

# ACADEMIC PROCEDURES AND INFORMATION

## Degree and Certificate Programs

Harford Community College (HCC) provides high quality, accessible and affordable educational opportunities for all ages. The college offers five different associate degrees and several certificates in unique programs of study (majors). Workforce and Community Education offers training for the community, youth camps and senior programs. To learn more about HCC and the degree and certificate options HCC has for you, please see the Programs of Study (<https://catalog.harford.edu/programs-study-majors/>) list within the catalog. If you need further information, please contact the Office of the Vice President for Academic Affairs.

### Degree Programs

#### ASSOCIATE OF ARTS (A.A.)

The Associate of Arts degree recognizes a curricular focus on the liberal arts (humanities, social sciences and similar subjects) and fine arts. The Associate of Arts degree not only transfers to appropriate baccalaureate programs, but also provides for career exploration and skills upgrading.

#### ASSOCIATE OF FINE ARTS (A.F.A.)

The Associate of Fine Arts degree recognizes a curricular focus on the fine arts (studio, graphic, digital, photographic and similar arts subjects). The Associate of Fine Arts degree not only transfers to appropriate baccalaureate programs, but also provides for career exploration and skills upgrading.

#### ASSOCIATE OF SCIENCE (A.S.)

The Associate of Science degree recognizes a curricular focus on science, mathematics, engineering and technology. The Associate of Science degree not only transfers to appropriate baccalaureate programs, but also provides for career exploration and skills upgrading.

#### ASSOCIATE OF APPLIED SCIENCE (A.A.S.)

The Associate of Applied Science degree recognizes a curricular focus in a specific occupational area. The Associate of Applied Science degree is intended primarily for immediate employment or career mobility; it also provides some opportunities for transfer to baccalaureate programs.

#### ASSOCIATE OF ARTS IN TEACHING (A.A.T.)

The Associate of Arts in Teaching degree recognizes a curricular focus in teacher education which meets the lower-level degree academic content, outcomes, and requirements for teacher education similar to the first two years of a baccalaureate program in teacher education. This degree requires a passing score on Praxis Core and a cumulative grade point average of 2.75 on a 4.0 scale and will transfer in total without further review by Maryland public and independent 4-year institutions.

### Certificate Programs

Certificate programs offer training in skills that are specific to an occupation; they are available in several occupational fields. Certificates can be completed in six months to two years and include from 12 to 55 credits of course work.

### Curriculum Advisory Committees

Harford Community College's academic degree programs utilize Curriculum Advisory Committees to assist in the continued growth of academic programs, as well as the development of new programs.

Committees include community members with an expertise in the academic area for which they serve.

The following Curriculum Advisory Committees are currently in place:

#### Arts & Humanities

- Digital Media
- Interactive Media Production

#### Business and Applied Technology

- Accounting
- Business Management
- Computer Aided Design and Drafting
- Computer Information Systems
- Engineering Technology
- Information Systems and Cybersecurity

#### Behavioral Social Sciences

- Criminal Justice
- Exercise Science
- Geospatial Technology
- Paralegal
- Teacher Education

#### Nursing and Allied Health Professions

- Medical Assisting
- Nursing

#### Science, Technology, Engineering, and Mathematics

- Biotechnology
- Data Science

## Requirements and Procedures for Degrees and Certificates

### Student Declaration of Degree or Certificate Program

Students who choose a degree or certificate program upon admission to the College must follow the program requirements in effect for the academic year (typically September 1 to August 31) for which they are admitted.

### College Modification of Degree or Certificate Requirements

If the College changes the degree/certificate requirements after a student has been admitted/readmitted, the student may complete the graduation requirements in effect at the time of admission/readmission or may choose the full requirements of the new program. Students wishing to change their major and/or certificate must meet with their academic advisor to update.

### Student Change of Major and/or Certificate

Students who change their major and/or certificate must complete the full requirements of the new program published in the College Catalog for the academic year (September - August) in which the change is made. Course substitutions and waivers previously approved for a program of study will apply to that program only. Students wishing to change

their major and/or certificate must meet with their academic advisor to update.

## Requirements for the Associate Degree

To be eligible for an associate degree, students must:

1. Complete a minimum of 60 credit hours of college-level work, with a cumulative grade point average of 2.00 or higher.
2. Complete a minimum of 15 credit hours at Harford Community College.
3. Complete general education, testing and essential technical standards as applicable, and degree requirements in each program of study in which the degree is to be awarded.
4. All graduates must attain at least a C grade in ENG 101 English Composition (GE) or pass a standardized college-wide writing examination.
5. Be conferred by the President and Board of Trustees of Harford Community College.

