Howard Community College Adjunct Faculty Handbook
2018-2019

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Chapter 1 Mission, Vision, and Values of Howard Community College

Mission, Vision, and Values

Howard Community College (HCC) is a dynamic institution, characterized by a long history of innovation and commitment to excellence in teaching and service. Since the college’s beginning in 1966, its mission, consistent with that of the community college concept, is to serve the community and its learners, to value their diversity, and to provide the academic and developmental environment to help students reach their goals.

All academic divisions are committed to maintaining up-to-date programs and curricula. Deans, department chairs, and faculty continually study and assess their disciplines in order to remain aware of academic and industry needs. HCC is strongly committed to outcomes assessment as an effective means of improving student learning, and the process contributes to program effectiveness. New areas of study and emphases are instituted according to need. Areas of study are also deleted when no longer viable.

In order to ensure that all stakeholders have access to learning opportunities that best fit their needs, HCC offers a variety of flexible learning options in addition to traditional classroom instruction. Flexible learning (eLearning) methods include online courses and hybrid courses. Other flexible learning options include fast-track, express, and open-entry courses.

Howard Community College’s mission and vision statements form the basis for establishing the college’s strategic initiatives and the subsequent goals, objectives, and action plans of the college. The vision and mission statements are circulated to employees, students, and the community to increase awareness of the college’s direction and commitment.

**Mission**
Providing pathways to success.

**Vision**
A place to discover greatness in yourself and others.

**Values (I N S P I R E S)**
- Innovation
- Nurturing
- Sustainability
- Partnerships
- Integrity
- Respect
- Excellence
- Service
Chapter 2 Appointment

Professionalism

All faculty members at HCC are expected to exhibit effective oral and written communication skills, maintain supportive professional relationships with students and colleagues, display patience and sound judgment based on facts, and display initiative and resourcefulness.

Adjunct Faculty Position Description

An adjunct faculty member is a contract employee hired to teach specific course(s) during an academic term on a part-time basis. As an instructor, the adjunct faculty member's primary duty is to convey the course material so that students can attain the instructional objectives of the course.

The adjunct faculty member's minimum obligation to the college is to fulfill the requirements specified on the contract issued each semester and comply with the college's procedures and regulations set forth in HCC procedure 10.01.02.

Adjunct Faculty Teaching Limits

Adjunct faculty who teach in the credit division only can teach nine credits or three courses with discrete course preparations per semester with no more than 25 credit hours during the period of September 1 through August 31.

Some examples include:
- Two 4-credit courses (eight credits)
- Three 3-credit courses (nine credits)
- Four 2-credit courses (eight credits with less than three discrete preparations)

If an adjunct faculty is teaching for both the credit and noncredit divisions, the teaching limit is based on hours per week (not simply credits) with the limit being 25 hours/week. A chart showing the workload limits for those who function as both credit adjunct faculty and hourly/temporary employees is available on the human resources web page.

It is the adjunct faculty member's responsibility to maintain compliance with this policy.

Transcripts and Credentials

All adjunct faculty must have college transcripts (official or unofficial) on file in the Human Resources office within thirty days after employment in order to be considered for employment in subsequent semesters.

Salary Agreement

While the college values the dedication and commitment of adjunct faculty, the employment terms between the college and the adjunct faculty member are for a single semester only and do not imply automatic renewal for future semesters. An adjunct faculty salary agreement will be issued to all instructors who are not teaching full-time during a given semester.

The salary agreement will be extended only when the college is certain a particular course will have sufficient enrollment for it to be taught and after teaching assignments of full-time faculty are made. Occasionally, a course originally intended for an adjunct faculty member will be reassigned to meet load requirements of a full-time faculty member whose course has been canceled due to insufficient enrollment. The decision to
cancel is usually made within 24 hours of the closing of general registration. At that time, adjunct faculty affected by cancellations will be notified by telephone by the division office.

The Adjunct Faculty Salary Agreement and an Adjunct ID card will be placed in an assigned mailbox for each instructor on the first day of class. A hiring packet which includes an I-9 Form, State and Federal Withholding forms, and a new Maryland hire registry form must be completed and turned into the division office before the first class. No payment can be made to the adjunct faculty member until everything is completed.

### Adjunct Faculty Compensation

Howard Community College utilizes a multi-tiered pay scale. This compensation program is intended to reward our valued adjunct instructors who provide high quality instruction to HCC’s students and a continued dedication to professional growth and development. There are currently three adjunct instructor levels:

- **Adjunct Instructor** $795 per credit
- **Senior Adjunct Instructor** $845 per credit
- **Master Adjunct Instructor** $895 per credit

When hired, new instructors are appointed at the Adjunct Instructor level.

### Pay Procedures

All employees are paid semi-monthly, on the 15th and the last day of the month. If one of those days falls on a weekend, payday will be the Friday before. When the college is closed for scheduled holidays or breaks, pay days will be announced.

The semi-monthly payment amount is calculated by dividing the total salary agreement amount by the number of semi-monthly pay dates in the contract period.

Direct Deposit is HCC’s method of payment. You can have up to five different accounts enrolled in direct deposit. The college does not release any paychecks that may be issued to employees prior to payday nor does the college grant pay advances.

Direct Deposit advices can be viewed online on myHCC.

