

Volume

2018-
2019

Early College
ACADEMY

CECIL COLLEGE & CECIL COUNTY
PUBLIC SCHOOLS

Student & Parent
Handbook

EARLY COLLEGE ACADEMY IS A COLLABORATIVE EDUCATIONAL VENTURE
BETWEEN CECIL COUNTY PUBLIC SCHOOLS AND CECIL COLLEGE

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Congratulations and Welcome

ECA is an inclusive school community that includes students, teachers, parents, and community members who support the pursuit of your educational journey to an Associate's Degree and beyond.

As an accepted Early College high school student, you have already accomplished a large milestone in your life. We are delighted to be a part of your next academic endeavor. Congratulations and welcome to the Early College Academy (ECA)!

We applaud your academic efforts and look forward to sharing this remarkable educational goal. You are among a select few nationwide who are taking this innovative approach to high school and college. You are on a journey of academic excellence, and Cecil County Public Schools and Cecil College will support you every step of your journey. Our commitment is to ensure that we direct our actions toward your achievement of a joint high school diploma and associate's degree.

High school is already a transitional time for students. The coursework that you will experience in the ECA is quite rigorous; students should expect to spend time outside of the classroom each day completing assignments and studying for class. As a student, it will be imperative that you develop effective and efficient time management and study skills to be successful in both your high school and college courses.

Our students experience a college educational environment beginning in the ninth grade. Through this bold approach and academic rigor, you will have the opportunity to save time and money, both powerful motivators for you to work hard!

This handbook contains guidelines to help answer questions that you may have as you enter into this next chapter. All of our faculty, staff, and resources are here to ensure you achieve your goals. Be certain to seek out the many resources and opportunities that the high school and college offers. Be involved, ask questions, and become engaged.

Please read this handbook. It is important that you become familiar with the basic policies and procedures at CCPS and Cecil College.

Best wishes for a successful and rewarding high school and collegiate experience.

The Early College Initiative and Vision

Congratulations on your enrollment in the Early College Academy! Early College is a bold approach, based on the principle that academic rigor, combined with the opportunity to save time and money, is a powerful motivator for students to work hard and meet serious intellectual challenges. Early College blends high school and college into a rigorous yet supportive program, compressing the time it takes to complete a high school diploma and the first two years of college. By changing the structure of the high school years and compressing the numbers of years to a college degree, Early College can improve graduation rates and better prepare students for entry into high skill careers.

The Early College Academy will enroll students entering the 9th grade. The ECA maintains high standards for academic rigor, with a keen focus on college readiness. Each year students are selected for admission to the Academy. Prior to their freshman year, ECA students will participate in a mandatory orientation program to introduce them to college life, academic expectations, and resources available to them during their four years in the Academy. Throughout their enrollment, students are supported by tutors, mentors, and advisors from the Cecil County Public Schools and Cecil College staff. While taking classes, students are guided through seminars and individualized advising to help them build the academic skills needed to succeed in high school and college coursework.

Admissions & Retention

Criteria

During the spring of 8th grade, students should provide the following application materials for admission:

- A middle school transcript with a minimum GPA of 3.0
- A Cecil College admissions application
- A Cecil College College-Bound Scholarship form
- A student questionnaire
- Parent and child acknowledgement of expectations
- Reading and writing skills assessment results (@ completion of the 10th grade)
- Math skills assessment results (@ completion of the 11th grade)

Early College Academy is a highly selective program that is not appropriate for all students. Our application process is intended to make certain that all of our students are right for our program and that our program is a right fit for each of our students.

Process

Once the application materials have been submitted for admission, your application packet will be reviewed by members of the Cecil County Public Schools and Cecil College. Students who are selected for the program will receive an acceptance letter signed by both parties. Students must confirm their enrollment in the program.

ECA Orientation

All 9th grade students and a parent or guardian must attend the ECA orientation at Elkton High School. During the required orientation, you and your family will:

- Preview the contents within this ECA Handbook.
- Review the schedule and content of coursework.
- Review academic expectations.
- Register and pay for Cecil College courses.
- Understand next steps for the start of the fall semester.

In addition, the orientation session will provide information regarding topics such as Cecil College campus life, academic integrity, and academic advising.

Early College Academy Contract

As a high school student taking college courses through the Early College Academy, there are certain requirements that you must meet in order to remain eligible and receive tuition discounts. After reading over these requirements, please sign and date below and return the form at orientation. A parent signature is also required.