## Requirements for Certificate

To be eligible for a certificate, students must:

1. Complete the required courses of an approved certificate program with a grade point average of 2.00 or higher and such testing as may be required by the College.
2. Earn at least 25 percent of the credit hours at Harford Community College.
3. Demonstrate basic competencies in English, reading, and mathematics.
4. Complete testing and/or essential technical standards as applicable.
5. Be conferred by the President and Board of Trustees of Harford Community College.

## Double/Multiple Programs of Study Declaration

With the exception of General Studies and Technical/Professional Studies, students may simultaneously pursue the requirements of two or more different programs of study. Pursuit of more than one program of study should be discussed in the early stages with an advisor and must be declared on the Application for Graduation. The student must follow the requirements in effect for the same year for all programs of study. All programs of study will be annotated on the student's transcript of record.

Existing institutional procedures governing graduation requirements and residency will remain in effect.

## Earning a Subsequent Degree or Certificate

**Update effective August 13, 2024**

This policy outlines the criteria for students seeking additional degrees at Harford Community College. Students who have already earned a degree or certificate from an accredited higher education institution may pursue a subsequent degree or certificate by meeting the following requirements:

1. As each major or degree is a separate credential, the subsequent degree must have 15 unique credits (or 25% of the credits for a certificate) that were not used to fulfill requirements in the original major, degree, or certificate.
2. A minimum of 15 credits for the subsequent associate degree or 25% of the credit hours for the certificate must be taken at Harford Community College.

3. Completion of all specific program requirements for the subsequent degree or certificate.
4. Maintenance of a minimum cumulative GPA of 2.0 in all coursework completed for the additional degree or certificate.
5. Exceptions to this policy will be implemented when deemed necessary to meet external accreditation standards.

## Student Change of Educational Goal

Students who change their status from "Taking Courses" to seek a degree or certificate must follow the program requirements in effect for the academic year (September 1 to August 31) in which the change is made. Students identified as needing to improve one or more basic skills will be required to complete the appropriate transitional studies course(s) prior to or concurrently with the program requirements. Students wishing to change declare a major and/or certificate must meet with their academic advisor to update.

## Student Responsibility

Students are responsible for following their program and meeting graduation and transfer requirements. Students are encouraged to seek assistance from the advising staff if they have questions. However, meeting graduation and transfer requirements is ultimately the responsibility of the student.

## Other Elective Options

Various curricula provide the opportunity for students to select elective courses from a broad range of disciplines beyond those listed as GB, GAH, GI, GL, GM, and GS under General Education.

**Behavioral/Social Science Elective** - Any course in anthropology, criminal justice, economics, geography, history, paralegal studies, political science, psychology, and sociology.

**Humanities Elective** - Any course in art, communication studies, drama, English, foreign languages, mass communications, music, philosophy, photography, religion, theatre, and visual and performing arts.

**Biological/Physical Sciences Elective** - Any course in astronomy, biology, chemistry, earth science, environmental studies, forensic science, physical science, and physics.

**General Elective** - Any 100 or 200 level course in any discipline.

## Graduation Requirements Awarding of Degrees and Certificates

Diplomas are conferred in August, December, and May of each year. August graduation requirements must be met by August 31; December graduation requirements must be met by December 31 and May graduation requirements must be met by May 31. Students will receive notification from the Registration and Records Office when diplomas or certificates have been mailed. If the student has an outstanding financial obligation to the College, diplomas may not be issued until the obligation is resolved. The Registration and Records Office is authorized to issue letters of completion to students who need verification of program completion at other times.

The College reserves the right to award all degrees or certificates earned.

## Graduation Procedures

To apply for graduation, students must:

1. Meet with an academic advisor to ensure they have met, or are on track to meet, the requirements of their degree and/or certificate.
2. Ensure that the Registration and Records Office has current information on their intended degree and/or certificates. Students wishing to change their major and/or certificate must meet with their academic advisor to update.
3. Complete and submit a Graduation Application online on OwlNet no later than:
  - April 1st for May graduation,
  - August 1st for August graduation, and
  - December 1st for December graduation.

**There can be exceptions to these dates but it is a case by case decision made by the Registrar.**

## Commencement Ceremonies

Formal commencement ceremonies are held in May for graduating classes within the academic year. For further information, please check the **Commencement webpage**.

## Attendance

The College recognizes that successful student performance in college courses is dependent upon regular attendance and participation. Therefore, students are expected to attend all classes and to participate in all learning activities. Missed class time due to obligations such as jury duty, military service, medical issue, or participation in authorized College extracurricular activities will be considered excused absences. Students are responsible for contacting their instructors regarding all attendance matters and for completing required course work. Documentation may be required for any excused absence.

Non-attendance can result in loss of financial aid and/or impact other third-party funding sources, as well as failure, withdrawal or removal from the course.

