

# INSTITUTIONAL PROFILE AND BOARD POLICIES

## Institutional Profile

### About

**Harford Community College** was founded in 1957 as a public community college and occupies 350 acres on Thomas Run Road, three miles east of Bel Air, Maryland. As a comprehensive community college, Harford Community College addresses the diverse educational needs of Harford County. An open admissions institution that views learning as a lifelong activity, the College provides high quality transfer and career programs, developmental education courses, and community education programs to challenge and support students regardless of age, color, disability, national origin, race, religion, sex, or sexual orientation.

### Address, Telephone and Web Information:

Harford Community College  
401 Thomas Run Road  
Bel Air, Maryland 21015-1698

443-412-2000  
Maryland Relay Services, 711  
[www.harford.edu](http://www.harford.edu) (<http://www.harford.edu>)

## The Harford Community College Mission, Vision, Values and Strategic Plan

### Our Mission

Harford Community College provides relevant, accessible education, training and cultural enrichment, connecting individuals and opportunities in an evolving world.

### Our Vision

Harford Community College is a regional leader in education and workforce development, offering transformative programs that drive individual growth and shared prosperity.

### Our Values

- **Student-Centered:** Our student-centered culture ensures every student feels valued, empowered, and equipped for success, both in their academic journey and beyond. Our commitment to students is at the core of everything we do; every decision, innovation, and interaction is guided by enhancing the student experience.
- **Communication & Collaboration:** We prioritize interpersonal communications grounded in honesty and clarity. Knowing that our actions can be powerful as our words, we lead with integrity. We work as a team to help students succeed.
- **Respect:** We value the diverse perspectives, aspirations, rights, and traditions within our community. We prioritize the welfare of our students and colleagues. Our interactions are marked by civility, compassion, empathy, and professionalism.
- **Equity & Inclusion:** Our shared purpose in student success unites us. We bring our unique backgrounds, voices, and perspectives to every conversation and know that our diversity strengthens our collective actions.
- **Excellence:** We inspire and challenge each other to achieve exceptional outcomes in education, service, and leadership.

### Strategic Plan

Every five years, Harford Community College undertakes a thorough, year-long process of reflection and assessment to craft the Harford Community College Strategic Plan. Recently, key stakeholders, guided by strategic chairs at Harford, collaborated to develop Vision 2030, an essential roadmap for the future. This plan aims to drive transformative outcomes and set Harford on a path to success for the next decade and beyond. Vision 2030 emphasizes strategic priorities such as student access, student success, teaching and learning, organizational effectiveness and sustainability, and community engagement and partnerships. These priorities will influence every decision as Harford Community College strives for enhanced excellence.

Please visit the College's website for information on Harford Community College's Strategic Directions & Goals. (<https://www.harford.edu/about/leadership/strategic-plan.php>)

### Accreditations

Harford Community College is accredited by the Middle States Association Commission on Higher Education (<https://www.msche.org/>) (3624 Market Street, Philadelphia, PA 19104). The Histotechnology Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (<http://www.naacls.org/>). The Paralegal Studies Program is approved by the American Bar Association (<http://www.americanbar.org/aba.html>). The Medical Assisting Certificate Program is accredited by the Commission on Accreditation of Allied Health Education Programs (<http://www.caahep.org/>) upon the recommendation of Medical Assisting Education Review Board (MAERB) (<http://www.maerb.org/>). The Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (<https://www.caahep.org/>) upon recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions, (CoA EMSP). The Associate of Sciences Degree Nursing program is approved by the Maryland Board of Nursing and accredited by:

Accreditation Commission for Education in Nursing (ACEN)  
3343 Peachtree Road, Suite 850  
Atlanta, GA 30326  
404-975-5000  
[www.acenursing.org](http://www.acenursing.org) (<http://www.acenursing.org>)

The College holds memberships in numerous national, regional, state and local professional associations.

### Campus Climate

The College is committed to a work and learning environment that is respectful, courteous and free of discrimination and unlawful harassment. Equal employment and advancement opportunities at the College are based on merit qualifications and abilities. The College is committed to maintaining an environment in which the free exchange of ideas is encouraged, equal opportunity to speak is protected, academic freedom is ensured, and the individual is accorded respect. While the College is committed to upholding each individual's freedom of speech, it is also committed to protecting the individual from speech which causes harm to any member of the College community and which has no value as an expression of ideas.

