



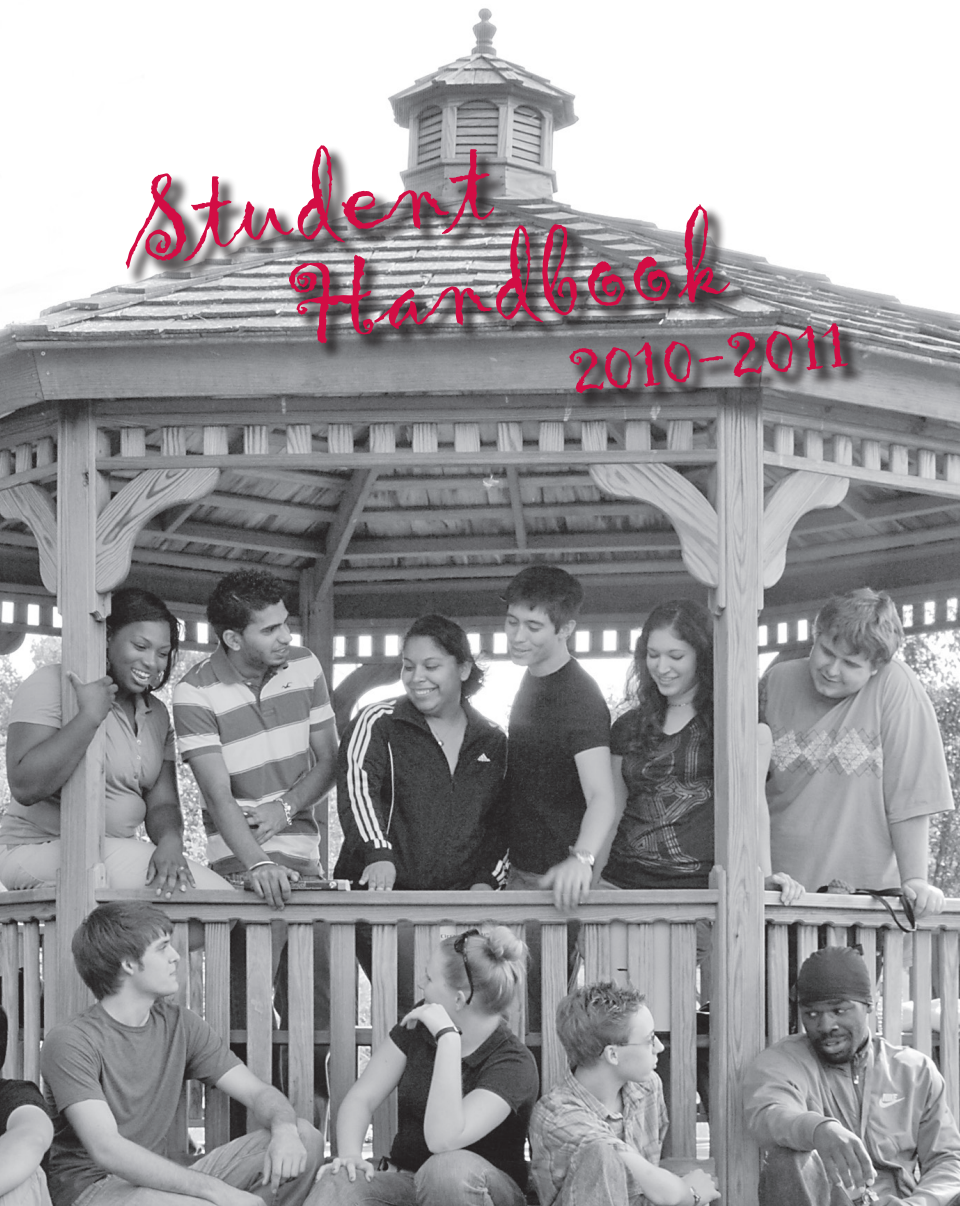
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CAPITOL COLLEGE

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1927

*Student  
Handbook  
2010-2011*



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# College Song

## **“Hail to Capitol College”**

In Maryland near old DC,  
There is a school that's dear to me;  
Capitol College, hail to thee,  
Thy sons and daughters love thee.

Through the years we'll think of thee,  
With the fondest memory;  
Pride of high technology,  
Thy sons and daughters hail thee.