Any checks that are issued may be picked up, by request, on payday in the payroll office between 7:30am and 12:00pm. Any checks not picked up are mailed to the home address on payday.
Adjunct faculty are expected to demonstrate quality teaching by:

- clearly communicating to students at the beginning of a course what they are to learn (course descriptions, syllabi, grading system, learning objectives, attendance policy, etc.);
- promoting effective student learning through assignments and class activities including the use of a variety of instructional techniques designed to meet student needs, promoting active and independent learning, and promoting higher-order thinking;
- treating students with respect and being responsive to their needs;
- holding classes at the scheduled time for the full period, except for emergency situations;
- maintaining attendance records and accurate scholastic records and submitting required reports to meet deadlines, including reporting non-attendance (NA) indicators, last dates of attendance, and final grades by the published deadlines;
- conducting assigned classes in accordance with the catalog, course description, and objectives for the course;
- developing methods of assessing student learning as specified in the objectives and providing feedback to students in a timely manner;
- preparing, ordering, and updating normal classroom materials (including new textbooks) in accordance with established deadlines, including routine handouts, instructional media, library materials, bibliographies, reading lists, textbooks, software, etc.; and
- completing negotiated responsibilities, where applicable, in accordance with the supplemental contract.

Adjunct faculty are expected to attend required meetings, professional development activities, and trainings. Adjunct faculty interested in attaining the senior adjunct instructor or master adjunct instructor level must fulfill the requirements of the adjunct faculty development program for that level.
Chapter 4 Advancement

Adjunct Advancement Program

The adjunct advancement program is designed to provide the opportunity for instructors to be recognized for teaching excellence and a sustained commitment to professional growth.

Opportunities to submit advancement petitions occur twice per year—June 15 and December 15 (or the first business day after the date). Adjunct faculty teaching in the summer use Spring rates; adjunct faculty teaching in the winter use Fall rates.

<table>
<thead>
<tr>
<th>Level</th>
<th>Compensation per Credit Hour</th>
<th>HCC Teaching Experience</th>
<th>Additional Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjunct Instructor</td>
<td>$795</td>
<td>Initial hiring</td>
<td>*Completion of Required Training for New Employees</td>
</tr>
<tr>
<td>Senior Adjunct Instructor</td>
<td>$845</td>
<td>Employment at HCC equivalent to at least 18 credit hours</td>
<td>**Positive teaching experience</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>***Evidence of professional growth</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Annual completion of required college training (i.e. “Access &amp; Responsibility” and “Emergency Operations”)</td>
</tr>
<tr>
<td>Master Adjunct Instructor</td>
<td>$895</td>
<td>Employment at HCC equivalent to at least 18 credit hours of teaching after advancement to the Senior Adjunct Instructor level</td>
<td>**Positive teaching experience</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>***Evidence of professional growth</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Annual completion of required college training (i.e. “Access &amp; Responsibility” and “Emergency Operations”)</td>
</tr>
</tbody>
</table>

*Completion of Required Training for New Employees: All Howard Community College employees have been asked to complete training modules to improve organizational effectiveness and communication, and to enhance campus safety. These are available online for your convenience.

- College Vision, Mission, Values/Beliefs, and Strategic Initiatives
- Access and Responsibility
- Sexual Harassment Avoidance
- HCC’s Emergency Operations Plan
- Safety Regulations: General Safety

Please provide evidence of completion of the training modules and registered workshops by attaching a copy of HCC’s Individual Professional Development Record that can be obtained from myHCC.

**Positive teaching experience: Positive evaluations by students, peer evaluators, and supervisors (as appropriate).

***Professional Growth: Adjunct faculty must contact the appropriate division leader and provide evidence of professional growth that is consistent with the college’s definition of professional and organizational development and other appropriate educational experiences (certificates, degrees, etc.). Professional development includes, but is not limited to, participation in faculty development sessions, inclusion of learning technologies in instruction, changes to teaching methods, inclusion of new materials, changes to assessments of student learning, changes to teaching behaviors based on observation feedback, etc. Evidence of a minimum of 15 hours of professional development activity needs to be presented.
Adjunct instructors pursuing an advanced level are responsible for completing an Adjunct Advancement Form and documenting their professional development activities. This documentation, along with the examples of positive evaluations, should be submitted to your appropriate division leader when you wish to advance. Questions about the appropriateness of any activity should be directed to your department chair.

In response to a request for consideration of advanced level, the department chair or his or her designee will meet with the faculty to review the submitted materials and to arrange one or more teaching observations if needed. The purpose of the teaching observation is to verify mastery of the required knowledge and skills for the advanced level if these have not been previously demonstrated. The faculty member may need to or choose to demonstrate these in more than a single observation.

The review will not proceed to the teaching observation phase if the petition or documentation is incomplete. In cases where the teaching observations are inconclusive, the division leader may suggest additional training and/or additional observations.

After successful completion of the applicable requirements and acquisition of desired competencies, the division leader will recommend the faculty member for advancement in level.

The department chair may and should decline the petition if there is not compelling evidence that demonstrates teaching excellence and significant training and experience in the required competencies.

The required additional 15 hours of professional development for each advancement may include in-house workshops or faculty development classes, graduate coursework, external professional development, and other professional activity directly related to faculty responsibilities.

- HCC Faculty Development Courses - At least five hours for each level.
- External Professional Development with a Pedagogical Focus - May include professional conferences or courses offered by other institutions.
- Other Professional Activity - No more than five hours for each level. May include conference presentations, performances, creative projects or other activity (curriculum development, outcomes assessment, etc.) related to teaching discipline.