To ensure a work and study place free of discrimination and harassment, periodic workshops and meetings are scheduled with employees and students. These gatherings provide opportunities to engage in study sessions and collegial dialogue regarding human relations, public laws, Board policy and College procedure, and to address concerns appropriate

to the campus environment. Additionally, students are expected to be familiar with the College's Code for Student Rights, Responsibilities and Conduct that is available online.

## Freedom of Expression and Inquiry

The College bears responsibility for creating, nurturing, and maintaining an environment conducive to the free exchange of ideas. The College will strive to foster an environment for critical dialogue in which varying intellectual and cultural perspectives can interact while maintaining an open relationship to the different cultural, intellectual, and religious values characteristic of our pluralistic society. The College also has a duty to assure that free exchange of ideas and acts of free expression do not violate the rights of others or impinge upon the responsibility of the College to provide an environment conducive to effective teaching and learning. The way in which a college deals with controversy in art, theater, speech, and/or with exhibits, presentations, lectures and/or performances reveals the relative status of the fine and performing arts, the sciences, humanities and related fields of academic inquiry within the college, and the attitude of the neighboring community toward the role of the college as a forum for public discourse (Lyons, 1991). Therefore, when appropriate and necessary, HCC will provide a forum for public dialogue when controversy erupts over an exhibition, performance or presentation of material intrinsic to higher education learning.

The public should be encouraged to think of the College as a laboratory in which varying intellectual and cultural perspectives can interact. The College will strive to foster an environment for critical dialogue concerning the above while maintaining an open relationship to the different cultural, intellectual, and religious values characteristic of our pluralistic society. When learning is permitted to function in this way, it can best serve the mission of the College and the community at large (Lyons, 1991); further, campus leaders can best protect the freedom of expression for all constituencies by siding with none.

If an exhibition (or other activity) becomes the focus of public controversy, the most appropriate response an academic institution can take is not to censor or attach disclaimers, but to confer with involved parties to seek a resolution, and when appropriate, provide a forum for public dialogue about the exhibition/activity. When the argument is asserted regarding public funding for artistic or related presentations and performances, it does not diminish (and indeed may heighten) the responsibility of the college community to ensure academic freedom and of the public to respect the integrity of academic institutions (Fanton, 1990).

## Board of Trustees

Harford Community College's governing board is comprised of nine trustees who are appointed by the Governor for a term of five years; members may serve up to two consecutive five-year terms. Six members represent the Councilmanic Districts and three are appointed from the county at large.

The Board's primary function is to provide general oversight and establish policies that govern the College to ensure the institution fulfills its mission as outlined in State law.

### Board Members

Members of the Board include:

**Brian Walker, Chair**

**Sharon Markley Schreiber, Vice Chair**

**Maude M. CreveCoeur**

**Laura L. Henninger, Esq., CPA**

**Karen L. Holt**

**David Jimenez**

**Steve D. Linkous**

**Christopher Payne**

**Michael Smith**

Board Meetings

The Board of Trustees of Harford Community College meets semi-monthly on the second Tuesday at 6 p.m. in the James F. LaCalle Conference Room (Edgewood Hall Room 132) on Harford's campus at 401 Thomas Run Road, Bel Air, Maryland. Any change in the meeting date, time, or venue is announced in advance of the regularly scheduled meeting. Please visit the HCC website (<https://www.harford.edu/about/leadership/board-meetings.php>) for the meeting schedule.

Board of Trustees Bylaws provide that individuals or groups wishing to present any matter of concern pertaining to the College at a Board meeting are to submit a written request to the College President at least ten (10) working days before the regularly scheduled public meeting. Upon recommendation by the president and approval of the Board chair, the matter may be included on the agenda for the meeting.

In addition, a public comment period is offered at each public Board meeting. Anyone wishing to speak at this time must complete a request form before the meeting begins (forms are available immediately before the meeting). Guidelines adopted by the Board for public comment specify a 3-minute limit for each citizen or group. Topics for discussion must relate to college concerns. Comments that involve personal attacks, employment or employee-related matters, real estate acquisitions, or which contain unprofessional or inappropriate language or content are not allowed. For more information on the Board of Trustees' public comment guidelines, contact the Director for Communications at 443.412.2408.

Email may be directed to the Board at [trustees@harford.edu](mailto:trustees@harford.edu).

For more information, visit the Board of Trustees webpage (<https://www.harford.edu/about/leadership/board-of-trustees.php>).