Cecil College and Cecil County Public Schools consider academic integrity to be of utmost importance. Students are expected to maintain high standards of academic integrity and honesty in helping Cecil College and Cecil County Public Schools maintain official and unofficial student records. Any tampering with any student record such as attendance, grades, or unofficial transcripts— may result in academic suspension, academic probation, or expulsion from Cecil County Public Schools and/or Cecil College.

- I will commit to spending the appropriate amount of time per week working and progressing in each enrolled course, submitting accurate school attendance to Cecil County Public Schools.
- If I have any questions, technical difficulties, or concerns regarding my college course, I will contact my college instructor in a timely manner. I will work to resolve problems in order to successfully complete the course.
- I am responsible for tuition, fees and textbooks even if any of the following happens:
 - I do not pass the college course with a grade of C or better.
 - I withdraw from the class after the college's allowed deadline for a full tuition refund.
 - I do not meet other school requirements with the Early College Academy and therefore am withdrawn.
- I agree to stay current with all of the Cecil County Public Schools coursework that I am taking concurrently.
- I will stay in communication with my college and high school advisor concerning my academic progress.
- At the end of the semester, I will give my high school counselor a copy of my unofficial transcripts immediately upon receipt.
- I hereby grant Cecil County Public Schools access to my academic records required in order to gain high school credit for the college courses I am taking. This information is released subject to the confidentiality provisions of appropriate state and federal laws and regulations which prohibit any further disclosure of this information without specific written consent.

I, _____, and _____ understand and agree to the above requirements.
(Print Student Name) (Print Parent Name, if under 18)

Signed, _____ Date: _____, _____ Date: _____
(Student Signature) (Parent Signature)

Early College Academy 2018-2019 Academic Calendars

Cecil County Public Schools

| | |
|---------------|--------------------------------------------------------------------------------------------|
| Sept 4 | First Student Day |
| Nov 6 | Teacher In-service (no classes) |
| Nov 21-23 | Thanksgiving Holiday (no classes) |
| Dec 24 -Jan 2 | Winter Break (no classes) |
| Jan 3 | School Reopens |
| Jan 21 | Martin Luther King Holiday (no classes) |
| Feb 18 | President's Day Holiday (no classes) |
| March 22 | Inclement Weather Make-up Day or Prof. Day for Staff (No classes) |
| April 18 | Inclement Weather Make-up Day or Prof. Day for Staff (No classes) |
| April 19-22 | Spring Holiday (No classes) |
| April 23 | Inclement Weather Make-up Day – If not used schools closed for students and 10-month staff |
| May 24 | Inclement Weather Make-up Day – If not used schools closed for students and 10-month staff |
| May 27 | Memorial Day (no classes) |
| June 11 | Last Student Day (no classes) |
| June 12-14 | Inclement Weather Make-up Days (If needed) |

Cecil College

| | |
|---------------|-------------------------------------------------------|
| Aug 27 | First day of fall classes for Cecil College |
| Sept 1-3 | Labor Day Holiday – College Closed |
| Sept 6 | Last day for 100% refund |
| Nov 5 | Last day to withdraw from classes |
| Nov 21-25 | Thanksgiving Holiday |
| Dec 8 | Last day of classes for Cecil College |
| Dec 10-15 | Finals week |
| Dec 24- Jan 1 | Winter Break Closing |
| Jan 22 | First day of spring classes |
| Mar 18-23 | Cecil College Spring break – No on-site Cecil classes |
| Apr 2 | Last day to withdraw from classes |
| May 6 | Last day of classes |
| May 7-13 | Finals |
| May 19 | Graduation 2019 |

Student Rights, Goals & Responsibilities

Please reference Cecil County Public Schools Student Rights and Responsibilities Handbook.

Academic Sequence

Students simultaneously enroll in coursework that fulfills high school graduation requirements and associate degree requirements. When students complete the secondary school years, they earn both a high school diploma and an associate of arts degree in general studies.