## *Refrain*

Capitol College, Capitol College,  
Praises to thy name;  
Capitol College, Capitol College,  
On to greater fame.

Splendid may thy future be,  
A shining light for all to see,  
And to our posterity,  
May those who know thee, hail thee!

*Music and lyrics by Elizabeth Holland. Music arranged by Jane Lindsey.*

# Accreditation

Capitol College is authorized by the state of Maryland (Maryland Higher Education Commission, 839 Bestgate Road, Suite 400, Annapolis, MD 21401, 410-260-4500) to confer bachelor of science (BS) degrees in astronautical engineering, business administration, computer engineering, computer science, electrical engineering, information assurance, management of information technology, software engineering and software and Internet applications. The college is authorized to confer BS and associate in applied science (AAS) degrees in computer engineering technology, electronics engineering technology, and telecommunications engineering technology. The BS program in business administration is accredited by the International Assembly for Collegiate Business Education (IACBE, PO Box 25217, Overland Park, KS 66225).

The college is authorized by the state of Maryland to confer Master of Science (MS) degrees in computer science, electrical engineering, information and telecommunications systems management, information assurance and internet engineering. The college is authorized by the state of Maryland to confer a master of business administration (MBA) degree. The MBA program is accredited by the International Assembly for Collegiate Business Education (IACBE, PO Box 25217, Overland Park, KS 66225).

The college is authorized by the state of Maryland to confer a doctor of science (DSc) in information assurance.

The college is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools (Commission on Higher Education, Middle States Association of Colleges and Schools, 3624 Market Street, Philadelphia, PA 19104, 215-662-5606). The BS degree program in electrical engineering is also accredited by the Engineering Accreditation Commission of Accreditation Board for Engineering and Technology. The associate and baccalaureate degree programs in computer engineering technology and electronics engineering technology and the baccalaureate degree program in telecommunications engineering technology are also accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (111 Market Place, Suite 1050, Baltimore, MD 21202, 410-347-7700). Capitol College is approved for veterans' education by the Maryland Higher Education Commission.

# General Information

## Student Rights and Responsibilities

Capitol College Corporation actively subscribes to a policy of equal educational and employment opportunity and, in accordance with Title IX of the education amendments of 1972, does not discriminate on the basis of race, color, sex, handicap, religion, national or ethnic origin in admission, treatment of students or employment.

Students and student organizations are free to express their questions and concerns privately and publicly, and may utilize the campus media in accordance with the policies of the college. Students and student organizations are free to support causes insofar as the operation of the college is not interrupted.

As members of the Capitol College community, students are free, as individuals or in groups, to present their views on college policy and on other areas of general interest to the student body. Students may implement policies regarding student social activities through participation in student government.

Students have a responsibility to engage in the academic community. Students have a responsibility to behave in accordance with college policies. Students have a responsibility to use their rights and freedoms in a manner that does not incite others or impinge upon the rights of other members of the community.

## Symbols of the College



### Logo

The contemporary styling of the shield symbolizes the college's blend of academic tradition and modern learning. The year, 1927, marks the college's founding. Inside the shield are two Cs that balance each other and form a circle. The circle is a symbol of knowledge. Above the circle is a square that symbolizes the moment when knowledge is gained through learning.

### Seal

The lamp of knowledge appears in front of a Greek delta, which signifies the concept of change. The motto is translated "Either find a way or make one." The equation means, "The sum of the information equals the change of the state."



### Colors

Capitol College's colors are red and black, representing the polarities of the electrical spectrum.

# Overview of Departments

Up-to-date contact information for each department is available at [www.capitol-college.edu](http://www.capitol-college.edu). Additional information about each office, including contact information, is available at <http://mycapitol-college.edu> in the current student section.