## Collegial Governance

Collegial governance at Harford Community College will support shared decision-making and regular communication across its major constituency groups, including the All-College Committee, Coordinating Group, President's Cabinet, Board of Trustees, and other committees operating across the college. While the Coordinating Group facilitates the operation of the eight All-College Committees, the latter are charged with addressing issues of importance to the entire College.

### Overview

**Constituency Councils:** There are four constituency councils representing staff, faculty, administrators, and students. Collegial Governance at Harford Community College operates primarily through these councils. The councils serve as the voices for employees and students to the President's Cabinet for input on issues and decisions that affect them.

**Coordinating Group:** A Coordinating Group comprised of the chairs and vice chairs of the four constituency councils define parameters for which an issue or decision will affect more than one constituency. The Coordinating Group is responsible for communication among constituency councils and to all employees on issues considered through the governance process.

## Institutional Assessment

Harford Community College continually strives to engage in a measurable, sustained process that evaluates effectiveness of our campus to include teaching and learning, student success, and administrative services. Departments and units develop specific definitions of effectiveness such as key indicators using internal and external benchmarking. Such initiatives are reported and shared with the campus community. The institution's planning processes, resources, and structures are continuously assessed and improved, ensuring effectiveness of its programs and services and allowing the College to respond effectively to opportunities and challenges. The College employs a variety of strategies to measure, assess, and improve the utilization of institutional resources required to support the institution's mission and goals. As a component of its institutional assessment efforts, Harford Community College is committed to excellent educational experiences and high-quality programs for its students.

## Student Learning Assessment

Harford Community College is committed to excellent educational experiences and high-quality programs for its students. To ensure that students are gaining the skills, knowledge and abilities needed to be successful, the College routinely engages in evaluation and assessment of course-level, program-level, and institution-level student learning outcomes. Students may be asked to directly participate in assessment activities such as focus groups, surveys, questionnaires, course evaluations and interviews. In addition, student coursework, including but not limited to, exams, papers, written assignments, and presentation, may be retained for the purpose of assessment and improvement.

## Community Connections

### Towson University, Northeastern Maryland (TUNE)

The Towson University (<https://www.towson.edu/>) and Harford Community College partnership provides seamless transfer for students who wish to pursue an associate degree at Harford and a bachelor's degree at Towson. This location makes Towson's programs easy to access and provides regional opportunities for study and workforce development. County residents can enjoy the short commute and ample parking.

See the Towson University, Northeastern Maryland ([https://www.towson.edu/academics/undergraduate/tune/?utm\\_source=redirect&utm\\_content=tunemd](https://www.towson.edu/academics/undergraduate/tune/?utm_source=redirect&utm_content=tunemd)) webpage for more information on programs, transfer agreements, and admissions.

### Harford Community College at APG (Aberdeen Proving Ground)

The Harford Community College office at Aberdeen Proving Ground is a full-service satellite center. Students can complete the enrollment steps from start to finish and obtain information about a variety of credit and noncredit programs and courses. A variety of credit courses are also offered on Post. Although the office serves mainly a military and civilian

government employee population, staff at APG are happy to assist any student.

Visit the College Partnerships (<https://www.harford.edu/about/get-to-know-harford/partnerships/#accordionItem-d27e227>) webpage for more information.

## HCC's Program Services

In partnership with the Harford County Department of Social Services (HCDSS), Harford Community College provides job readiness training/workshops and work readiness assessments to Temporary Cash Assistance (TCA) participants at the Family Investment Administration, a one-stop employment and training center located in Havre de Grace, MD. Call 410-297-6220 for more information on HCC's Program Service initiative.

## Harford County Public Schools

HCC works in partnership with Harford County Public Schools (HCPS) to encourage high school students to enroll in college classes early. Taking college classes while in high school enables students to receive a quality education and reduce the amount of time it takes to earn a college degree. Students have the opportunity to simultaneously earn high school credit and/or up to 30 college credits through articulated course selections.

Visit the HCPS College Resources for Parents webpage (<https://www.hcps.org/parents/Default.aspx>) for more information and resources (see section for Academics). Information on how to get started and can be found on the HCC website (<http://www.harford.edu/>).