Expected Outcomes
Professional development and demonstrated teaching excellence are the determining factors through which adjunct faculty will advance in level. In addition to encouraging faculty to stay current in their discipline areas, the professional development component of the adjunct advancement program asks faculty to participate in learning workshops and activities designed to enhance student learning, to understand the unique needs and learning styles of diverse student groups, and to maximize effective use of college’s human and technical resources. To that end, HCC offers a series of faculty development courses across a range of competencies to help faculty meet the needs of dynamic student populations and to stay abreast of new pedagogical approaches to foster sustained teaching excellence.
Adjunct Tuition Reimbursement Program

Adjunct faculty can be reimbursed for one HCC course per year, provided that they meet the following requirements:

- The course must be one that will enhance the adjunct faculty member’s execution of his/her responsibilities at HCC.
- The adjunct faculty member must pay the initial course costs at the time of registration. After providing proof of successful course completion, the adjunct faculty member will be reimbursed for tuition.

Adjunct tuition reimbursement forms can be obtained in the academic division offices. Please consult with your department chair if you are interested in participating in the program.
Chapter 6 Faculty Policies and Procedures

Academic Complaint Procedures

To maintain the integrity of the academic environment and to ensure the rights of students in such matters, HCC’s administrative policies and procedures provide a framework to resolve student complaints of an academic nature. An academic complaint is defined as an issue related to classroom instruction or a grade dispute. A student who has an academic complaint, including a specific academic complaint involving a faculty member, that remains unresolved through informal means, may enter into a formal process of problem resolution. The student academic complaint procedures and the appropriate form may be obtained from the division offices. A student who wants to initiate a formal academic complaint must submit an academic complaint form no later than the end of the seventh week of the next major term.

1. The student must begin the formal complaint process by meeting with the instructor to discuss the problem. Many times misunderstandings can be resolved by honest, open dialogue.

2. If the student cannot resolve the problem with the instructor and wants to pursue resolution, the student must contact the division office to meet with the appropriate division leader. Prior to scheduling the appointment, the student must submit the student academic complaint form, including a written description of the problem, the resolution the student is requesting, and the signature of the instructor to confirm that the initial required meeting has taken place. If the concern is not resolved after meeting with the division leader, the student’s written complaint, the instructor’s written response, and the appropriate division leader’s recommendation will be forwarded to the vice president of academic affairs. At this stage in the academic complaint process, the student has the right to meet with the vice president of academic affairs, but the student is not required to do so. A request for an appointment must be made within two weeks of the meeting with the division leader. If the student has not made a request for an appointment within two weeks, the student has waived the right to the meeting. If a request for an appointment has not been made within the two-week period, the vice president of academic affairs will make a judgment on the case.

3. The decision of the vice president of academic affairs is final. This decision will be communicated to the student in a formal correspondence, and the faculty member and division leader will be notified of the decision.

Academic Freedom

Institutions of higher education exist for the common good and not to further the interest of either the individual faculty member or the institution as a whole. The common good depends upon the free search for truth and its free exposition. It shall be the policy of Howard Community College to maintain and encourage full freedom, within the law, of inquiry, teaching, and research for all faculty.

Although academic freedom is fundamental to the rights of the teacher and the student, it carries with it related duties and responsibilities. The faculty member is entitled to freedom in the classroom in discussing subject matter but should be careful not to introduce controversial topics which are not related to the course. The faculty member is responsible for ensuring that the course content includes material specified by the college in the course description and course objectives.

The college faculty member is a citizen, a member of a learned profession, and an officer of an educational institution. When speaking or writing as a citizen, the faculty member should be free from institutional censorship or discipline. However, the special position of the faculty member in the community imposes special obligations. As a person of learning and an educational officer, he/she should remember that the public may judge the institution or the profession by statements made by individual faculty members. Therefore, accuracy, exercise of appropriate restraint, and respect for the opinion of others should be displayed on- and off-campus. The faculty member should also make every effort to indicate that the opinions expressed are not necessarily those of the institution.
Academic honesty is critical at Howard Community College (HCC). Broadly, academic honesty means incorporating one’s own thoughts and materials in all academic activities (e.g., assessments, papers, projects, lab reports). A violation of academic honesty involves misrepresentation, the submission of materials for evaluation that are not the student’s own, or fulfillment of an academic exercise that does not result from individual effort or intellectual production. Examples of academic dishonesty include, but are not limited to: unauthorized use or copying of materials, unauthorized assistance with assignments, unauthorized collaboration, unauthorized use of devices or tools, unauthorized prior knowledge of the contents of assessment instruments such as exams, quizzes, or surveys, cheating on exams or quizzes, submitting fraudulent documents, and falsification or fabrication of information.

Policy and procedures related to academic honesty are communicated through the college catalog, and faculty and student handbooks. At a minimum, all catalogs and syllabi will contain the following statement: “Academic honesty, as defined in the Student Handbook, is expected of all students.”

To preserve the value of educational endeavors at HCC, faculty and students will exhibit academic honesty through the following core values:

- Integrity: doing quality work that reflects one’s best effort, honesty, and originality and contribute fairly to a group product;
- Respect: giving credit to those who assist in educational endeavors; and
- Excellence: demonstrating a high standard of ethical behavior.

HCC maintains the following expectations for each student. Students will:

- submit work that represents the individual’s own achievements, investigations, and study;
- craft original work and acknowledge collaborators, even in collaborative learning opportunities; and
- present data that is a result of the student’s own research, laboratory results, observations, and investigations, when reporting investigated results.