The curriculum is designed to be progressively more rigorous as the student progresses from 9th to 12th grade. Throughout their enrollment, in addition to their coursework, students participate in seminars to develop academic skills that will complement their classroom experience. As they progress through the Academy, the number of high school versus college courses included in the student's schedule will shift. A sample of this shift and course sequencing is displayed in the table below.

| Grade Level | CCPS Coursework | Cecil College Coursework | Academic Seminars |
|-------------|-----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| 9 | English Mathematics Social Studies Science | Health Fitness (2 courses) Career Development | Study Habits Time Management Technology Use in College Test Taking Techniques |
| 10 | English Mathematics Social Studies Science | Computer Science Foreign Language Public Speaking Social Science | Writing Competencies Critical Thinking Skills |
| 11 | Mathematics | English (2 courses) Concentration Electives (2) History (2 courses) Physical Science | Math Competencies Analytical Skills |
| 12 | | Statistics or Pre-Calculus Philosophy Social Science Elective Concentration Electives (2) Lab Science | College Application Process Transfer Agreements Financial Aid Process |

NOTE: Incoming Early College Academy students will register for their college courses on-site at Elkton High School. This registration will occur at the orientation program in August. Registration for high school courses will occur each spring as regularly scheduled.

Progress and Grades

Students should reference the following Regulations and Policies regarding Cecil County Public Schools grading and reporting.

IKAG, Secondary Grading and Reporting
IKAG-EA, Cecil County High School Grade Re-Coup Program
IKAG-RA, Grading and Reporting-High School
IKAG-RB, Credit Recovery/Grade Re-Coup, Grade Reinstatement
IKAG-RC, Class Ranking - Dropping Courses
IKAG-RE, Make-up Work, Late Work, and Retakes

Advising

EHS Guidance

School counselors assist students with improving school achievement, exploring solutions to personal problems, making career plans, selecting post-secondary schools, and identifying financial aid options for higher education. A student wishing to meet with his/her counselor should contact the guidance secretary to request an appointment. Parents wishing to see their child's counselor should also contact the guidance secretary to schedule an appointment.

Cecil College Advising

Academic support will be provided throughout each year of enrollment. Students will be required to participate in an orientation prior to the freshman year which orients them to the Academy and the academic commitment that will be required of them. Additionally, academic support services will be highlighted prior to enrollment, so students are sufficiently aware of the resources available to help them succeed. Academy students will be guided through their coursework with the support of an academic advisor. The advisor will also coordinate the academic seminars each year of the program.

Educational programs and services offered to other students will be available to students with disabilities. Physical and programmatic access by means of reasonable accommodation will be provided. This includes removal of architectural barriers, provision of auxiliary services, teaching strategies and institutional policies.

Disability and Support Services Office

Cecil College abides by the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 that stipulates no student shall be denied the benefits of an education "solely by reason of disability." Disabilities covered by law include, but not limited to, learning, psychiatric, hearing, sight and mobility disabilities. If you have a disability that may have an impact on your work, and for which you may require accommodations, please contact Disability and Support Services through email: disabilityservices@cecil.edu Phone: 443-674-1993 Office: TC D301.

Graduation Requirements

Students and parents should consult the CCPS Education Planning Guide for detailed information on graduation and promotion requirements for each graduating class, including the specific departmental requirements for each core subject area. Students are responsible for knowing these requirements and scheduling their courses accordingly.

Cost and Financial Assistance

High school student fees and charges, both optional and required, shall be listed annually in the student and parent handbook or in some other written form provided by Cecil County Public Schools. Early College Academy students will receive a \$59.50 per credit scholarship off the in-county tuition. Additionally, registration and student development fees are waived for the first 2 years. Payment for college courses is expected at the time of registration. Students must pay in full or select the payment plan if applicable. Students receiving scholarships or another type of aid must also use the payment plan if the awarded amounts do not fully cover the student balance.

College Fees (Cecil updates/Cecil related payment/fees)

| | |
|--------------------------|---------------------------------|
| Registration Fee: | Waived |
| Student Development Fee: | Waived for CCPS on-site classes |
| Course fee: | Varies by course |

Additional fees will be charged for the following:

1. Special events (i.e. Graduation Cap & Gown)
2. Lost or damaged books
3. Lost or damaged materials, supplies, or equipment
4. Certain field trips

Note: some college courses require a minimal fee for supplemental books, materials, or supplies. College science classes may require a lab fee.

Families will initiate their 1st semester payment in August at the Orientation Program. The College will process payments during a portion of the program. Payment options are:

- Cash
- Credit: The College will accept VISA, Master Card, and Discover.
- Payment Plan (if applicable): The cost can be paid across four payments/semester. There is a \$15 enrollment fee per semester for this service. Families will pay 25% per month from August (starting the night of Orientation) until November.