## Additional Instructional Sites

Aberdeen Senior High School  
251 Paradise Road  
Aberdeen, MD 21001

Bel Air High School  
100 Heighe Street  
Bel Air, MD 21014

C. Milton Wright High School  
1301 N Fountain Green Rd  
Bel Air, MD 21015

CONVERE Innovation Center  
1201 Technology Drive  
Aberdeen, MD 21001

Edgewood High School  
2415 Willoughby Beach Rd  
Edgewood, MD 21040

Harford County Public Library, Edgewood Branch  
629 Edgewood Road  
Edgewood, MD 21040

Fallston High School  
2301 Carrs Mill Road  
Fallston, MD 21047

Forest Hill Lanes  
1 Maurice Drive  
Forest Hill, MD 21050

Harford's Leading Edge Training Center Powered by the Ratcliffe Foundation  
2002 Cedar Drive  
Edgewood, MD 21014

Harford's Workforce Training Center at Water's Edge  
4690 Millennium Drive, Suite 100  
Belcamp, MD 21017

Harford Technical High School  
200 Thomas Run Road  
Bel Air, MD 21015

Havre de Grace High School  
700 Congress Ave  
Havre de Grace, MD 21078

Janet Barr Soldier Support Center  
4305 Susquehanna Avenue  
Aberdeen Proving Ground, MD 21005

Joppatowne High School  
555 Joppa Farm Road  
Joppatowne, MD 21085

North Harford High School  
211 Pylesville Road  
Pylesville, MD 21132

Patterson Mill High School  
85 Patterson Mill Road  
Bel Air, MD 21014-21015

## Board Policies

*The selected College Policies below have been included because the content of each policy is applicable to both students and employees of the College. These policies do not represent all College Policies found on the Harford Community College Policies page. Students and employees should review the Harford Community College Policies (<https://www.harford.edu/about/leadership/board-policies.php>) page for more information.*

### Access/Trespass Policy

It is the policy of Harford Community College, in accordance with the Education Article of the Maryland Code, Section 26-102, that the President or their designee may deny access to the buildings or grounds of the College to any person who: I. Is not a bona fide, currently registered student; II. Is not a current College employee  
III. Does not have lawful business to pursue at/with the College; IV. Is suspended or expelled, or; V. Acts in a disruptive manner

### Admissions Policy

Harford Community College practices an open-door policy of enrollment. Students are enrolled at the College without regard to race, color, religion, sex, sexual orientation, national origin, age, disability, or any other characteristic protected by law. Admissions processes are documented in the Academic Catalog and maintained by the Director for Admissions. Some populations are required to submit additional documentation as part of the enrollment process. In order to be eligible for financial aid consideration, students must declare that they are seeking a degree or certificate and must hold a high school diploma or GED.

## Alcohol Policy

It is the policy of Harford Community College that the College is committed to providing a safe and healthy workplace. While the College generally prohibits employees from consuming alcoholic beverages in the course of business, responsible consumption of alcoholic beverages may be permitted at receptions and other occasions generally associated with cultural events and corporate sponsorships. Further, use, possession or consumption of alcoholic beverages is prohibited at student events on or off campus that are organized or sponsored by College personnel or its agents.

## Athletic Grievance Policy for Students

I. PURPOSE: The purpose of the Athletic Grievance Policy for Students is to affirm a clearly stated, confidential, timely, and accessible method of recourse for students who feel that a particular action or series of actions on the part of the Harford Community College Fighting Owls Athletics program has violated reasonable, accepted, or stated program or institutional practices and standards. Any form of retaliation or discrimination against students who file a grievance related to this policy is strictly prohibited by Harford Community College and the Fighting Owls Athletics program. Student grievances appropriate to this policy include, but are not limited to:

- Concerns regarding ethical or professional behavior of Fighting Owls Athletics program coaches, staff, administrators, athletes, or related personnel;
- Concerns regarding arbitrary or unreasonable applications of the current program or institutional policies; and
- Concerns regarding perceived violations of accepted rights of students at institutions of higher learning (such as the right to free expression and the right to assemble) by Fighting Owls Athletics program coaches, staff, administrators, athletes, or related personnel.

II. POSTING AND DISTRIBUTION OF POLICY: This policy and associated procedures will be posted in the academic catalog on the College's website ([harford.edu](http://harford.edu)), in the student portal (OwlNet), in the Student Athlete Handbook, and on the website for the Athletics Department ([harfordathletics.com](http://harfordathletics.com)). The College will inform all students who participate in athletic programs or activities about this policy and ensure they have access to an electronic or paper copy of the policy.