## Religious Observance

Students shall be allowed, whenever practicable, to make up assignments, quizzes, or exams that are missed due to religious/faith-based observances. It is the student's responsibility to contact each instructor, in writing, and arrange for make-up assignments or examinations. The student is responsible for providing written notification to the instructor(s) two weeks prior to the absence and must identify the religious holiday(s) and the date(s). Programs and courses that require mandated class time, for state licensure for example, may need flexibility with accommodations. All requests shall be treated confidentially.

## Cancelled Classes

HCC reserves the right to cancel any class for insufficient enrollment. You will be notified of class cancellations as they occur. HCC also reserves the right to change instructor assignments. Financial Aid will not pay for cancelled classes.

## Dropping and Withdrawing from Courses

### Dropping from Courses

Students must drop courses during the refund period to receive a full refund. Courses dropped during the refund period will not appear on the student's official record. To drop from classes, students must go online

to OwlNet or complete and submit a Credit Registration Form to the Registration and Records Office.

Students dropping courses due to military service should refer to the *Dropping or Withdrawing From Courses Due to Military Service policy*.

### Withdrawing from Courses

Withdrawing from courses negatively impacts a student's ability to complete their academic goal and may adversely impact their financial aid status which may result in student debt. After the 100% refund period, students may withdraw from courses during the official withdrawal period. In order to withdraw from classes before mid-term date, students must request to withdraw online via OwlNet. Submitting the request to withdraw will prompt an HCC employee to contact the student to discuss the impact of the withdrawal(s) on the student's academic plan and/or financial aid status. If the student confirms their intent to withdraw after this outreach or they do not respond to the employee outreach within 7 days, the student will be withdrawn from the course(s) by the Registration and Records Office. After mid-term date to published withdrawal date students may go to Self-Service and withdrawal from the course without having to meet with an HCC employee. Students dropping courses due to military service should refer to the *Dropping or Withdrawing From Courses Due to Military Service policy*. The symbol W will appear on the student's official academic record and student's are responsible for the tuition and fees of that course if the following withdrawals take place:

1. A student withdraws by the official withdrawal deadline, which is approximately 85% through the semester, term, or session.
2. By completing a Late Withdrawal Form with the Registration and Records Office, students may request a withdrawal after the official withdrawal deadline for documented extenuating circumstances such as, but not limited to, serious illness, death in the immediate family, involuntary transfer by one's employer, or involuntary change in working hours. Requests for late withdrawal will only be considered if they are made within one year\* from the last date of the semester/session in which the course was taken (\*Some exceptions may be made).

*Please note the College reserves the right to withdraw students from classes when deemed necessary.*

### Dropping or Withdrawing from Courses due to Military Service

Harford Community College adheres to federal and state law on the duties to and the rights of students who are members of the U.S. Armed Forces, including the National Guard and the Reserves, when they are unable to attend classes or have to suspend their studies due to being called to active military duty or being mobilized. Students who cannot complete course requirements because of being called to active military duty or being mobilized should notify the Registration and Records Office. With appropriate documentation, students have the following options to choose from:

1. A student may request their course(s) be dropped (removed from the student's record) and a full refund of tuition and fees will be granted
2. A student may request a withdrawal from their course(s) and will be assigned a W on the student's record and a full refund of tuition and fees will be granted.

Students attempting to complete courses during active duty assignment, but need extended time, may request an Incomplete (I) grade. Refer to the Grades and Grade Reports (p. 4) policy. If the student pursues an Incomplete (I) grade, they are still responsible for the tuition and fees associated with the course(s). Requests from prior semesters, sessions, or terms will not be granted.

Once returning from active duty or being mobilized, service members are able to continue their studies at Harford Community College.

## Involuntary Withdrawal from the College

In cases where a student is unable or unwilling to request a voluntary withdrawal from the College, and the student poses a direct threat of harm or substantially impedes the continuance of normal College functions, the College reserves the right to involuntarily withdraw such student.

## Final Examinations

Students may be required to take the final examination in each course on the scheduled date at the end of each semester if credit is to be granted in the course. Permission for a special examination is at the discretion of the instructor.

For procedures relative to prior years, please refer to the appropriate year's catalog.

## Prerequisites

Prerequisites are courses that must be completed before attending a higher-level course. Students can register for the next semester if presently enrolled in prerequisite course(s). If the student does not successfully complete the prerequisite, the College has the right to drop administratively the student from the higher-level course.

## Prerequisites that may be Taken Concurrently

Prerequisites that can be taken concurrently are courses that must be completed before or at the same time as another higher-level course. Students can register for these courses in the same semester as long as the registration happens for both courses at the same time. If the student does not successfully complete the prerequisite and/or drops the courses of a class they need for a prerequisite the College will administratively drop the student from the higher-level course.

## Corequisites

Corequisites are courses that must be taken at the same time as another course.