Textbooks

Early College Academy textbooks can be purchased through the Cecil College Bookstore. It is recommended that textbooks be brought to the first day of class. Specific textbook information can be found at www.cecil.edu or MyCecil (www.my.cecil.edu).

Governance

The Early College Academy of Cecil College is, technically, an Cecil County public school. Therefore, governance of the Academy will reside within the jurisdiction of Cecil County Public Schools in collaboration with Cecil College. All high school courses will be taught by CCPS teachers, while all college courses will be taught by Cecil College full-time or adjunct faculty.

Students are subject to the rules and regulations of the public school system as well as applicable policies of Cecil College.

Support Services

CCPS Support Services

Scholarships and Awards

For local scholarship opportunities, please speak to your school counselor through the Guidance Office. Scholarship opportunities are advertised during announcements and the EHS/CCPS website.

Transcripts

Students should see the high school guidance office to request.

Cecil College Support Services

Bookstore

Cecil College's bookstore, operated by Barnes and Noble College Booksellers, is located at College Crossing on Biggs Highway across from the North East campus. In addition to textbooks, the bookstore offers classroom and computer supplies, gift items and College apparel. Online orders may be placed anytime at cecil.bn.college.com. The bookstore can be reached at 410-287-4740. Remember to save your original receipts.

The Seahawk Roost Café

The Seahawk Roost Café is located on the first floor of the Technology Center. The café provides a wide variety of menu items, including pizza, soups, sandwiches, bagels, muffins, coffee, and assorted beverages.

Public Safety

Cecil's campuses offer a positive environment to learn and grow. A college campus, like any other community can have its share of incidents and accidents requiring the assistance of our Public Safety Department. Public Safety Officers work together with you to promote safety and security at Cecil College.

Here are some important safety and security reminders:

Be Safety and Security conscious: We are all partners in creating an atmosphere that is safe and conducive to the learning process. Effective crime prevention requires cooperation from all of us on campus. Everyone is asked to be alert, security conscious and involved. A conscientious approach will protect you, your belongings, fellow students, and the campuses in general. You are invited to visit one of the College Public Safety Offices for tips on protecting your belongings and for any questions you might have about campus safety.

Contacting Public Safety: Public Safety Offices are located in the Arts and Sciences Building, Room 226 on the North East campus and Room 114 at the Elkton Station location. Officers on the North East campus can be reached by dialing ext. 1601, for 410-287-1601. Officers on the Elkton Campus can be reached by dialing ext. 1602, or 410-287-1602. The Department is headed by Chief John Capozzoli. Chief Capozzoli is located in the Technology Center, Room 203 on the North East campus and can be reached by dialing 410-287-1605.

Incident Reporting: Report any suspicious or criminal activity to Public Safety by using the numbers above, or simply call the college operator of 911.

RED PHONES: red phones near all elevator doors are direct connections to Cecil County 911.

BLUE CALL PHONES: located in the parking lots are direct connections to Cecil County 911.

The Public Safety Department works closely with Cecil County Law Enforcement and will be notified immediately should you use 911 from one of our campuses.

Escorts: Escorts are provided at your request by Public Safety personnel. Should you feel you require the service, simply contact the Public Safety Officer on your campus using the phone numbers listed above.

CLERY: Cecil College is fully compliant in accord with the Jeanne Clery Safety on Campus Act, and statistics are published, emailed, and available in person at the Chief's office.

ID Cards

College identification cards will be issued to Early College Academy students at the beginning of the junior year. ID card identifies you for participation in select campus activities and programs. Remember to have your ID card at all times.

Disability and Support Services

Students with disabilities in a K-12 public school setting are protected under IDEA, which identifies the education needs of students with disability and provides for a free and appropriate education. Public schools, with parental/guardian input and appropriate assessments, determine the most

appropriate education plan for the student. Modifications of curriculum, additional classroom supports, etc. may be provided. The school system is required to provide services once a decision is made regarding services.

In higher education, students with disabilities are protected under ADA (Americans with Disabilities Act) and Section 504 which ensures that no otherwise qualified person with a disability will be denied access to, or the benefits of, or be subjected to discrimination by any program or activity provided by any public institution or entity. Accommodations are for the purpose of equal access. Students need to be aware not all accommodations provided in high school will be allowed in a college level setting. Accommodations provided will not make modifications to change the course content or performance expectations that would substantially alter the essential elements of the course.

Students and/or parents may contact the Disability and Support Services program to register for disability services; please note no student is required to disclose their disability or receive disability services while at Cecil College.