III. REPORT TO THE MARYLAND COMMISSION ON HIGHER EDUCATION: As required by the Maryland State Code, beginning on or before August 1, 2020, and every year thereafter, the College will report to the Maryland Commission on Higher Education the number of students who shared concerns under the College's policy during the immediately preceding fiscal year.

IV. QUESTIONS ABOUT THE POLICY: Questions about the policy can be addressed to the Associate Vice President for Student Development by calling 443-412- 2142 or emailing [studentaffairs@harford.edu](mailto:studentaffairs@harford.edu).

## Campus Weapons Policy

It is the policy of Harford Community College that persons who enter any College property are prohibited from carrying a handgun, firearm, or prohibited weapon as defined and enumerated in the Maryland Criminal Law Article § 4- 101 of any kind onto College property. Only authorized HCC employees and law enforcement officers authorized to carry weapons are exempt from this prohibition.

This policy applies to all College employees and students, visitors, contractors, guests, and vendors on College property regardless of whether or not they are licensed to carry a concealed weapon.

All College employees and students are also prohibited from carrying weapons while in the course and scope of performing their job or representing the College whether they are on College property at the time or not and whether they are licensed to carry a weapon or not. Employees may not carry a weapon while performing any task on behalf of the College; the only exceptions to this policy will be persons with written permission by the College administration to carry a weapon while performing specific tasks on the College's behalf. This policy also prohibits weapons at any College-sponsored function except by persons affiliated with law enforcement agencies as stated in this policy.

### **Drug Abuse Prevention and Drug-Free Workplace Policy**

It is the policy of Harford Community College to be drug-free in order to ensure a safe, healthy and productive work and learning environment. This policy applies to all employees, applicants for employment, students and others under the control of or contracted by the College.

### **Freedom of Expression Policy**

Harford Community College is dedicated to providing high-quality educational and cultural enrichment to students, employees, and citizens of Harford County and the surrounding areas. Our mission is best served when the use of College facilities addresses those interests. The College is a limited public forum. The College embraces the principles and practices of free speech, expression, and assembly as described in the procedures on Freedom of Expressions. These procedures will be applied consistent with the requirements of law. In the event that any procedure conflicts with applicable law, the law will govern. In no circumstance will race, color, religion, sex, national origin, sexual orientation, gender identity, or any other protected status be the determining factor.

### **Earning a Subsequent Degree or Certificate**

Students seeking to earn a subsequent degree or certificate from Harford Community College should consult the policy as stated under Academic Procedures and Information (p. 4).

### **Heroin and Opioid Addiction and Prevention Policy**

It is the policy of Harford Community College to be drug free in order to ensure a healthy and safe learning environment. The College is committed to promoting personal wellness and responsibility and recognizes that drug addiction is an illness. This policy requires all incoming full-time students to participate in an in-person or electronic heroin and opioid addiction and awareness training. Harford Community College will provide all incoming part-time students with resources that alert and educate the students regarding heroin and opioid addiction and prevention. To further its ongoing efforts to protect the health and safety of its students, Harford Community College will maintain a supply of overdose reversing medication to be used in an emergency situation. Special Police Officers of Harford Community College will be trained: to properly recognize the symptoms of an opioid overdose; in procedures for administering overdose reversing medications; and in the proper follow-up emergency procedures related to an opioid overdose.

### **Accompanying College Procedure**

The College complies with all guidelines and procedures established by Harford County and the State of Maryland Health Departments with regard to public health issues affecting the College community. The College offers tobacco, drug and alcohol awareness programming at

various times at no cost to students. Visit the Student Activities webpage or contact (443) 412-2140 for more information. Employees seeking tobacco cessation assistance can access free Quit Tobacco Programs through the Harford County Health Department or contact (410) 612-1781.

### **Name, Image, and Likeness Policy**

Consistent with recent guidance provided by the National Junior Collegiate Athletic Association ("NJCAA") allowing student-athletes to be compensated for their name, image, and likeness ("NIL"), Harford Community College ("the College") is implementing this policy to enable student athletes to maximize their NIL opportunities while protecting their NJCAA eligibility. Subject to rules that may be imposed by the College and in accordance with NJCAA regulations and guidance, a College student-athlete may receive compensation for use of their NIL. The College will not reduce or revoke a student athlete's eligibility, grant aid, educational benefits, scholarship awards or other benefit or impose any adverse consequence or penalty on a student athlete as a result of receiving compensation or obtaining professional representation concerning their NIL unless, in so doing, the student athlete violates any College policy (including any procedures or rules adopted in association with this policy), NJCAA bylaws, regulations, or policies, or any federal/state laws or regulations.