## Reading and Writing Across the Curriculum

HCC values reading and writing as skills that are integral to student success. Therefore, students should meet certain minimum composition requirements for written work submitted in courses. These requirements are:

- A reasonable degree of skill in presenting material in a clear and logical manner
- Demonstrate college-level competence in grammar and in mechanics as it pertains to the course

- Integration of course content in a recognized documentation style, when required

Therefore, students must meet certain minimum reading requirements for all courses. These requirements are:

- Reading comprehension of assigned course materials
- Summarization of ideas and/or information from assigned course materials
- Synthesis of textual concepts as they pertain to the course

## Student Records

Academic educational records are maintained for all students. This record contains all course work, including courses that are repeated, transfer credit, academic status, grade point average, disciplinary expulsion and degree(s) granted. This record is kept as a permanent record of the College.

Other educational records contain, but are not limited to, high school and/or college transcripts, letters the student may have sent to the College, copies of letters sent to the student by the College, test scores, course substitutions and waivers. These records are kept approximately two years after the date of last enrollment.

## Transcript of Academic Record

Official academic records are kept on permanent file in the Registration and Records Office. All requests for transcripts must be submitted online with Parchment (<https://www.parchment.com/u/registration/34389/institution/>). Telephone requests cannot be honored. There is a charge per transcript copy.

## Grades and Grade Reports

The following grading policy is in effect for all students, regardless of the year in which they enrolled at the College. Deficiency reports for D or F academic performance are available to students approximately at the midpoint of the 15-week course.

Official grades and symbols earned by students in each course will be recorded and, upon request from the student, will be issued to designated individuals or agencies after all final grade processing is complete. Grade information is also available online.

### Grades and Quality Points

A - Excellent (4 Quality Points)

B - Good (3 Quality Points)

C - Average (2 Quality Points)

D - Poor (1 Quality Point)

F - Failure to meet course requirements (0 Quality Points)

Letter grades for transitional studies courses (courses below 100 level) will be noted with an asterisk \*. D grades are not issued in transitional studies courses.

### Symbols and Quality Points

W - Withdrawal (0 Quality Points)

WX- Withdrawal due to Failure to Attend (0 Quality Points)



NA- Never Attended (0 Quality Points)

I - Incomplete (0 Quality Points)

K - Audit (0 Quality Points)

N - No Grade Provided (0 Quality Points)

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W - Indicates course withdrawal without a grade. Withdrawal can be initiated by the student or by the College. The symbol W is not used in computing the Grade Point Average (GPA).

WX- The WX grade stands for students who stop attending a course. This grade is assigned to students who register for a course and stop reporting or participating within the first 60% of scheduled class sessions. The symbol WX is not used in computing the Grade Point Average (GPA).

NA- The NA grade stands for students who never attended a course. This grade is assigned to students who register for a course and do not report or participate within the first 20% of scheduled class sessions. The symbol NA is not used in computing the Grade Point Average (GPA).

I - Faculty member agrees that the student can meet course requirements without additional registration. The symbol I must be resolved by completing the requirements of the course within a period prescribed by the instructor, but in no case later than 60 days after the end of the semester in which the I was awarded. In the event the I is not resolved, the symbol will automatically convert to an F which will be used in computing the GPA.

K - Designates audit (not for credit). The symbol K will not be used in computing the GPA.

N - The N symbol is assigned by the Registration and Records Office in the event that a grade is not provided by the instructor. The N symbol must be resolved by the instructor.

*\*R - Student is completing work on a portfolio and is awarded for satisfactory completion of APL 102 Portfolio Development Seminar, a continuing research component of the portfolio assessment program. Students may earn up to two R symbols. R is included in earned credits but is not used in computing GPA.*

*\*M - The letter grade M is no longer processed as a grade by Harford Community College effective summer 2013 term; however, the procedures applicable to the M grade will remain in effect for students who earned the M grade prior to its discontinuation. Students whose academic record shows the M grade should consult the College's credit catalog from previous years for details regarding the College's procedures on the M grade. Students are also encouraged to meet with an advisor about how to proceed with course enrollment.*

## Change of Final Grade

In cases where a student alleges that a final course grade was unjustified, the student first attempts to resolve the conflict with the instructor by initiating the appeal process in writing no later than 60 days after the conclusion of the semester or term in which the grade was awarded. With the appeal, the student must submit in writing his/her rationale supported by appropriate documentation. If the conflict cannot be resolved, the complaint shall be presented by the student to the division leader in which the course is offered and if necessary, the division leader

may request documentation about the complaint. The decision of the division leader is final.

## Audit

Students may register for audit (not for credit) during any registration. Students may change from audit to credit only during the published schedule change period. Students may change from credit to audit with the instructor's permission at any time before the official withdrawal deadline. An instructor and the faculty division dean may approve a student's request for a change from credit to audit after the official withdrawal deadline but before the last day of the semester, term, or session for documented extenuating circumstance. These circumstances include, but are not limited to, serious illness/accident/medical condition, assignment to active duty in armed services, death in the immediate family, involuntary transfer or change in work hours by employer. Audit classes require the same tuition and fees as regular credit classes. Students auditing a course will be expected to meet requirements set by the instructor.