## Executive Council

Michael T. Wood, President

William V. Maconachy, Vice President for Academic Affairs

Derick A. Veenstra, Vice President for Finance and Administration

Dianne M. Veenstra, Vice President for Planning and Assessment

Michael G. Gibbs, Vice President for College Advancement

## Administrative Assistants

Jill Rudolph, Executive Assistant to the President

Sharon Ortiz, Administrative Assistant

External Relations, Planning and Assessment

Ché Thompson, Administrative Assistant

Academic Affairs, Finance and Administration

## Academic Departments

- Curriculum
- Course content
- Textbook selection
- Course scheduling
- Faculty office hours
- Class cancelations

## Administration and Human Resources

- Human resources, employment verification
- Mail, printing, supply store and telephone services
- Special financial arrangements
- Graduation coordinator
- Auxiliary services

## Admissions

- Advising prospective students
- Recruiting, processing student admissions

## Advancement and Alumni Relations

- Alumni records
- Donations

## Buildings and Grounds

- Repairs
- Maintain grounds
- Snow removal
- Campus appearance

## **Business Office**

- Accounts payable
- Student refunds
- Student bills and other debt payments
- 1098 student tax forms

## **Career Services**

- Career counseling, employment
- Cooperative education

## **Critical Infrastructures and Cyber Protection Center**

- IA industry certification preparation courses
- Federal CNSS certificate programs
- IA specific needs-based training and workforce development

## **Distance Learning Services**

- Help desk

## **Financial Aid**

- Financial aid, loans
- On-campus employment
- Scholarships and grants
- Veterans' assistance

## **Information Services and Technology**

- Computer lab
- Internet and network

## **Innovation and Leadership Institute**

## **International Student Affairs**

- Maintenance of F-1 status
- Campus employment

## **Marketing and Communications**

- *Capitol Chronicle*
- Catalog
- Student handbook
- Website news

## **Puente Library**

- Using, borrowing library materials
- Information Resources
- Library services

## **Registration and Records**

- Add, drop
- Class schedules
- Change of degree program or address
- Degree audits
- Evaluation of transfer credits
- Grades and academic records
- Graduation, enrollment verification
- Registration, transcripts

## **Security**

- Secures buildings
- Monitors campus

## **Space Operations Institute**

- NASA internships and co-op

## **Student Life and Retention**

- Academic advising
- Activities, clubs
- Counseling
- Disabled student services
- Health information, insurance
- Identification cards
- Intramural sports, locker rentals
- New student orientation
- Community standards and conduct review process
- On- or off-campus housing
- Student advocacy

## **Academic Calendar**

The college's academic calendar is on the college website at [www.capitol-college.edu](http://www.capitol-college.edu).

## School Closings and Class Delays

In the event of severe weather or other emergencies, any possible cancellations or late openings will be announced to area radio and television broadcasts and posted on the college website.

The college maintains a recorded message at 301-369-2800 or 888-522-7486 and posts a weather advisory on the website when possible. Because equipment or power failures can interfere with the recorded message, you should listen to the radio or TV.

### Washington, DC Area

#### Radio

WGMS - 103.5 FM  
WMAL - 630 AM  
WTOP - 1500 AM / WXTR 107.7  
WKYS - 93.9 FM  
WASH - 97.1 FM  
WMZQ - 98 FM  
WGAY - 99.5 FM  
WMMJ - 102.3 FM  
WOL - 1450 AM  
WYCB - 134 AM  
WJZW - 105.9 FM  
WBIG - 100.5 FM  
WAVA - 105 FM  
WRQX - 107.3 FM  
WPGC - 1580 AM/95.5 FM  
WWDC - 1260 AM/101 FM  
WTNT - 570 AM  
WWVZ/WWZZ - 1041. FM  
WABS - 780 AM  
WAGE - 1200 AM  
WFAX - 1220 AM

#### Television

NBC4  
WUSA - Channel 9  
WTTG - Channel 5  
WJLA - Channel 7  
News Channel 8

### Baltimore Area

#### Radio

WBAL - 1090 AM/98 FM  
WVRT - 104.3 FM  
WQSR - 105.7 FM  
WWMX - 106.5 FM  
WXYV - 102 FM  
WLIF - 101.9 FM  
WJFK - 1300 AM  
WPOC - 93 FM  
WERQ - 92.3 FM

#### Television

WMAR - Channel 2  
WBAL - Channel 11  
WJCT - Channel 13  
WBFF - Channel 45

### Emergency Phone Numbers

**Fire Department and Ambulance: 911**

**Laurel Police Department: 301-725-3000**

#### County Police

Anne Arundel County: 410-987-0101  
Howard County: 911  
Montgomery County: 911  
Prince George's County: 911

#### Campus Security

After 7 p.m., call 301-938-2928



# Academic Information

## Faculty

Full-time faculty members at Capitol College's Laurel campus are assigned an on-campus office, a telephone extension with voice mail and a college email account to assist their accessibility to students. In addition, each full-time faculty member maintains a minimum of eight office hours weekly and is available by appointment. Faculty email addresses can be found at [www.capitol-college.edu](http://www.capitol-college.edu).