### **Non-Discrimination Policy**

Harford Community College is committed to maintaining an inclusive community that values diversity and fosters tolerance and mutual respect. Accordingly, the College is committed to providing equal opportunity in educational programs, employment, and access to institutional programs and activities. Harford Community College therefore prohibits discrimination and harassment of any kind based on race, color, religion, ancestry or national origin, sex, age, marital status, sexual orientation, gender identity, disability, genetic information, veteran or military status, or any other characteristic protected by applicable law (hereinafter referred to individually and collectively as "Protected Status").

The College shall provide equal employment opportunities to all applicants and employees regardless of Protected Status. Employment decisions, including but not limited to hiring, retention, assignment, transfer, training, evaluation, dismissal, compensation, and advancement for all positions shall be based on job-related criteria and be responsive to the College's needs.

The College shall provide access to its services, classes and programs without regard to Protected Status. This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, disciplinary actions, and participation in any College activity.

Harassment is contrary to basic standards of conduct between individuals and will not be tolerated. The College is committed to providing an academic and work environment that respects the dignity of individuals and groups. Therefore, the College shall be free of harassment based on Protected Status.

The prohibition on sexual harassment includes a prohibition on sexual misconduct, dating violence, domestic violence, and stalking. For more information regarding the College's commitment to fostering an educational environment free of discrimination or harassment on the basis of sex, including but not limited to dating violence, domestic violence, sexual assault, and stalking, please contact the

Title IX Coordinator or consult the College's Sexual Harassment and Discrimination Procedures.

The College also seeks to foster an environment in which all employees, students, unpaid interns, and volunteers feel free to report incidents of discrimination or harassment without fear of retaliation or reprisal. Therefore, the College also prohibits retaliation against any individual for filing a complaint of discrimination or harassment or for participating in a discrimination or harassment investigation. Such conduct constitutes a violation of this policy. All allegations of retaliation will be swiftly and thoroughly investigated. If the College determines that retaliation has occurred, it will take all reasonable steps to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination of employment or expulsion.

An individual who believes they have been subjected to discrimination, harassment, or retaliation in employment or a college-related program or activity is entitled to have their concerns reviewed by the College in accordance with the applicable policy. Concerns regarding violations of such policies should immediately be reported to the College's Title IX Coordinator or Chief Human Resources Officer, who can explain the rights and options available for an individual to have their concerns addressed under applicable policy and procedure, including but not limited to the option to file a formal written complaint. Supervisors are required to report all incidents of harassment and retaliation that come to their attention.

Questions or complaints concerning the College's non-discrimination policies may be brought to any College administrator. In addition, individuals designated to handle inquiries and complaints regarding the College's non-discrimination policies can be found in the College's Sexual Harassment and Discrimination Procedures. Other individuals designated to address issues involving sex discrimination are also identified in the College's Sexual Harassment and Discrimination Procedures. The President shall implement procedures designed to ensure that all allegations of discrimination, harassment, and retaliation are investigated and resolved in a timely, discreet, fair, and impartial manner. Complaints alleging sexual harassment, sexual assault, dating violence, domestic violence, stalking, and certain claims of sexual harassment, will be investigated and resolved according to the College's Sexual Harassment and Discrimination Procedures. Other allegations of violations of the College's non-discrimination policies will be addressed by Human Resources as set forth in the Human Resources Procedures Manual, in the case of the employee, or under the procedures outlined in the Code for Student Rights, Responsibilities, and Conduct, in the case of a student.

The President shall ensure the College engages in education and training activities to prevent, minimize and/or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment. Employees who violate this policy and related procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion.

### **Accompanying College Procedure**

While every student, employee and visitor retains the right to file an external complaint when he or she believes unfair practices have occurred, Harford Community College provides an internal procedure for addressing such grievances.

Students who have been subjected to discriminatory actions as part of the educational process may discuss it with (1) the appropriate faculty division dean; (2) the Vice President for Student Success at 443-412-2233, or (3) the Chief Human Resources Officers (CHRO) at 443-412-2103.