## Course Substitutions and Waivers

A course substitution is a course that takes the place of a required course in a program. A waiver is a program requirement that can be removed from your program while still meeting the credit hours required to graduate. A course substitution or waiver must still be able to meet the content and/or spirit of the program requirements.

A student who has a reason to request a course substitution and/or waiver should initiate this request with their academic advisor. The student or advisor can submit the electronic or paper form to the academic dean responsible for the student's program of study. The academic dean will approve or deny the request and forward to the Records and Registration Office for processing.

Please note all decisions are final and any request that is submitted that does not align with COMAR (The Code of Maryland Regulations) will be automatically denied.

## Grade Point Average

### Semester Grade Point Average

The semester grade point average (GPA) is determined by multiplying the number of credit hours in each course successfully completed by the number of points corresponding to the final grade for the course. The total is then divided by the number of credit GPA hours completed during that semester. The GPA is computed only on college level credit courses complete at Harford Community College. Courses for which a symbol (W, I, K, N, R, M (p. 5)) is awarded will not be considered in calculating the GPA.

### Cumulative Grade Point Average

The cumulative GPA is determined in the same manner as the semester GPA. In the case of repeated courses, only the last grade earned will be used in computing the cumulative GPA.

## President's List and Dean's List

The President's and Dean's Lists Honors are awarded at the end of the fall and spring semesters. The following criteria will be used when recognizing scholarship of full- and part-time students.

1. Students who receive a grade of C, D, F or I in any course that semester are not eligible for honors.

2. Full-time: 12 college level<sup>1</sup> credits or more must be completed that semester for full-time honors.
3. Part-time: 12 college level<sup>1</sup> credits must be accumulated prior to the semester under consideration to be eligible for part-time honors, and six college level<sup>1</sup> credits must be completed in the current semester.
4. Credit-by-exam and transfer credit are not included. Students must have a 3.76 or higher GPA for placement on the President's List (High Honors); a 3.50 to 3.75 GPA must be achieved for placement on the Dean's List (Honors).

<sup>1</sup> Courses 100 level or above.

## Academic Renewal

Students may request to have up to 16 college-level credits of D or F grades deleted from the calculation of their grade point average (GPA). Approved courses are designated as XD or XF, respectively, on their permanent record. Courses with a grade of D, which were previously used to award a degree or certificate, are not eligible for academic renewal. The requested D or F grades must have been earned in courses taken five or more years prior to the date of the request for academic renewal. Additionally, the student must have completed a minimum of 12 college level credits with a minimum 2.5 cumulative GPA since the last semester for which the academic renewal is being requested. These credits can be earned at any college/university. Official transcripts are required for verification purposes. Request for academic renewal can be made only one time. Under no circumstances will grades earned by a student at HCC be deleted from the student's permanent record or be excluded from any transcripts sent by HCC.

It is recommended that students meet with an academic advisor to determine which courses are most appropriate for this request. The student will be notified of the decision.

Students should be aware that academic renewal granted by this institution may not be recognized by other institutions to which they may transfer.

## Request for Credit Overload

Students in good standing may request a credit overload by meeting with an advising staff member through walk-in appointments with Advising, Career and Transfer Services.

## Repeating Classes

Students may repeat a course only one time. Students wishing to attempt a second repeat (third enrollment) or more must receive the approval of an advising staff member, faculty advisor, or academic division dean. Certain courses previously identified by divisions (e.g. music ensembles, physical education activities, etc.) represent exceptions to the policy. The highest grade earned in a repeated course will be used in computing Grade Point Average (GPA). Symbols W and K are not considered repeats.

## Requirements for College Readiness

### English Proficiency and Requirements

Students must meet certain minimum composition requirements for written work submitted in all courses. These requirements state:

1. All papers must demonstrate that the student has a reasonable degree of skill in presenting material in a clear and logical manner.

2. All papers must demonstrate college-level competence in grammar and in the mechanics of composition, spelling, and punctuation.

Grades on papers that are poorly written, regardless of the course, may be reduced for the quality of the writing alone; in extreme cases, a failing grade in the course may be given for this reason alone.

A student whose first language is other than English will be required to take an examination to determine proficiency in English. If it is determined that a student is not adequately proficient in English, the College requires appropriate remedial or language training before the continuation of a program.

## Transitional Studies

Harford Community College expects competence in reading, writing, and mathematics as the necessary foundation for success in college. Transitional Studies courses are offered for students who demonstrate on the Academic Skills Assessment the need to improve one or more of the basic skills. Transitional courses provide a supportive instructional environment that allows students to attain the basic skills and attitudes to perform effectively in college-level study.

