to misrepresent that he or she has mastered information that has not been mastered. Cheating includes, but is not limited to, the following:

 - i.** copying of all or any portion of another's academic work and submitting it, in part or in its entirety, as one's own;
 - ii.** allowing another person to copy one's own academic work—whether intentionally or recklessly;
 - iii.** the unauthorized use or possession of a class textbook, notes, or any other material to complete or prepare an academic work;
 - iv.** the unauthorized collaboration with any other person on an academic exercise, including collaboration on a take-home or make-up academic exercise;
 - v.** the unauthorized use of electronic instruments, such as cell phones, or PDAs to access or share information; or
 - vi.** the unauthorized completion for another person of an academic work, or permitting someone else to complete an academic work for oneself.
- d. Lying.** Lying is knowingly furnishing false information in any form of communication to any College faculty member, staff member, office, or organization.
- e. Academic Misconduct.** Academic misconduct is any other act that impugns or disrupts the educational process. Academic misconduct includes, but is not limited to, the following:

 - i.** the unauthorized possession, copying, distribution, sale, or other transfer of all or any part of an academic exercise, including the answers or solutions to an academic exercise, whether or not the exercise has been administered;
 - ii.** changing, altering, attempting to change or alter, or assisting another in changing or altering any grade or other academic record, including grades or records contained in a grade book or computer file, that is received for or in any way attributed to academic work;

hall access card, laboratory equipment, athletic equipment, or any material issued or owned by the College;

- c. littering on or in any College property, facility, or building, which includes the improper disposal of trash or smoking refuse;
- d. expelling bodily fluids, including urinating, defecating, or expectorating, in any area of College buildings, facilities, or property; or
- e. engaging in conduct, such as skateboarding or rollerblading, that may result in damage or destruction of any College building, facility or property.

12. Violation of Regulations Pertaining to Safety. The state of Maryland prohibits the tampering with, removal of, setting off or damage to fire equipment or alarm systems in any College building when no fire or immediate danger of fire exists. Violations of other campus safety regulations are also prohibited by this section, and include, but are not limited to the following:

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

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

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

- c. Acts and/or the displaying of behaviors commonly associated with the consumption of alcohol are also prohibited on College premises.
- 14. Drug Policy.** The College prohibits the possession, use, consumption, manufacture, sale, or distribution of drugs and drug paraphernalia. The term “Drugs” broadly includes, without limitation, any stimulant, intoxicant (other than alcohol), nervous system depressant, hallucinogen, or other chemical substance, compound, or combination when used to induce an altered state, including any otherwise lawfully available product used for any purpose other than its intended use. The term “Drug Paraphernalia” broadly includes any material, product, instrument, or item used to create, manufacture, distribute, use, or otherwise manipulate any drug and includes, but is not limited to, hypodermic needles and syringes. Any violations of this drug policy, including, but not limited to the following behaviors, will be subject to sanctions by the Code of Student Conduct and may be reported to all appropriate law enforcement authorities:
 - a. possession, use, consumption, manufacture, sale, or distribution of any drug or drug paraphernalia;
 - b. delivery, transfer, or intent to deliver, transfer, or manufacture any drug or drug paraphernalia;
 - c. violation of any applicable local, state, or federal law relating to drugs or drug paraphernalia;
 - d. sale, delivery, or transfer of a prescription or prescription drug; or
 - e. the possession of a prescription or prescription drug not issued to the student.
 - f. Acts and/or the displaying of behaviors commonly associated with the use of drugs are also prohibited on College premises.
- 15. Unauthorized Access.** Unauthorized access includes, but is not limited to the following:
 - a. entry or attempted entry into College buildings, rooms, facilities, residence halls or individual residence hall rooms when such buildings, rooms or facilities are locked, closed, or posted restricted access to the student body and the public, is prohibited;
 - b. entry into College buildings, rooms, facilities, residence halls or individual residence halls rooms via windows or any other non-standard entrance; or
 - c. unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to or use of College premises.
- 16. Failure to Comply.** It is a violation to ignore, disobey, disregard, or otherwise violate any provision of this Code of Student Conduct or any applicable rule. Specific violations include, but are not limited to:
 - a. failing to comply with the directive of any College official;
 - b. failure to comply with the sanction(s) imposed under the Code of Student Conduct;
 - c. failing to identifying yourself to College officials when asked;
 - d. failing to comply with the terms of any policy, procedure or agreement, including the