Students are expected to give full credit for the borrowing of others’ words, ideas, or other works. Intentional or unintentional use of another’s words, ideas, or other works without giving credit constitutes plagiarism. There are four common forms of plagiarism:

- duplication of an author’s words without accurate citation and documentation;
- duplication of an author’s words or phrases with accurate citation and documentation, but without proper use of quotation marks or block indentation, as required;
- use of an author’s ideas in paraphrase without accurate citation and documentation; or
- submission of a paper in which exact words are merely rearranged even though footnoted.

Every student is expected to submit work for a course or for any other academic purpose that has been done solely for that course or for that purpose. If a student wishes to submit the same or similar work for any other course or for any other academic purpose within the college, prior written permission of the instructor of the course in which the assignment is being submitted must be obtained.

Any student intentionally aiding another student in any infraction of the academic honesty policy is considered equally responsible.

Faculty reserve the right to establish course-level policies in conjunction with, and in addition to, the stated academic honesty policy, provided that these policies are clearly delineated in the course syllabus.

An infraction of academic honesty remains on a student’s conduct record for seven years. Procedures for dealing with infractions of the academic honesty policy follow.
First Infraction

The faculty member will give the student a “0” or its equivalent on the academic activity in question. The faculty member will notify the student and explain the reason for the grade. This action could result in a lower final grade. The appropriate dean will be informed of the infraction in writing and the vice president of student services or designee will notify the student in writing of the consequences and implications of this infraction.

Second Infraction

The faculty member will give the student a “0” on the academic activity in question. A second infraction of the academic honesty policy, either in the same course or in another course, will also result in an automatic “F” in the course in which the second infraction occurred. Upon written notification from the appropriate dean that an academic honesty infraction occurred, and a determination is made that a second infraction has occurred, the vice president of student services or designee make the faculty member aware that a second infraction has occurred. The vice president of student services or designee will notify the registrar or designee that the student is to receive an “F” for the course. The student will be barred from further class participation.

In cases where the second infraction occurs in the same course, the faculty member will notify the student and explain the reason for the “F” in the course; otherwise, the vice president of student services or designee will notify the student of the “F” in the course. The vice president of student services or designee will meet with the student involved and apprise the student of the implication of this second infraction.

Third Infraction

The faculty member shall give the student a “0” on the academic activity in question. The faculty member will notify the student and explain the reason for the grade. A third infraction of the academic honesty policy will also result in an automatic “F” in the course in which the third infraction occurred. Upon notification from the appropriate dean that an academic honesty infraction occurred and a determination is made that a third infraction has occurred, the vice president of student services or designee will notify the student of the “F” for the course and make the faculty member aware that a third infraction has occurred. The student will be barred from further class participation. The vice president of student services or designee will also notify the registrar or designee that the student is to receive an “F” for the course. A third infraction of the academic honesty policy will result in student conduct action as determined by a panel of three to five members from the student conduct committee. The hearing will follow the structure outlined for a student conduct hearing in the student code of conduct; however, the committee will only determine sanctions.

Appeals

A student intending to appeal an infraction of the academic honesty policy should follow the academic complaint procedure (see procedure 10.14.02, Academic Procedures). A student intending to appeal a student conduct hearing outcome of suspension or expulsion as a result of a third infraction of the academic honesty policy should follow the appeal procedures listed in the student code of conduct.

Academic Standards

Howard Community College (HCC) has established the following academic standards to encourage student success and progress and define the results of exceeding, meeting, or falling below expected outcomes.

Dean’s List for Full-time Students

Students who have completed at least 12 credit hours in a semester at HCC with a term grade point average of 3.50 or better are eligible for nomination to the Dean’s List. Students cannot receive an F, L, or W grade during the term and qualify for the Dean’s List. Students who have met the qualifications will be recognized as outstanding students by the college.
Dean’s List for Part-time Students

Part-time students who have completed 12 or more cumulative credit hours at HCC and earn a term grade point average of 3.50 or better are eligible for nomination to the Dean’s List for Part-Time Students. Students must complete a minimum of six credits in the term under consideration and cannot receive an F, L, or W grade during the term to qualify for the Dean’s List for Part-Time Students. Students who have met the qualifications will be recognized as outstanding students by the college.

Academic Standards

Students are expected to make satisfactory progress each term they are enrolled. Satisfactory academic progress (good standing) is demonstrated when students successfully maintain a cumulative grade point average (GPA) of at least a 2.00 or as defined below. At the end of the fall and spring terms, the progress of each student will be reviewed. If a student’s cumulative GPA is below a 2.00, the student's standing is determined by both attempted credits and a minimum cumulative GPA earned at HCC:

- 12 – 15 attempted credits, a minimum cumulative GPA of 1.00 is required;
- 16 – 30 attempted credits, a minimum cumulative GPA of 1.50 is required;
- 31 – 40 attempted credits, a minimum cumulative GPA of 1.75 is required;
- 41 or greater attempted credits, a minimum cumulative GPA of 2.00 is required.

Financial aid recipients are subject to additional standards of academic progress as required by federal Title IV regulations. Students using Veterans Administration education benefits or tuition assistance are subject to additional standards of academic progress as determined by the Veterans Administration or the U.S. Department of Defense.

A student who has not achieved minimum cumulative GPA standards after 12 or more cumulative attempted credits will be placed on either academic warning or academic probation as described below.