Transitional Studies courses are listed under the English, mathematics, student development, biology and chemistry sections in the schedule of classes and begin with the number 0 or 00. These courses are used to determine full-time or part-time status; however, credits earned are shown as "0" on the student's academic transcripts and cannot be applied toward fulfillment of a degree or certificate. Grades earned in transitional studies courses are not computed into the student's GPA.

If Academic Skills Assessment results indicate that a student needs to enroll in transitional courses, such courses must be completed prior to or concurrently with other college courses. If enrolled in a degree or certificate program with an ENG 101 English Composition (GE) requirement or college level math requirement (100 level or above), the student must complete these courses before they attain 24 college-level credits. Furthermore, transitional courses required as prerequisites to college level English and math must be continued in sequence once begun until college level courses in English and math are complete. It is strongly recommended that students consult with an advisor before withdrawing from any Transitional Studies course.

## Procedures on Transfer Courses

### Transfer Students

Credit may be granted for coursework completed at regionally accredited institutions and from institutions that are candidates for regional accreditation. Course work completed at degree-granting and non-degree-granting higher education institutions that are not regionally accredited but hold national or specialized accreditation recognized by the U.S. Department of Education and /or the Council for Higher Education Accreditation may be considered for transfer credit on a case by case basis.

Students pursuing a degree or certificate at HCC need to provide an official transcript to the Registration and Records Office prior to the completion of their first semester at HCC. Transcripts are considered official only if received by HCC in the issuing institution's sealed envelope or electronically sent directly from transfer institution within one year of the print date. Student's need to be in a declared major to have their transcripts evaluated.

A student is required to complete fifteen credit hours in residency at HCC in order to graduate with an associate degree and/or must complete 25 percent of the required credit hours for a certificate.

See Assessment for Prior Learning for policies regarding the awarding of credit through non-traditional learning.

All transcripts received by the Registration and Records Office are the property of the College and cannot be released to the student; they will not be duplicated, returned to the applicant, or forwarded to any other college, university, individual, or agency.

Since it may be difficult to assess transfer credit from another institution unless adequate information is available, it is the student's responsibility to supply the Registration and Records Office with a catalog and/or course syllabi from each institution previously attended, if requested.

If a student changes a program of study and wishes to have transcripts re-evaluated for consideration of additional transfer credit, a Request for Re-Evaluation of Transfer Credit form (<https://hccweb1.harford.edu/TranscriptReEvaluationRequest/Transcript-ReEvaluation.asp>) must be submitted electronically on OwlNet or in person to the Registration and Records Office.

Transfer students pursuing an associate degree or certificate are strongly encouraged to meet with an academic advisor in the Student Center prior to registering for credit courses. A review of assessment results, previous college credits and grades, and the length of time away from college should be taken into consideration when planning an appropriate course load.

Students seeking information about receiving credit through non-traditional learning should see the policy for Assessment for Prior Learning (<https://catalog.harford.edu/enrollment-information-policies/#assessment-prior-learning>) in the catalog.

## Transfer of General Education Courses

HCC adheres to the general education and transfer policies of the Maryland Higher Education Commission (MHEC) and complies with Maryland COMAR 13B.02.02.16. All applicable general education courses are acceptable for credit with an earned grade of "D" or higher with the exception of ENG 101 English Composition (GE), which requires students to attain at least a "C" grade (HCC requires a "C" or higher in ENG 101 English Composition (GE)). Courses designated as General Education at non-MHEC institutions will be designated as General Education at HCC if applicable; however, a course cannot be accepted for General Education credit if less than three semester credit hours. Please note that some HCC programs of study require a grade of "C" or higher in specific courses. These are noted in the "Programs of Instruction" section of the college catalog.

## Transfer of Non-General Education Courses

Non-general education credit applicable to the student's declared program of study will be transferred in as long as the calculated cumulative grade point average of the block of courses is 2.0 or higher. Please note that some HCC programs of study require a grade of "C" or higher in specific courses.

## Foreign College and University Credit

HCC does not evaluate documents issued directly from an out-of-country school. Documents must be evaluated and translated by a credential evaluation service. HCC requires a course-by-course evaluation and recommends the use of WES (World Education Service) but does

accept official evaluations from members of the National Association of Credentialing Evaluation Services. Evaluations must be received by HCC directly from the issuing agency. Courses may be considered on a case-by-case basis.

## Repeating of Transfer Courses

Transfer students with multiple repeats of the same course at previous institutions will have the highest grade transferred in. If you received transfer credit for a HCC equivalent course and then repeated the same course at HCC for credit, the highest grade earned will be included in GPA calculations. If the highest grade is the transfer course, this will be reflected in earned hours, but not GPA hours.