- College's Housing Contract or any other agreement between a student and a College official or department; or
- e. failing to comply with any applicable federal, state, or local law; or
 - f. failure to obey the notice from a Student Conduct Board or College official to appear for Student Conduct meeting or hearing as part of the Student Conduct System;
- 17. Abuse of the Student Conduct System.** This includes, but is not limited to the following:
- a. falsification, distortion, or misrepresentation of information before a Student Conduct Board;
 - b. disruption or interference with the orderly conduct of a Student Conduct Board proceeding;
 - c. institution of a Code of Student Conduct proceeding in bad faith;
 - d. attempting to discourage an individual's proper participating in, or use of, the student conduct system;
 - e. attempting to influence the impartiality of a member of a Student Conduct Board prior to, and/or during the course of, the Student Conduct Board proceeding;
 - f. harassment (verbal or physical) and/or intimidation of a member of a Student Conduct Board prior to, during, and/or after a Code of Student Conduct proceeding; or
 - g. influencing or attempting to influence another person to commit an abuse of the Code of Student Conduct system.
- 18. Misconduct of Registered Student Groups.** The College reserves the right to take action against a student group for conduct prohibited by the College's Standards of Personal and Group Conduct. Such acts of misconduct by students engaged in organized activities of registered student groups, whether committed on or off campus, are subject to student conduct proceedings. An "organized activity" is any activity which is conducted under the auspices, sponsorship, or supervision of a registered student group.
- 19. Complicity.** A student shall not, through act or omission, assist another student, individual, or group in committing or attempting to commit a violation of this Code of Student Conduct. A student who has knowledge of another committing or attempting to commit a violation of the Code of Conduct is required to remove him or herself from the situation, and failure to do so when reasonable under the circumstances may be the basis for a violation of this policy.
- 20. Residence Hall Violations.** Violation of any rules listed in the Residence Hall Guide.
- 21. Other College Policy Violations.** Violation of any College policy, rule, or regulation published in hard copy or available electronically on the College website.

C. Violation of Law and College Discipline

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

ARTICLE IV: Code of Student Conduct Procedures

A. Student Conduct Proceedings

1. **Incident Reports.** A student conduct proceeding is initiated with the filing of an incident report by a member of the College community which indicates that a potential violation of the Code of Student Conduct has occurred. The incident report shall be directed to the Dean of Student Life, or designee, who shall then forward the report to the appropriate Student Conduct Administrator. Any report should be submitted as soon as possible after the event takes place, preferably within forty-eight (48) hours of the incident. The Dean of Student Life or designee may conduct an investigation to determine if the charges presented in the incident report(s) have merit.
2. **Determination of Hearing Body.** Any student accused of violating any provision of the rules of student conduct will be called for an initial conference with the Dean of Student Life or his designee.