Academic Warning

After attempting 12 credits, a student who is not making satisfactory academic progress is placed on academic warning. Students on academic warning receive notification of their status and are required to follow the intervention procedure outlined for them in their notification. Students who achieve at least a 2.00 term grade point average remain on academic warning until reaching good standing. Students who fail to meet this requirement are placed on academic probation.

Academic Probation

Academic probation results when a student on academic warning fails to reach the prescribed minimum standard for cumulative GPA. It is recommended that students on academic probation meet with an academic advisor at least once prior to registration for the next term. Students on academic probation will be limited to registering for eight credit hours in the next term. Students who achieve at least a 2.00 term grade point average remain on academic probation until reaching good standing. Students who fail to meet this requirement are placed on academic suspension.

Academic Suspension

A student on academic probation who fails to reach the prescribed minimum standard for cumulative GPA and does not achieve at least a 2.00 term GPA during the next semester of enrollment is placed on academic suspension. When placed on academic suspension, the student may not attend HCC during the next semester. Students have the right to appeal the first academic suspension.

Suspension Appeal – Details of the appeals process are included in the notification about the student’s suspension. If a student’s appeal is granted, the student is reinstated and placed on academic probation. A student on academic suspension a second or subsequent time is not permitted to register for any courses for one full calendar year.
Reinstatement After Suspension – A student who has been suspended and has not been enrolled for one semester or one full calendar year must contact completion services. Upon reinstatement, the student is placed on academic probation, the course schedule is restricted to eight credit hours, and the student must meet the satisfactory progress standard as stated above. If satisfactory progress is not met, the student is suspended.

**Attendance**

HCC does not have a college-wide attendance policy. Regular class attendance, however, is expected. Attendance expectations or requirements will be clearly stated in the course syllabus and discussed by the instructor.

The official class roster is available for each section in myHCC. A student who does not appear on the roster is not registered and should be directed to the office of records, registration, and veterans’ affairs (RRVA) to register. For 15 week classes, students may register for classes that have available seats through the close of business on the fifth business day of a term, excluding Saturday and Sunday. After that, the department chair, associate dean, or dean may grant permission for late entry via the late exception request process or a credit section override form. Late exceptions may be made if there are extenuating circumstances, and the request must come from the registrar or admissions and advising director to the appropriate academic dean. For classes that meet less than 15 weeks, registration is permitted in sections that have not met for the second time. Registration is permitted in online sections that meet less than 15 weeks until close of business the second business day of the section; after that, late exception request rules apply.

Drops for non-payment occur through the first 20% of a term, so it’s critical to use the myHCC roster when checking attendance. After 20% of scheduled class sessions, a student may no longer join the course. Students who are not on your roster may not attend the course.

Waitlist functionality exists for most sections. If a seat opens, waitlisted students are given the opportunity to register before a student who comes to your class but is not on the waitlist. Please keep this mind when providing permission for a student to join the section on the first day it meets. When waitlists are closed, students may register on a seat-available basis through the end of the section’s add period. For more information on waitlists, visit “FAQ on these processes,” under “For Faculty” in myHCC.

If a student does not attend class during the first 20% of scheduled class sessions, faculty must report an NA (Never Attended) through the final grade roster in myHCC by 20% of scheduled class sessions. Once an NA is reported, it appears on the student’s record. The NA grade is not computed in the GPA. However, NA grades may affect financial aid, veterans’ benefits, tuition assistance, student visa status, and athletic eligibility.

The federal definition of attendance for the purpose of Title IV (financial aid) funding is as follows:

**Attendance** — academic attendance or attendance at an academically-related activity — must be:

- Physically attending class
- Submitting academic assignment
- Taking exam, interactive tutorial, or computer-based instruction
- Attending school-assigned study group
- Participating in online discussions about academic matters and/or initiating contact with faculty to ask questions about subject matter

**Attendance does NOT include:**

- Logging into an online course without active participation
- Academic counseling

Faculty members are required to report a last date of attendance for all students who stop attending a course. You are required to provide the last date of attendance when entering "F" failing grades and "I" incompletes
in myHCC. The college is required to track these dates for Title IV compliance. RRVA may also ask for this information when pertinent to a student registration appeal.

In accordance with the Executive Order -- Establishing Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses, and Other Family Members (April 2012), HCC is required to “allow service members and reservists to be readmitted to a program if they are temporarily unable to attend class or have to suspend their studies due to service requirements, and take additional steps to accommodate short absences due to service obligations, provided that satisfactory academic progress is being made by the service members and reservists prior to suspending their studies.” To ensure compliance with this standard, consult with RRVA when presented with a request for special accommodations from a service member or veteran.

Statement on Missed Classes by Students

Howard Community College is proud to have students actively involved in educational experiences that help to develop the whole person. Examples include Student Advocacy Day in Annapolis, field trips to organizations that are only available during the weekday, student leaders participating at conferences, students engaged in theater/dance/musical performance, and student-athletes participating in a variety of college-approved events and intercollegiate sports. These students are an integral part of the HCC student body, and they serve the College as ambassadors wherever they go. While organizers try to minimize the conflicts, some of these activities will unfortunately conflict with scheduled classes.

Students receive regular advising assistance in an effort to avoid class absences due to practices and games, field trips, performances, etc., and they are instructed that academic success should be their first priority. There may be, however, unanticipated conflicts for these students that arise during the semester.

It is the student’s and student athlete’s responsibility to communicate with teachers about these situations and about the student’s academic progress in a course. It is also expected that students will make advanced arrangements regarding class assignments and exams missed because of competition or team travel.