A student wishing to pursue disability services, or has additional questions, may contact Disability and Support Services at 443-674-1993 or disabilityservices@cecil.edu to schedule an appointment. Students are required to provide appropriate documentation regarding their disability. Students are encouraged to make contact prior to the start of the semester, but may do so at any time.

Please note the disability services handbook is available online to all students, as well as other forms of literature.

Academic Support Services

Your academic success is our number one priority. Students will have access to tutoring, library resources, a reading and writing center, and computer labs. Free tutoring is available for students experiencing difficulty in any course. The staff and lab proctors are experienced and can explain concepts, making sure students understand what they are learning. While no appointments are necessary, students are encouraged to call the lab area ahead of arriving to assure a tutor skilled in a particular area.

Career and Job Placement Services

A career advisor can help you gather information on careers that fit your interests, skills, and values and help you develop short and long term goals. The Career and Job Placement Services Center is located across the street from Cecil College in the College Crossing shopping center. Here you will find information about occupations, job searching, college majors, salaries, and career trends. ECA students will be able to use the online career resource to gain information about various careers, explore majors, and complete a resume. Contact a career advisor at 410-287-1000 or careerservices@cecil.edu for assistance.

Title IX Information and Enforcement

Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. Sec. 1681, et seq., and its implementing regulations, 34 C.F.R. Part 106, is a federal law that prohibits discrimination on the basis of sex in any federally funded program or activity. In compliance with Title IX, Cecil College prohibits sex discrimination, inclusive of sexual misconduct. Faculty and staff who become aware of violations of Title IX are mandated reporters and will inform the College Title IX coordinator.

An individual who wishes to report a concern or complain relating to discrimination or harassment may do so by contacting the College's Title IX Coordinator:

Title IX Coordinator

Executive Director of Human Resources
Cecil College
One Seahawk Drive
North East, MD 21901
410-287-6060, ext. 1087

The Title IX Coordinator can provide information regarding both informal dispute resolution processes and formal complaint options. Individuals with complaints of this nature also have the right to file a formal complaint with the United States Department of Education:

Office for Civil Rights (OCR)

400 Maryland Avenue, SW
Washington, DC 20202-1100
Customer Service Hotline: (800) 421-3481
Facsimile: (202) 453-6012
TDD #: (877) 521-2172
Email: OCR@ed.gov
Web: <http://www.ed.gov/ocr>

Student Activities

Cecil College Student Activities

Once you begin taking courses on the Cecil College campus, you will have the opportunity to become an engaged member of the College community through your participation in a wide variety of clubs, organizations and activities. If you don't find a club that interests you, the Student Life staff can support you in creating a club or planning an activity or event. In addition, you will have a number of leadership opportunities that will help you gain confidence and build interpersonal skills for a successful college experience – and beyond. Visit the Student Life Office, located in Room 114 on the ground floor of the Technology Center, to learn more about how to get involved at Cecil.

Note: ECA students are not eligible to participate in Cecil College athletic programs.

Contacts

Cecil College Contacts

Admissions

Hours: M-F 8 a.m. – 4:30 p.m.
 Phone: 410-287-1006
 Email: admissions@cecil.edu
 Location: A201, Community Cultural Center, Building A

Advising

Hours: M-Th 8 a.m. - 7 p.m.
 F 8 a.m. - 5 p.m.
 Sat. Hours available in August & January. Call for an appointment.
 Phone: 410-287-1000
 Email: advising@cecil.edu
 Location: 1st floor, Community Cultural Center, Building A

Bookstore*

Hours: M-F 9 a.m. - 5 p.m.
 Sat./Sun. Closed
 Phone: 410-287-4740
 Location: College Crossing - Across from the North East Campus

Cashier's Office

Hours: M-Th 8 a.m. - 7 p.m.
 F 8 a.m. - 5 p.m.
 Sat. As posted.
 Phone: 410-287-1020
 Location: 1st floor, Community Cultural Center, Building A

College Switchboard

Hours: M-F 7:30 a.m. - 6 p.m.
 Phone: 410-287-1000
 Email: information@cecil.edu
 Location: 2nd floor, Community Cultural Center, Building A

Computer Lab* - North East Campus

Hours: M-Th 8 a.m. - 8 p.m.
 F 8 a.m. - 4 p.m.
 Sat. 8 a.m. - 4 p.m.*
 Phone: 410-287-1000, ext. 3270
 Location: 3rd floor, Technology Center, Building D

Disability and Special Services Office

Hours: M-F 8 a.m. – 4:30 p.m.
 Phone: 410-287-6060 x1993
 Email: disabilityservices@cecil.edu
 Location: Room 301, Technology Center, Building D

* Hours vary throughout the year. Check MyCecil (www.my.cecil.edu) for the most updated information.