- a. The student will be informed of what provision or provisions of the code of student conduct he/she is charged with violating and what appears to be the range of penalties which might result from consideration of the disciplinary proceeding. After considering the evidence in the case and interviewing the accused, the Dean of Student Life may take any of the following actions:
 - i. Terminate the proceeding, exonerating the accused;
 - ii. Dismiss the case after whatever counseling and advice may be appropriate;
 - iii. Impose sanctions directly such as warning, reprimand, restitution, disciplinary probation, suspension, and/or expulsion;
 - iv. Refer the matter to an administrative hearing or to the student conduct board for an adjudication
 - b. In the following instances, the Dean of Student Life or a Student Conduct Board is to make a determination of responsibility:
 - i. either the nature of the specific incident(s) or the Accused Student's previous conduct record would likely merit any of the sanctions outlined in **Article IV(B)(1)(i-m)**;
 - ii. the student is charged with violations of any proscribed conduct listed in **Article III(B)(4),(5),(8), or (9)**; or
 - iii. the student explicitly requests, in writing, that the case be heard by a Student Conduct Board prior to his/her scheduled administrative hearing with the Student Conduct Administrator or Dean of Student Life; failure of a student to request a Student Conduct Board hearing shall not constitute grounds for appeal.
- 3. Notification of Charges and Hearing.** If a determination is made that the incident report indicates a potential violation of the Code of Student Conduct, the student will be notified by communication sent to his/her Garrett College email account and to a residence hall or off-campus residence of the alleged violation(s) within five (5) business days of receipt of the incident report(s).
- a. **Administrative Hearings:** In the event the incident report alleges minor violations of the Code of Student Conduct an administrative hearing may be held. Notification concerning the hearing shall include the incident report, the violations of the Code of Student Conduct, a description of the steps in the process, a summary of the student's rights, and the date and time for the scheduled hearing, which shall occur no sooner than two (2), but no longer than ten (10) business days from receipt of the notification.
 - b. **Conduct Board Hearings:** Incident reports containing serious violations of the Code of Student Conduct warrant a Student Conduct Board hearing. Notifications in this case shall include the violations of the Code of Student Conduct, a description of the steps in the process, a summary of the student's rights, and the date and time for a pre-hearing conference with the Student Conduct Administrator to discuss with the

student how the hearing will be conducted (the occurrence of the pre-hearing conference will be at least 24 hours prior to the actual board hearing) and the date of the actual student conduct board hearing, which shall occur no sooner than two (2), but no longer than ten (10) business days from receipt of the notification.

Maximum deadlines may be extended at the discretion of the Dean of Student Life, or designee.

4. **Student Conduct Hearings.** All cases arising under this Code of Student Conduct shall be heard in an Administrative Hearing with a Student Conduct Administrator or in a Student Conduct Board Hearing. Regardless of the disciplinary body hearing a particular case, the following rules shall apply:
 - a. In Student Conduct Hearings involving more than one Accused Student, the Student Conduct Administrator, in his or her discretion, may permit the Student Conduct Hearings concerning each student to be conducted either separately or jointly.
 - b. The determination of responsibility for each violation shall be made on the basis of whether it is more likely than not that the Accused Student violated the Code of Student Conduct.
 - c. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Code of Student Conduct proceedings.
 - d. If an Accused Student, with notice, does not appear before a disciplinary body, the information in support of the charges must be presented and considered even if the Accused Student is not present; additionally, the student will be considered responsible for a violation of **Article (B)(16)(f)** above, and appropriate sanctions will be imposed by the Student Conduct Administrator.
 - e. Pertinent records, exhibits, and written statements may be accepted as information for consideration by at the discretion of the Student Conduct Administrator or the chairperson of the Student Conduct Board. Submission of such materials to the disciplinary body must occur at least twenty-four (24) hours in advance of the scheduled hearing.
5. **Additional Rules Concerning Student Conduct Board Hearings.** Student Conduct Board Hearings shall be conducted by a Student Conduct Board according to the following guidelines:
 - a. Composition of the Student Conduct Board shall be a minimum of three (3) members of the College community who have not been directly involved in the incident(s) for which charges have been brought under the Code of Student Conduct, nor who possess a clear and identifiable bias in relation to the Accused Student(s).
 - b. The Complainant, Accused Student and their advisors, if any, shall be allowed to attend the entire portion of the Student Conduct Board Hearing at which information is received (excluding deliberations). Admission of any other person to the Student Conduct Board Hearing

shall be at the discretion of the Student Conduct Board and/or its Student Conduct Administrator.