## Repeating HCC Course by Transfer

A student who failed a course at HCC and then earned credit at another institution for the same course may use the transferred credit to satisfy the credit requirement for that particular course. In such cases the F grade will remain on HCC's permanent record, but will no longer affect the cumulative Grade Point Average. Students must submit an official transcript to the Registration and Records Office.

## Current Students Attending Other Institutions

Students who plan to take course work at other institutions after enrolling at HCC should have the courses approved in advance by an academic advisor. This process will assure that courses taken to meet program or General Education requirements will transfer to HCC.

## Academic Standards for Credit Students

At the end of each semester, each student's academic standing is reviewed. Academic Standing is determined by the relationship between a student's GPA and the total cumulative GPA hours attempted. Transitional Studies courses numbered below 100 are not included in the calculation to determine institutional Academic Standing. Students receiving any form of financial support must meet satisfactory academic standards in both transitional and credit courses for Financial Aid. See Financial Aid (<https://catalog.harford.edu/financial-aid/>) in this catalog.

There are four levels of academic standing: Good Academic Standing, Academic Warning, Academic Restriction and Academic Suspension.

## Academic Progress Table

| Total Cumulative GPA Hours Attempted | Good Standing if GPA is | Academic Warning/Restriction/Suspension if GPA is below |
|--------------------------------------|-------------------------|---|
| 0.5 - 15                             | 1.40 or higher          | 1.40  |
| 15.5 - 30                            | 1.60 or higher          | 1.60  |
| 30.5 - 45                            | 1.80 or higher          | 1.80  |
| 45+                                  | 2.00 or higher          | 2.00  |

**Note:** Students will move to next academic standing if they cannot get into good academic standing and/or cannot maintain a 2.00 GPA the subsequent term.

## Good Academic Standing

Students must maintain the minimum cumulative GPA as indicated on the Academic Progress Table to be placed in good academic standing.

Students are required to earn a minimum GPA of 2.00 in order to be awarded an associate degree or certificate.

During fall and spring semesters, students in good academic standing may register for a maximum of eighteen (18) credits which may include a combination of:

- Nine (9) credits during a seven (7) week session.
- Twelve (12) credits during a ten (10) week session.
- Six (6) credits during a five (5) week session.

During the entire summer session, students in good academic standing may register for a maximum of twelve (12) credits which may include a combination of six (6) credits during any single summer session. If the session dates overlap, no more than six (6) credits may be taken.

## Academic Warning

Students placed on Academic Warning will have this fact noted on their grade reports and transcripts and they are required to:

- Meet with advising staff before registering for any credit or transitional studies course.

Placement on Academic Warning will continue until the student's cumulative GPA increases above the level indicated on the Academic Progress Table (p. 7). If student cannot make good academic standing they will move to Academic Restriction (p. 8).

## Academic Restriction

Students placed on Academic Restriction will have this fact noted on their transcripts and they are required to:

- Meet with an academic advisor before registering for any credit or transitional studies course.
- Meet with advising staff before making any changes to their class schedule.

Students placed on academic restriction must meet with an academic advisor before registering for courses. Academic Restriction will continue until the student's cumulative GPA increases above the level indicated on the Academic Progress Table or if the student maintains a 2.00 GPA for the subsequent term.

## Academic Suspension

After a student is on Academic Restriction for one semester and does not achieve the minimum GPA as listed on the Academic Progress table (p. 7) during the next semester of enrollment, the student will then be placed on academic suspension.

Students will not be placed on Academic Suspension at the end of any review period in which they have achieved a GPA of 2.00 or higher.

Students placed on Academic suspension after the spring or summer semesters will not be allowed to re-enroll until the following winter semester. Students placed on Academic Suspension after the fall or winter semesters will not be allowed to re-enroll until the following summer semester.

Students will have a one-time only appeal of suspension status. These students will need to meet with an advisor to create a plan on how they will get in good academic standing. If student does not follow plan they will go into suspension the following semester.

After the semester of non-enrollment lapses:

- Students must see an advising staff member to request re-enrollment.

- Students who are removed from Academic Suspension will be put back on Academic Restriction and must meet with an advisor before registering for courses.

## Alternative Instructional Delivery Modes Online and Hybrid Course Learning

Four degree programs can be completed entirely online: Accounting, A.A.S.; Business Administration, A.S.; Computer Information Systems, A.A.S.; and Communication Studies, A.A.

As a member of Maryland Online (MOL), the College participates in course sharing with other community colleges in Maryland, providing students the opportunity to take classes throughout the state without leaving Harford County.