Financial Aid

Hours: M-Th 8 a.m. - 7 p.m.
 F 8 a.m. - 5 p.m.
 Phone: 410-287-1000
 Email: finaid@cecil.edu
 Location: 1st floor, Community Cultural Center, Building A

Library

Hours: M-F 7:30 a.m. - 8 p.m.
 Sat.-Sun. Hours Vary
 Phone: 410-287-1005
 Email: library@cecil.edu
 Location: 2nd floor, Community Cultural Center, Building A

Math Lab*

Hours: M 9 a.m. - 8 p.m.
 T & Th 10 a.m. - 9 p.m.
 W 9 a.m. - 9 p.m.
 F & S 10 a.m. - 4 p.m.
 Phone: 410-287-1015
 Location: 3rd floor, Engineering and Math Building G

Writing Lab*

Hours: M-Th 9 a.m. - 8 p.m.
 F 9 a.m. - 5 p.m.
 Sat. 12 p.m. - 4 p.m.
 Online Writing Lab {OWL} is available 24/7 through Blackboard
 Phone: 410-287-6060, ext. 1976
 Email: readingandwriting@cecil.edu
 Location: 3rd floor, Arts & Sciences Building C

Registration Office

Hours: M-Th 8 a.m. - 7 p.m.
 F 8 a.m. - 5 p.m.
 Sat. hours available in August & January.
 Phone: 410-287-1000
 Location: 1st floor, Community Cultural Center, Building A

Testing Center - Skills Assessments*

Hours: M & W 9 a.m. - 7 p.m.
 T & Th 10 a.m. - 8 p.m.
 F 10 a.m. - 4 p.m.
 Sat. 10 a.m. - 4 p.m.
 Phone: 410-287-1000
 Location: Room 310, Engineering and Math Building G

Important Policies and Practices

Cecil County Public Schools

Please reference the CCPS Student Rights and Responsibilities Handbook for important policies and practices.

Cecil College Academic Honesty Policy

Cecil College adheres to the highest standards of academic honesty. Students at Cecil College are expected to maintain that high standard by taking responsibility for their own academic success and achievement. All forms of academic dishonesty are serious offenses and will not be tolerated, and could lead to sanctions up to and including expulsion from the College. All members of the College community share the responsibility for the academic standards of the College. Academic honesty is a cornerstone of the development and acquisition of knowledge and is a critical component of continued membership in the College community.

Cecil College Student Code of Conduct

I. POLICY STATEMENT

A student's continuance at Cecil College depends not only upon his or her academic performance but also on his or her conduct. The College's jurisdiction and discipline shall be limited to conduct which adversely affects the Cecil College community and/or the pursuit of its objectives, whether on or off the college premises. The goals of Cecil Colleges Student Code of Conduct are to:

- A. Protect the relative rights of all students;
- B. Adjudicate student behavioral problems in an effective, equitable, and educational manner;
- C. Facilitate and encourage respect for campus governance; and
- D. Enable students to learn from their experiences, to foresee consequences of behavior, and to avoid behaviors that would violate ethical and moral standards.

II. RATIONALE

These Student Code of Conduct Procedures are designed to protect the college community through the imposition of discipline within the college setting. Reasonable efforts will be made to foster the personal and social development of students who have been found responsible for violations of college policies or regulations.

III. INHERENT AUTHORITY

The College reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community. The Vice President for Student Services and Enrollment Management, has authority for all matters related to student discipline at the college. The Director of Student Life is the Vice President for Student Services and Enrollment Management's primary designee in all matters related to student discipline and this code. A substitute designee may be appointed in appropriate circumstances.

IV. INTERPRETATION OF PROCEDURES

Disciplinary procedures are written to provide students with notice of prohibited conduct. However, this code should be interpreted broadly and does not contain an exhaustive list of prohibited conduct. The Director of Student Life is responsible for interpreting and answering questions related to this code. To the extent this policy conflicts with the college's Sexual Misconduct policy, the Sexual Misconduct policy governs.