Some faculty develop attendance policies that allow students to miss a given number of class sessions without penalty or to drop their lowest grade on assignments or tests. Faculty have discretion to apply – or not to apply – these course policies to students who miss class to participate in college-approved competition or other college-approved events.

Faculty with concerns about the student athletes in their classes may contact the athletic director. Faculty may contact the student directly, the appropriate dean, or the department chair for students who miss class due to other college-sanctioned events. When situations involving absence from class cannot be resolved between the student and the faculty member, the student should contact the course coordinator, associate chair, or department chair as appropriate. We appreciate your support for our HCC students.

Observation of Religious Holidays

Faculty members are asked to be flexible with students wishing to observe such holidays. Please allow students to make up missed work. Students should not be penalized for missing class on these holidays.

Class Cancellation

Faculty are expected to conduct all assigned classes as scheduled. Classes will be cancelled only in the case of an emergency or with prior approval by the appropriate division leader as identified by each division’s guidelines. In the case of an emergency, the faculty member is required to contact the division office as soon as the faculty member becomes aware of the emergency and the inability to meet with the class. The faculty member should work within the division to find an appropriate substitute. An official class cancellation notice will be posted on the class door by the division office and in the learning management system to notify students.
In the event that a faculty member needs to be absent from class for other professional reasons, the faculty member should discuss the reasons with the appropriate division leader as soon as possible to decide on provision of alternate faculty coverage. It is important that the division leader and the division office be aware of such class changes so that student questions or concerns can be properly addressed.

**Copyrighted Works**

HCC supports the responsible, good faith use of copyrighted works by HCC personnel as specified by law.

If a work is copyrighted and not covered by a license or conditions of use, there are several ways to still use the work in question:

- link to the work electronically, as a result, no copy is made;
- employ fair use as provided in section 107 of the United States copyright law, as outlined below;
- fit within a copyright exception, as provided in section 110 of the United States copyright law;
- obtain permission of the copyright owner.

Under United States copyright law, the “fair use doctrine” allows certain specified uses of a copyrighted work without requiring prior permission of the copyright owner under certain circumstances. The term “fair use” has generally been defined as the right to use copyrighted works in a reasonable manner without consent of the author. College faculty or staff who “fair use” copyrighted works must consider in advance the applicability of the following four statutory factors in making a fair use analysis.

1. The purpose and character of the use, including whether the use is of a commercial nature or is for nonprofit educational purposes;
2. The nature of the copyrighted work;
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. The effect of the use upon the potential market for or value of the copyrighted work.

The library facilitates use of copyrighted works by HCC personnel. When copyrighted works are submitted for duplication, they must be accompanied by a completed copyright release form, which may be obtained from the library, and a copy of any letter of permission received. However, if the instructor decides the duplication falls within a copyright exception such as fair use, the instructor will check this section on the copyright release form.

For assistance determining a copyright exception, such as fair use, or obtaining copyright permission to use a copyright work, contact the director of the library, who serves as the designated copyright officer.

**CustomClass**

CustomClass is an enrollment option that allows students to enroll in credit classes without having been admitted as credit students or meeting the prerequisites. CustomClass students select this option at the time of registration and cannot later change to credit or audit status. They will be exposed to the material and instruction in a credit course but will not receive grades or transcripts for the course. Some courses may be eligible for CEUs (continuing education units) or certifications from the Continuing Education Division. Students may take up to 9 credits of CustomClasses per term. For more information, call 443-518-4659, or visit [CustomClass](#).

**FERPA**

FERPA, or the Family Educational Rights and Privacy Act (1974), is a federal law that protects the privacy of all students' education records, regardless of age, by requiring that personally identifiable information only be released to parties with a Legitimate Educational Interest (LEI).
LEI is defined as “need to know,” or performing a task that is specified in your position description or contract:

- Related to a student’s education or related to the discipline of a student
- Providing a service or benefit relating to a student or student’s family
- Maintaining safety and security of the campus

LEI is never a curiosity about the academic record or disciplinary proceeding. All records of all students are not open to all faculty and all staff of Howard Community College.

Students’ Rights under FERPA include the right to inspect and review their education records, request to amend their education records; to limit disclosure of “personally identifiable information” known as directory information; and to file a complaint with the Department of Education concerning an alleged failure by the institution to comply with FERPA.

Tips for complying with FERPA:

- Review HCC’s Confidentially of Student Records-50.05 policy before responding to a request.
- Explain to a student, colleague, etc. why you are unable to provide information, if an LEI does not exist.
- Obtain signed, written permission from a student before sharing information with someone other than the student. Written permission must be dated and signed by the student, specify the information to be disclosed, and specify the name of person or entity to be given information. Before drafting a Letter of Recommendation be sure to obtain a release. Forward all releases to Records, Registration, and Veterans’ Affairs to be included in the student’s record—it’s the law!
- Do not give confidential information to a student’s friend, classmate, family member, etc. Instead, mail the student information, or if you receive an e-mail from the student’s HCC e-mail address giving permission to a third party take the work, place the student’s work into a sealed envelope, ask for a picture ID of the person to whom you’re giving the information, and keep a copy of the e-mail.
- Lock your workstation, computer, or tablet before you walk away. Cover all student information when someone walks over to your workstation. Secure all student information when you leave your desk. Shred all student information when you no longer need it.
- Delete personally identifiable information, including student ID numbers, before sending an e-mail if a LEI does not exist. Keep student names and IDs out of the e-mail subject line.
- To send and receive FERPA-protected information, use HCC email only. Only send FERPA-protected information to students via their HCC e-mail addresses.
- Engage in peer grading; this practice was upheld in a Department of Education finding. The work becomes part of the student record when collected by the faculty member or entered into “the grade book.”
- Keep student information out of social networks. Do not post student information or course progress in a public place; do not circulate a sign-in sheet.
- Consult the registrar before releasing information to third parties outside of HCC. Send subpoenas, summons, and legal process requests to RRVA with haste.
- Contact the Department of Public Safety if you have information (confidential or otherwise) that a student may cause harm to self or others. Do not provide anyone with student schedule information or assist anyone other than an HCC employee in finding a student on campus; refer requests to the Department of Public Safety.
- Do not release grades over the phone or email. Instead, refer students to myHCC for grade information. Do not release the grades of individual students to others, even if you do not distinguish who received which grade. Instead of a grade distribution, release a calculated class average, particularly in courses with small enrollment. Refrain from leaving graded work on a table in a full classroom. Instead, hand work directly back to each student.