The College supports several online models for course delivery including:

**Online Courses:** For online courses, instruction, course materials, and learning activities are delivered completely online. These courses have no scheduled meeting times, but will have completion deadlines for learning assignments. Students may be required to complete activities at a location other than their home (e.g., assignments which require an activity within the community or courses which may include but is not limited to a field placement or internship, attend orientations, and/or take proctored exams at a testing center). To be successful in an online course, you must be an independent learner who is motivated, has good time management, has good computer skills, and have reliable Internet access.

**Remote Courses:** These courses are delivered online at a scheduled day and time using video or web conferencing tools. Like face-to-face courses, students are required to attend and participate in the virtual meetings, and work will need to be completed outside of the scheduled class time such as reading, assignments, projects, and small group meetings. Remote Learning courses are favorable for students who prefer scheduled interactions with their instructors and classmates. Students also need to have reliable internet access and a webcam.

**Hybrid Courses:** Hybrid courses deliver some course materials and learning activities online and some course materials and learning activities face-to-face. Students will be required to come on campus for scheduled classes, labs, or other activities and to complete mandatory online work. To be successful in a hybrid course, you will need to be motivated to work independently between class meetings, have good time management skills, and have reliable Internet access and basic computer skills.

**Compressed Courses:** Compressed courses are offered during a shorter period of time than a traditional 15-week fall and spring semester. These courses are designed for students who want to take courses for periods of time between approximately 3 to 13 weeks. These courses offer the same content and clock hours as full 15-week semester courses, but the term of instruction is compressed and is offered within a traditional semester and during the winter and summer sessions. Visit the schedule of classes for more information on compressed courses.

A listing of all online, remote, and hybrid courses can be found in the schedule of classes and on the Harford Community College website.



## Academic Enrichment

### Service Learning

At Harford Community College students have the opportunity to explore service projects both in and out of the classroom. Academic Service Learning courses provide the student an interactive opportunity to engage in meaningful service in the community that is integrated into his/her course curriculum. Academic Service Learning courses are designed in a way that ensures the service enhances the student's learning and, in turn, this reciprocated knowledge benefits the community. Faculty ensure that purposeful civic learning opportunities are available which intentionally direct the student's learning while promoting active civic participation in the community. Student participation in Academic Service Learning is a component of the course that requires time outside of the classroom as determined by each faculty member's course requirements that are of reasonable expectations.

### Honors Program

The Honors Program is a selective program open to students who meet admissions requirements. To be eligible, new students must meet the requirements to enroll in college-level English and reading courses and must possess a minimum high school GPA of 3.2, or be recommended by a dean or Honors faculty. Current or transfer students must be eligible to enroll in college-level English and reading courses and must possess a minimum cumulative GPA of 3.2 in at least twelve credits of college-level courses, or be recommended by a dean or Honors faculty member. Once admitted, students may select Honors courses along with courses unique to their degree programs. In order to be accepted into the program, eligible students must submit a program application to the Registration and Records Office. Once accepted, students must maintain a cumulative GPA of no less than 3.0 in Honors courses.

Students who successfully complete twelve credits of Honors coursework with a 3.2 GPA will receive the "Honors" designation on their academic transcripts and be recognized at graduation. See the schedule of credit classes for the course listings.

Visit the Honors Program webpage (<https://www.harford.edu/academics/high-impact-learning/honors-program/>) for more information on the Honors Program at HCC.

### Cooperative Education

The Cooperative Education program allows students an opportunity to obtain credit for successfully achieving learning objectives in jobs related to their academic major. Students must have completed 12 credits prior to co-op and have a GPA of 2.0 or higher. Students can earn 1 – 6 academic credits, with most students who choose to participate completing 3-4 credits. Earning three credits involves working with a faculty sponsor to develop learning objectives and complete reflective work, meeting with a career advisor to complete a career-based assignment, and completing on average, 135 hours of work over the semester. Credit is not awarded for experiences that have occurred before the student registers for the course officially. Some majors have cooperative education opportunities built into their curriculum, however students pursuing any of our majors may register for a cooperative education experience. All cooperative education opportunities are managed through Advising, Career, and Transfer Services. Interested students should reach out to the Coordinator for Career Services for more information.

### Independent Study Courses

Independent Study (IS) courses enable students to take coursework that is required for their program of study. These required courses are not being offering during a semester, so students take them as IS courses to stay on track and/or study areas of special interest within a program. The design of an IS course is based on the student learning objectives for the course and is taught by a full-time faculty member or adjunct, as needed. The course must be approved by the appropriate division dean. Only six credits (total) per student will be awarded for independent study. Students who have completed fifteen hours of college-level coursework are eligible for IS courses. IS courses must be taken for a letter grade, have appropriate approval, and be registered in the Registration and Records Office by the third week of classes of a semester in which credit is to be granted.

### Special Topics Courses

Special Topics courses (1-9 credits) are intended to meet the needs of students, business and the community and will vary each semester depending on identified needs. The topic for study and course description will appear in the current Schedule of Credit Classes.