### **Pets on Campus**

It is the policy of Harford Community College to prohibit all pets from all campus buildings, offices, laboratories and athletic fields with the exception of service animals, animals used as bona-fide instructional aids or animals used for contracted entertainment purposes. Dogs that are properly controlled (leashed) and licensed will be permitted in open campus areas. Owners will be responsible for all pet clean-up.

### **Sexual Harassment and Discrimination**

Harford Community College adheres to all federal, state, and local civil rights laws prohibiting discrimination in employment and education. Harford Community College does not discriminate in its admissions practices, in its employment practices, or its educational programs or activities on the basis of sex/gender. As a recipient of federal financial assistance for education activities, Harford Community College adheres to the requirements of *Title IX of the Education Amendments of 1972* to ensure that all of its education programs and activities do not discriminate on the basis of sex/gender. Sex includes sex, sex stereotypes, gender identity, gender expression, sexual orientation, and pregnancy or parenting status.

Harford Community College also prohibits retaliation against any person opposing discrimination or participating in any discrimination investigation or complaint process internal or external to the institution. Sexual harassment, sexual assault, dating, and domestic violence, and stalking are forms of sex discrimination, which are prohibited under *Title IX* and by Harford Community College policy.

Any member of the campus community, guest, or visitor who acts to deny, deprive, or limit the educational, employment, or social access, opportunities, and/or benefits of any member of the College community on the basis of sex is in violation of the Sexual Harassment and Discrimination policy. A violation of this policy will be handled as provided in the comprehensive sexual harassment and discrimination procedure document, with employees subject to disciplinary action up to, and including termination.

Any person may report sex discrimination at any time (whether or not the person reporting is the person alleged to have experienced the conduct), in person, by mail, by telephone, or by email, using the contact information listed for the *Title IX* coordinator as found in the Sexual Harassment and Discrimination Policy and Procedures (<https://www.harford.edu/about/get-to-know-harford/title-ix/contacts-and-resources.php>).

### **Addendum: Students Who are Pregnant and/or Parenting**

Harford Community College hereby establishes the following addendum to its Title IX policy and associated procedures for ensuring the protection and equal treatment of pregnant individuals, persons with pregnancy-related conditions, and new parents.

Under the Department of Education's (DOE) Title IX regulations, an institution that receives federal funding "shall not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such student's pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom." According to the DOE, appropriate

treatment of a pregnant student includes granting the student leave “for so long a period of time as is deemed medically necessary by the student’s physician,” and then effectively reinstating the student to the same status as was held when the leave began.

This generally means that pregnant students will be treated by Harford Community College the same way as someone who has a temporary disability and will be given an opportunity to make up missed work wherever possible. Extended deadlines, make-up assignments (e.g. papers, quizzes, tests, and presentations), tutoring, independent study, online course completion options, and incomplete grades that can be completed at a later date, should all be employed, in addition to any other ergonomic and assistive support typically provided by Disability Services. To the extent possible, Harford Community College will take reasonable steps to ensure that pregnant students who take a leave of absence or medical leave return to the same position of academic progress that they were in when they took leave, including access to the same course catalog that was in place when the leave began. The Title IX Coordinator has the authority to determine that such accommodations are necessary and appropriate and to inform faculty members of the need to adjust academic parameters accordingly.

As with disability accommodations, information about pregnant students’ requests for accommodations will be shared with faculty and staff only to the extent necessary to provide the reasonable accommodation. Faculty and staff will regard all information associated with such requests as private and will not disclose this information unless necessary. The Title IX Coordinator will coordinate with Disability and Student Intervention Services (DSIS) for the provision of accommodations based on a temporary disability.

In situations such as clinical rotations, performances, labs, and group work, the institution will work with the student to devise an alternative path to completion, if possible. In progressive curricular and/or cohort-model programs, medically necessary leaves are sufficient cause to permit the student to shift course order, substitute similar course, or join a subsequent cohort when returning from leave.

Students are encouraged to work with their faculty members and Harford Community College’s support systems to devise a plan for how best to address the conditions as pregnancy progresses, anticipate the need for leaves, minimize the academic impact of their absence, and get back on track as efficiently and comfortably as possible. The Title IX Coordinator will assist with plan development and implementation as needed.

### **Scope of Policy**

This policy applies to all aspects of Harford Community College’s programs, including, but not limited to, admissions, educational programs, and activities, extracurricular activities, hiring, leave policies, employment policies, and health insurance coverage.