Online FERPA training is available in myHCC. This must be taken prior to attending the discussion component offered during each Faculty Professional Development period and monthly to all HCC employees.
**Field Trips**

Field trips required as part of a course must be approved in advance by the department chair, listed in the catalog, and paid for by the college. Other field trips may be planned on a voluntary basis with individual students covering all costs. The course instructor is solely liable for all personal and professional responsibilities except as released in writing by the department chair and/or individual students.

The following regulations shall apply to all field trips:

1. Student cars shall not be used for group transportation.
2. All field trips should normally be scheduled to avoid conflict with other classes of participating students. If required field trips conflict with other classes, the instructor should make arrangements that do not penalize the student.
3. College automobiles may not be driven out of state in accordance with the Howard County risk management guidelines.

**Final Exam Period**

Following the final exam schedule, faculty are expected during the major terms to meet with students during finals week. Students will take an exam, complete a required assignment, or submit other required course work.

**Grading**

Final grades for Howard Community College students will be issued at the end of each semester. All grades earned will remain on the official transcript.

Letter grades for college-level courses earn quality points according to the following schedule:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points Per Credit Hour</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
<td>Mastery of course objectives with outstanding quality of academic achievement</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
<td>Mastery of course objectives with high quality of academic achievement</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
<td>Mastery of course objectives</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
<td>Borderline understanding of the subject and marginal academic performance. Earning a D grade or lower will not fulfill a prerequisite requirement for some courses. As of August 1, 2017, students must earn at least a C in ENGL-121 to be able to graduate.</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td>Lack of mastery of course objectives</td>
</tr>
</tbody>
</table>
The total credit hours earned by a student are equivalent to the total of the college-level credits for which a grade of A, B, C, D, or F was recorded. A student's grade point average (GPA) is recorded on the student's official transcript. The GPA is calculated as follows:

Total Quality Points Earned divided by Total Credit Hours Attempted = Grade Point Average

Grades with the indication of “None” under quality points per credit hour in the grade schedule are not used in computing the GPA. Grade records are maintained in the office of records, registration, and veterans affairs (RRVA). An official transcript may be obtained from RRVA. Students who have not met all of their financial obligations will have transcripts withheld until such obligations are satisfied.

Repeat Policy

If a student repeats a course, the highest grade earned in the course will count toward the GPA; however, all attempts and the resulting grades will appear on the transcript.

“I” Grade

Incomplete. A temporary designation generally given only in an emergency situation such as illness, which results in the student’s inability to complete course objectives. A student must have successfully completed 75 percent of the course objectives, as determined by the instructor, for the “I” designation. This designation must be changed to a permanent grade other than “W” or “L” within a period of time determined by the instructor at the time the “I” designation is assigned. A written agreement by the instructor specifying the necessary objectives and period of time within which they need to be completed will be sent to the student with a copy to the student’s permanent file. The period to complete objectives shall not exceed the end of the seventh week of the next full semester or it will be converted to an "F" grade.
must be changed to a permanent grade other than "W" or "L" within a period of time determined by the
instructor at the time the "I" designation is assigned. A written agreement by the instructor specifying the
necessary objectives and period of time within which they need to be completed will be sent to the student
with a copy to the student's permanent file. The period to complete objectives shall not exceed the end of
the seventh week of the next full semester or it will be converted to an "F" grade.

If you are granting an Incomplete: After submitting the “I” grade online, you must submit an
Incomplete Contract (available from your division office) by the last day of the semester.

**Intellectual Property**

Howard Community College encourages the development and dissemination of new knowledge and
intellectual property by faculty, staff, and students. Intellectual property is the scholarship and creative work
performed or produced by a faculty member, staff member, or student, the creator, which is captured in a
tangible medium.

The college owns the rights to intellectual property created by faculty, staff, or students if college resources
are used in the creation of the work. However, the college also recognizes that the creator may have vested
interests in this property and may grant rights to the creator on a case-by-case basis.

Works that are produced without the use of college resources remain the sole property of the creator.

**Intellectual Property and Media Liability Insurance**

The college will evaluate the need for Intellectual Property and Media Liability Insurance for the intellectual
property created. The use of such insurance provides coverage to protect against patent infringement,
trademark infringement, copyright infringement, defamation, product disparagement, warranties, distribution,
and consequential damages.