- c.** The Complainant and the Accused Student have the right to be assisted by an advisor they choose. The advisor must be a member of the College community and may not be an attorney. The Complainant and/or the Accused Student is responsible for presenting his or her own information, and therefore, advisors are not permitted to speak or to participate directly in any Student Conduct Board Hearing before a Student Conduct Board. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Student Conduct Board Hearing because delays will not be allowed due to the scheduling conflicts of an advisor. If an Accused Student is also the subject of a pending subsequent criminal matter arising out of the same circumstances, s/he may be allowed to have an attorney serve as his/her advisor, at his/her own expense, to behave in the same manner as any other advisor.
- d.** The Complainant, the Accused Student and the Student Conduct Board may arrange for witnesses to present pertinent information to the Student Conduct Board. The College will try to arrange the attendance of possible witnesses who are members of the College community, if reasonably possible, and who are identified by the Complainant and/or Accused Student at least two weekdays prior to the Student Conduct Board Hearing. Witnesses will provide information to and answer questions from the Student Conduct Board. Questions may be suggested by the Accused Student and/or Complainant to be answered by each other or by other witnesses. This will be conducted by the Student Conduct Board with such questions directed to the chairperson, rather than to the witness directly. Questions of whether potential information will be received shall be resolved in the discretion of the chairperson of the Student Conduct Board.
- e.** All procedural questions are subject to the final decision of the chairperson of the Student Conduct Board.
- f.** After the portion of the Student Conduct Board Hearing concludes in which all pertinent information has been received, the Student Conduct Board shall determine (by majority vote) whether the Accused Student has violated each section of the Code of Student Conduct which the student is charged with violating.
- g.** There shall be a single verbatim record, such as a tape recording, of all Student Conduct Board Hearings before a Student Conduct Board (not including deliberations). Deliberations shall not be recorded. The record shall be the property of the College, and shall be erased after the final disposition of the case and any applicable appeals. No other electronic devices will be permitted.
- h.** Accommodations for concerns regarding the personal safety, well-being, and/or fears of confrontation of the Complainant, Accused Student, and/or other witness during the hearing will be addressed by providing

separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of Dean of Student Life to be appropriate.

6. **Disposition of Hearings.** The student will be notified by letter sent to his/her residence hall or off-campus residence and Garrett College email of the outcome of any Student Hearing. The disposition letter shall include the determination of responsibility for each violation listed in the initial notification, any sanctions imposed, and information on the student's rights regarding appeal. In cases where the outcome of a Student Conduct Hearing is College suspension, College expulsion, or removal from the residence halls, the student shall be provided with a deadline to vacate College premises no later than twenty-four (24) hours after the deadline for submission of his/her written appeal.

B. Sanctions.

1. **Definitions of Possible Sanctions.** The following sanctions may be imposed upon any student found to have violated the Code of Student Conduct:
 - a. **Warning**—A notice in writing to the student that the student is violating or has violated institutional regulations.
 - b. **Disciplinary Probation**—A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.
 - c. **Loss of Privileges**—Denial of specified privileges for a designated period of time.
 - d. **Fines**—Previously established and published fines may be imposed.
 - e. **Restitution**—Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
 - f. **Additional Educational Sanctions**—Work assignments, essays, service to the College, or other related Additional Educational assignments.
 - g. **Residence Hall Suspension**—Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
 - h. **Registration Hold**—A hold placed on the student's account which prevents the student from registering for classes or receiving grades. May be imposed by a Student Conduct Administrator for a failure to comply with other sanctions.
 - i. **Residence Hall Expulsion/Termination of Housing Contract**—Permanent separation of the student from the residence halls.
 - j. **College Suspension**—Separation of the student from the College for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