## **Smoke and Tobacco-Free Campus Policy**

It is the policy of Harford Community College that the College is a smoke- and tobacco-free environment. The use of any type of tobacco product, smoking device or equipment, or any item that simulates smoking such as vaping, is prohibited in all buildings and areas of the campus and off-campus sites supervised by the College.

## **Student Co-Curricular Travel**

Student co-curricular travel is an important component of the student life experience that has a plethora of benefits, including the ability to significantly reinforce learning, develop leadership skills, enhance communication skills, provide a robust student life experience, allow

students to explore new interests and hobbies, and provide opportunities for students to meet others from diverse backgrounds. It is important to the educational mission of the College that these experiences be planned in ways that maximize student learning and participation, while minimizing risk and disruption with other scheduled College activities.

Student co-curricular travel is defined as an enhancement or supplement to the educational experience of students. It’s an off-campus excursion that is not tied to the academic curriculum or a credit-bearing or non-credit course. This excludes the following: internships, study abroad, service-learning assignments for individual students, or on-campus activities.

Student co-curricular travel opportunities are College-sponsored events and, as such, all relevant College policies and procedures, state, and federal laws apply to participants and chaperones. All participants are held individually responsible for their personal conduct while participating in co-curricular travel. Participants who violate College policies and/or procedures (i.e., Student Code of Conduct, Human Resources Manual) while participating in co-curricular travel may be subject to appropriate disciplinary action. The following limitations apply:

1. Co-curricular student travel may not be scheduled when or where there are abnormal hazards to health or safety.
2. Co-curricular student travel involving minors may be subject to additional guidelines.
3. Co-curricular student travel outside the territorial United States may be conducted only with the approval of the President of HCC.

## **Student Code of Conduct Policy**

Harford Community College is an academic community, and all members and visitors share the duty and responsibility of securing and maintaining the freedom to learn within the community. Freedom carries responsibilities; chief among these is the respect for the rights and safety of others. In order to provide and preserve this freedom and to assure orderly, safe, and legally sound conditions and practices for handling student misconduct, the College maintains, administers, regularly reviews, and revises the Harford Community College Code for Student Rights, Responsibilities and Conduct (The Student Code). The Student Code outlines clear expectations of students as members of the College community, the kind of unacceptable behavior that may result in disciplinary action, and sanctions and disciplinary proceedings utilized when the Student Code is not observed. Harford Community College will make every effort to make the published Student Code available to students and student organizations; students and student organizations are equally responsible for becoming familiar with the expectations, policies, and procedures contained in the Student Code.

## **Student Grievance Processes**

Please reference the Student Grievance Process (<https://catalog.harford.edu/student-rights-responsibilities-conduct/#studentgrievanceprocesstext>) tab under Student Rights, Responsibilities and Conduct (<https://catalog.harford.edu/student-rights-responsibilities-conduct/#text>) for information on Student Concerns About Athletic Programs and Activities as well as the Student Grievance Process.

## **Student Identification Card Policy**

Credit students are required to obtain a College-issued identification card when they complete the enrollment process for their first semester of enrollment. Non-credit students may be required to obtain an ID card if they are enrolled in eligible classes. While on campus, credit and eligible

non-credit students must carry their cards at all times and present them at the request of a College official or public safety officer. The ID card can only be used by the person whose name appears on the card; lending or altering a card may subject the owner to disciplinary action. Loss of the card must be reported immediately both to Public Safety and to the Library so that lost cards can be deactivated to prevent unauthorized use.

### **Student Privacy Policy**

It is the policy of Harford Community College to protect the confidentiality of student education records by complying with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, in addition to all other relevant local, state, and federal privacy guidelines and regulations. The Board appoints the College Registrar as the custodian of records, who will develop, implement, and maintain the relevant processes and procedures, including defining directory information that may be shared without the written consent of students. The College shall:

- I. Document these processes and procedures in the Academic Catalog;
- II. Provide annual disclosure to students; and
- III. Train College employees on current policies, processes, and procedures related to student privacy.

### **Violence Policy**

It is the policy of Harford Community College that any and all forms of violence, threatening behavior, and/or verbal/non-verbal harassment that involve or affect Harford Community College or which occur on the College campus (or its satellites, off-site facilities or in any off-campus location that could be considered an extension of the workplace [i.e., official travel]) are prohibited. This includes threatening behavior, violent actions, hazing, and harassment by/against or between/among students, employees, supervisors, and visitors.