Detailed information is available in the following procedures:

- 40.02.01 [Intellectual Property Produced by HCC Faculty and Staff with College Resources Procedure](#)
- 40.02.02 [Intellectual Property Produced by HCC Faculty and Staff without College Resources Procedure](#)
- 40.02.03 [Intellectual Property Rights for Commissioned Artistic Work Procedure](#)
- 40.02.04 [Creative Commons License for College Intellectual Property Procedure](#)
- 40.02.05 [Intelectual Property Produced by Howard Community College Students](#)

**Late Opening/Early Closing**

**LATE OPENING POLICY**

If the college will be opening late and there is more than 30 minutes of time left in a scheduled class at the
late opening time, that particular class will meet for the remainder of the class time.

**EARLY CLOSING POLICY**

If the college will be closing early and there will be more than 30 minutes of time available for a scheduled
class before the college closes, that particular class will meet during the available time.

**Student Email**

Howard Community College recognizes email as an official method for communication with students. The
use of email is intended to meet the academic and administrative needs of the campus community. Students
are expected to read all information received at their college-assigned email account.

The information technology department will assign an official college email address to credit students
admitted to Howard Community College. This official email address will be the only one used by the college
for email communications. Students who do not have access to computers may use college computers in locations where use of email is permissible.

If students want to have email redirected from their official Howard Community College address to another email address they may do so, but at their own risk. The college is not responsible for the handling of email by external service providers. Students are responsible for acting on all official communications received at their official college email address.

Certain communications may be time sensitive and students are expected to check their official email address on a frequent and consistent basis in order to stay current with college communications.

Faculty will determine the use of email, which could include course content delivery, class discussion, and instructor conferencing in their classes.

Students using an email account provided by Howard Community College are required to adhere to all college procedures and email guidelines outlined in 61.12.02, Use of College Email and Messaging. As stated in procedure 61.12.02, email is not a private means of communication. The college will make every effort to ensure the reasonable privacy of individuals' email; however, it is possible that college personnel, in the function of their position, may access individual accounts, messages, or both.

**Student Conduct Process**

Howard Community College procedures outlining the student conduct process can be found in the student handbook. The student conduct process is reviewed annually by the office of the vice president of student services. Topics include academic honesty, code of conduct, and the student judicial process. If there are other specific concerns that need assistance, you can contact your department chair with the situation and the department chair will contact Student Services. If a situation feels threatening at any point while class is in session, please call HCC Public Safety (emergency line) at x5555. If you don’t feel safe enough to vocally explain the situation, give your name and the area you’re calling from, and say you must speak with Doctor Howard. This is a code to have Public Safety come to your area.

**Student Withdrawal**

A student who wishes to officially withdraw from a course must withdraw using myHCC or submit a withdrawal form to RRVA. Students who stop attending are not automatically withdrawn from classes; therefore, final grades must be provided.

The withdrawal period is between 20-66% of scheduled meeting dates. Withdraw deadlines are available in myHCC.

All students are strongly urged to consult an academic advisor before making academic decisions. Additional procedures prior to withdrawing are required of the following students:

- **Students receiving financial aid and scholarships** – Students receiving financial aid and scholarships must consult with Financial Aid Services before withdrawing.
- **International (F1) students** – International (F1) students must receive consent from an international student advisor.
- **Active duty service members and veterans** – Students using veteran education benefits or tuition assistance must notify RRVA when dropping classes. Failure to do so may result in overpayment from the Veterans Administration or Department of Defense.

Students withdrawing officially from a class will receive a grade of “W.” The “W” will appear on the student’s transcript and show as hours attempted, but will not be calculated into the student’s GPA. Withdrawal can affect academic standing, student visa status, financial aid, veterans’ benefits, and tuition assistance. **Students who do not withdraw by the posted deadline must accept the final grade earned for the course.**
Faculty should be sure students are informed of their course progress so that they can make reasonable decisions about withdrawal. When processing final course grades, do not assume a student has officially withdrawn who has expressed a desire to do so. If a grade of "W" appears on the final grade roster, the process was completed. If there is no "W", the student did not withdraw, and you must assign a letter grade. Faculty may not assign a grade of "W."

**Text Purchases**

Howard Community College (HCC) is committed to ensuring that text adoption promotes a quality educational experience for students and minimizing the costs of textbooks for its students. When adopting and purchasing textbooks, faculty must carefully consider the appropriateness of textbooks and other supplemental materials for each course based on content, pedagogy, and teaching in the discipline, as well as the cost to students and the factors that determine that cost.

In keeping with this commitment, the college complies with the State of Maryland College Textbook Competition and Affordability Act of 2009. As part of this compliance, faculty members are required to acknowledge annually that they have received textbook competition and affordability information and that they will comply with the provisions of the act. The acknowledgement is accomplished through faculty participation in an annual textbook affordability professional development activity, which includes acknowledging awareness of and compliance with the provisions of the act.

Detailed information on the State of Maryland College Textbook Competition and Affordability Act of 2009, as well as information on the required professional development and acknowledgement form, is available on the college portal.

Additional college-based guidelines must be followed regarding purchasing instructional materials, including textbooks. Materials for all courses taught at Howard Community College should be ordered by the faculty by October 1 for spring and winter terms, and March 1 for summer and fall terms. All course-related materials should be ordered through the FacultyEnlight website.

Materials, both required and optional, developed by faculty and organized for their students into booklets, learning packets, etc. are available in the college bookstore upon recommendation of the division. Faculty must also order all other required course items through the bookstore for sale to students.