- k. College Expulsion**—Permanent separation of the student from the College.
 - l. Revocation of Admission and/or Degree**—Admission to or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violation of College standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
 - m. Withholding Degree**—The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Code of Student Conduct, including the completion of all sanctions imposed, if any.
- 2. Sanctions.** Sanctions outlined in (i) through (m) above may not be imposed by a Student Conduct Administrator, even if the student admits violating institutional rules or such sanctions would be merited by the student’s previous conduct record; such sanction(s) must be imposed by a Student Conduct Board consisting of at least three (3) persons or the Dean of Student Life.
- 3. First Offense Minimum Sanctions Associated with Specific Violations.** The following shall serve as the minimum sanctions imposed by a disciplinary body upon any student found responsible on the first offense for the corresponding specific violations of the Code of Student Conduct. More than one of the sanctions listed above may be imposed for any single violation. Depending on the severity of the offense and/or a student’s previous conduct involvement, the disciplinary body may impose more severe sanctions. Any student found responsible for a violation of Complicity (**Article (B) (19)**) shall be subject to the minimum sanction associated with the violation for which he/she remained complicit.
- a. Warning.** A warning shall serve as the minimum sanction for students found responsible for any of the following violations of **Article III(B)**:
 - i. Computer Misuse (§2)
 - ii. Disruptive and/or Obstructive Conduct (§3)
 - iii. Unauthorized Access (§15)
 - iv. Other College Policy Violations (§21)
 - v. Residence Hall Violations (§20)
 - b. Probation.** Probation shall serve as the minimum sanction for students found responsible for any of the following violations of **Article III(B)**:
 - i. Acts of Dishonesty (§1)
 - ii. Sexual Misconduct II (§4(b))
 - iii. Harassment (§5)
 - iv. Hazing (§6)
 - v. Discriminatory Conduct (§7)
 - vi. Violence to Persons/Physical or Verbal Assault (§8)
 - vii. Possession or Use of Weapons or Explosives (§9)
 - viii. Alcohol Regulations (§13)
 - ix. Drug Policy (§14)
 - c. Loss of Privileges.** Loss of Privileges shall serve as the minimum sanction for student/student group found responsible for any violations

6. **Sanctions imposed on Groups by Student Conduct Board.** In each case in which a Student Conduct Board determines that a student and/or group or organization has violated the Code of Student Conduct, the sanction(s) shall be determined and imposed by the Student Conduct Administrator. In cases in which persons other than, or in addition to, the Student Conduct Administrator have been authorized to serve as the Student Conduct Board, the recommendation of the Student Conduct Board shall be considered by the Student Conduct Administrator in determining and imposing sanctions. The Student Conduct Administrator is not limited to sanctions recommended by members of the Student Conduct Board. Following the Student Conduct Board Hearing, the Student Conduct Board and the Student Conduct Administrator shall advise the Accused Student, group and/or organization (and a complaining student who believes s/he was the victim of another student's conduct) in writing of its determination and of the sanction(s) imposed, if any.

C. **Interim Suspension.**

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

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

in the residence halls as a non-threat, the interim suspension is automatically in effect. If the interim suspension hearing is held the student will be notified at that time whether he/she has been suspended pending his/her student conduct board hearing or if he/she is being allowed to remain on campus or in the residence hall. The student will be notified of his/her pending Code of Student Conduct board hearing by letter sent to his/her residence hall or off-campus residence and Garrett College email, which shall include the incident report, statements, Code of Student Conduct violations, time, date, and place of the hearing.

D. Appeals

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

responsibility found by a Student Conduct Board. If an appeal is not upheld, the matter shall be considered final and binding upon all involved. All sanctions imposed under the Student Code shall take affect according to the timeline established by the Student Conduct Administrator in consideration of the student's deadline for appeal. The exercise of the appeals process shall not be construed as an extension of any deadline imposed by the Student Conduct Administrator for compliance with sanctioning.

ARTICLE V: Interpretation and Revision

- A. Interpretation.** Any question of interpretation of the Code of Student Conduct shall be referred to the Dean of Student Life or his or her designee for final determination.
- B. Revision.** The Code of Student Conduct shall be reviewed at least every three (3) years under the direction of the Dean of Student Life.