V. STANDARDS OF DUE PROCESS

Students subject to disciplinary action will be entitled to an administrative conference as set forth in section XIII. The focus of inquiry in disciplinary proceedings is to determine the level of involvement and culpability of those accused of engaging in prohibited conduct. Deviations from prescribed procedures do not invalidate a decision or proceeding, unless significant prejudice to a respondent or the college is established. The College has discretion to modify these procedures.

VI. VIOLATIONS OF LAW

Students may be accountable under civil and criminal law – as well as to the college – for conduct that violates federal, state, and/or local laws. Ordinarily, disciplinary action at the college will advance while external proceedings are pending. Results of external proceedings do not control proceedings under this code.

VII. JURISDICTION

This code covers prohibited conduct that occurs: (a) on college-owned, leased, or operated property; (b) at college-sponsored activities, whether on- or off- campus; and (c) while a student is doing business on behalf of the college. Where the college's interest is implicated, the Director of Student Life, or designee, will determine whether such conduct should be addressed pursuant to this code.

VIII. SCOPE

The Student Code of Conduct applies to any person registered, accepted or enrolled in any course or program offered by any Cecil college including those who are not officially enrolled for a particular term but who have a continuing relationship with the College. The Colleges' jurisdiction and discipline shall be limited to violations of the Student Code of Conduct. The Student Code of Conduct prohibits activities that directly and significantly interfere with the colleges' (1) primary educational responsibility of ensuring the opportunity of all members of the community to attain their educational objectives; or (2) subsidiary responsibilities of protecting the health and safety of persons in the campus community, maintaining and protecting property, keeping records, and other services, and sponsoring non-classroom activities such as lectures, concerts, athletic events, and social functions, whether the violation occurs on or off the college premises or inside or outside of the classroom. Such conduct or attempted conduct is forbidden.

Responsible Use of Information Technology Resources

It is the policy of Cecil College that all members who use the College's computing, information or communication resources must act responsibly. Every user is responsible for the integrity of these resources under their control. All users of College-owned or College leased information technology systems must respect the rights of other users, respect the integrity of the physical facilities and controls, and comply with all pertinent licenses and contractual agreements. All members of the

Cecil College community will act in accordance with these responsibilities, relevant laws (including but not limited to the Telecommunications Act of 1996) and contractual obligations, and the highest standard of ethics.

Prior to accessing a Cecil College computer and/or a Cecil computer network, you will be required to agree or disagree to the following disclaimer.

You are about to access a Cecil College computer and/or computer network that is intended for authorized users only. You should have no expectation of privacy in your use of this network. Use of this network constitutes consent to monitoring, retrieval and disclosure of any information stored within the computer or network for any purpose including criminal prosecution.

Use of the Cecil College computer systems is contingent upon the following rules:

1. You may not attempt to access or modify any data or programs unless you have been granted permission.
2. You may not make unauthorized copies of any copyrighted software for personal use.
3. You may not engage in any activity which: harasses other users; makes personal profit or conducts personal business; participates in gambling activity; endangers lives or livelihoods; accesses or distributes pornographic material; or engages in criminal activity.
4. You may not download, install, or run any program from the Internet without the approval of your instructor or a network administrator.
5. You may not install or run any software, which is not supplied or authorized by the College.
6. You may not run password tracking, password cracking, or virus generating programs for any reason.
7. You may not install or run any streaming video, or live audio programs from the Internet without the specific approval of your instructor or a network administrator.

Electronic mail (Email) services are provided for students, faculty and staff and should not be used for fraudulent, harassing, or obscene purposes.

Unauthorized or illegal use of a Cecil College computing asset will not be tolerated and may result in disciplinary or criminal prosecution or both.

Cecil College Drug and Alcohol Policy

It is the policy of Cecil College, in accordance with State and Federal guidelines, to promote a drug free workplace and campus. In addition, Cecil College recognizes and supports the need to continue a firm stand on the issue of drug use and alcohol abuse prevention and education.

Procedures for a Drug Free Workplace and Campus

In compliance with the Drug Free Workplace Act of 1988, The Drug Free Schools and Communities Acts of 1986 and 1989 and The State of Maryland Executive Order 01.01.1989 — Drug and Alcohol Free Workplace, the Board of Trustees of Cecil College adopted the Drug Free Workplace Policy effective March 18, 1989 and the Drug Use and Alcohol Abuse Prevention Policy effective October 1, 1990. These procedures are reviewed and amended biannually, as required by the U.S. Department of Education.

Philosophy

Cecil College is committed to having a campus that is free of alcohol and other drug use and abuse. In keeping with its mission, Cecil College will utilize prevention through education as a major approach to the problem. Standards of conduct for members of the campus community will be established herein and will include remedial actions and sanctions as required by law.

For further information regarding Cecil College's Drug and Alcohol policies and procedures, please visit our Catalog located at www.cecil.edu.

Cecil College Attendance Policy

Students are expected to attend all classes except for reasons of illness or emergency. Each instructor will determine and announce the attendance policy and requirements for each course. Make-up tests may be administered at the request of the student and at the convenience and discretion of the instructor.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) allows the Registrar to release student directory information. This information may include names, addresses, telephone numbers, birth dates, birth places, major fields of study, attendance dates, degrees and awards, the most recent educational agencies or institutions attended, participation in officially recognized college activities or sports, and athletic team members' weights and heights. The College generally will release only the student's name, dates of attendance and degrees, and/or certificates earned as directory information.

To have directory information withheld, written notification must be received from currently enrolled students in the Registrar's Office within two weeks after the first day of classes for the semester/term. Cecil College assumes that failure on the part of any student to request withholding of directory information indicates individual approval for disclosure.

The Act affords students the opportunity to inspect and review their educational records within forty-five (45) days of the College's receipt of request for access. Students should submit, to the Registrar, written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place for review.

Students may request an amendment of any of their educational records that they believe are inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his/her right to a hearing.

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Avenue, SW, Washington DC 20202-4605.

Emergency & Inclement Weather Procedures

CECIL COLLEGE

Inclement Weather Procedures

In the event of an incident or weather-related situation, the College president or designee may close operations of the College at all designated locations for the safety of students and staff following the procedures below.

Official notifications will be sent or posted to the following sites using standardized message formats. These sites will be updated in March each year and published in the credit and non-credit course schedules, College catalog and student handbook along with MyCecil for students and employees:

***Seahawk Alert System** will auto send message:

- Text, phone, email (designated by student)
- Facebook
- Twitter

***MyCecil** (www.my.cecil.edu)

***www.cecil.edu**

***Digital Signs** (early closure only for students on campus)

***College Voice Mail Messages**

- 410-287-1000 College Main Number
- 410-287-6060 College Main Number - North East Campus
- 410-392-3366 Elkton Station

***Public Media**

WBAL TV 11 (Baltimore)

WMAR TV 2 (Baltimore)

WBFF FOX 45

WDSB 94.7

WGAL TV 8 (Lancaster)

WDEL 1150 AM/WSTW 93.7 (Delaware)

Closing Designations:

Closed - Cancellation of all operations including classes, activities, events and offices

Late Opening – all operations closed until specified time. Refer to Academic Programs – Faculty Information for information regarding classes that cross over “late opening” time.

Early Closing – all operations closed at specified time. Security and Switchboard operations will usually continue one hour after designated closing time.

Modified Closing – May include cancellation of classes or specific activities and/or events based on nature of incident or weather conditions. Procedures do not apply to individual activity, event or class cancellation.

Early College ACADEMY

CECIL COLLEGE & CECIL COUNTY PUBLIC SCHOOLS

Cecil College Support Team

| DEPARTMENT | NAME | EMAIL | PHONE NUMBER |
|-----------------|--------------------|----------------------------------------------------------------|--------------|
| Advising | April Stern | astern@cecil.edu | 410-287-1045 |
| Advising | Diena Gischel | dgischel@cecil.edu | 443-674-1890 |
| Career Services | Andy Coston | acoston@cecil.edu | 443-674-1468 |
| Library | Melissa D'Agostino | mdagostino@cecil.edu | 443-674-1492 |
| Payment | Donna Norris | dnorris@cecil.edu | 410-287-1018 |
| Registration | Tomeka Swan | tswan@cecil.edu | 443-674-1892 |

Cecil County Public Schools Support Team

| DEPARTMENT | NAME | EMAIL | PHONE NUMBER |
|---------------------|------------------|----------------------------------------------------------------|--------------|
| Principal | David Foye | dbfoye@ccps.org | 410-996-5000 |
| Guidance | Linda Lewis | llewis@ccps.org | 410-996-5002 |
| Assistant Principal | Kim Williams | knwilliams@ccps.org | 410-996-5000 |
| District Office | Joanna Zimmerman | jkzimmerman@ccps.org | 410-996-5455 |