Adjunct faculty members are assigned a college email account to assist their accessibility to students. In addition, each course syllabus should contain contact information. Adjunct faculty members are available to meet with students by appointment, over the phone or in a virtual classroom. Faculty email addresses can be found at [www.capitol-college.edu](http://www.capitol-college.edu)

### Full-time Faculty

Faculty	Room	Ext.	Email
Helen G. Barker	A215	3025	hgbarker@capitol-college.edu
Charles E. Case	B236	3061	ccase@capitol-college.edu
Charles D. Conner	B236	3060	conner@capitol-college.edu
Hervé Franceschi	M202	3613	hfranceschi@capitol-college.edu
Andres S. Ho	B233	3055	andresho@capitol-college.edu
Andrew A. Mehri	M202	3611	amehri@capitol-college.edu
John Ryan	B234	3070	johnryan@capitol-college.edu
Ashit Sanyal	B235	3058	asanyal@capitol-college.edu
Charles A. Vergers	B233	3054	c.a.vergers@capitol-college.edu
Angela Walters	M202	3614	awalters@capitol-college.edu
Robert Weiler	A215	3027	rweiler@capitol-college.edu

## Commonly Asked Questions— Registration and Records

### *How do I get a transcript?*

Contact the Office of Registration and Records. Your financial account must be in good standing to receive a transcript. A working copy for yourself is free and available at <http://mycapitol.capitol-college.edu>. For an official transcript for an employer or another college, you must complete a form and pay a \$10 fee. Transcript Request Forms are available online.

### *Who can tell me the courses I still need to graduate?*

Contact the Office of Registration and Records and ask for a degree audit or go to <http://mycapitol-college.edu> to view a degree audit on the advising subpage of the student tab. If you think you are within two semesters of completing your requirements, you must apply for graduation. Applications for graduation are available online.

### *Who can I talk to about my transfer credits?*

Contact the Office of Registration and Records and speak with the assistant director. If the assistant director is unable to help you, she will refer you to the appropriate dean.

### *How do I change my degree?*

Complete a Change in Degree Program Form in the Office of Registration and Records. The academic dean must approve all changes of degree programs.

## **Academic Procedures**

### **Classroom Behavior**

Your behavior in the classroom affects your instructor and fellow students. Please be courteous to those who share the classroom with you by turning off cell phones and pagers, refraining from the use of profanity and complying with reasonable requests. Faculty members establish standards for classroom behavior, course work and grading. These classroom policies are made at the discretion of the faculty, who can request that students leave the classroom if their behavior is disruptive. Faculty have the right to pursue additional disciplinary proceedings, if deemed appropriate.

### **Advisors**

You are assigned an advisor during initial registration. You should contact your advisor as needed to help with academic and personal decision-making. Your advisor may contact you if there is an issue of concern. If you are uncertain of who your advisor is, contact the College Advisor in the Office of Student Life or view this information at <http://mycapitol.capitol-college.edu>.

## Registration Procedures

The first step in registering for a new semester is to obtain a schedule of classes. The schedules are online at <http://mycapitol.capitol-college.edu>. Printed copies are available from the Office of Registration and Records. You should make an appointment to discuss registration with an advisor, faculty member or dean. To prepare for an advising session, you should update your unofficial tracking sheet or print a degree audit from <http://mycapitol.capitol-college.edu> and review your recommended program of study. You should determine how many classes you want to take, select a group of courses to consider taking and determine if you have completed the prerequisites. During your advising meeting, discuss with your advisor if the selected courses fulfill degree requirements, if they fulfill needed prerequisites for future classes and if there are any time conflicts. You should then register online through [www.mycapitol.capitol-college.edu](http://www.mycapitol.capitol-college.edu) or complete a registration form (obtained from the Office of Registration and Records) with advisor's approval.

Submit the registration form to the Office of Registration and Records and finalize registration with the Business Office.

## Independent Study

If you believe extraordinary circumstances exist, and you qualify for an independent study (see college catalog for independent study policy), you can obtain an independent study form from the Office of Registration and Records or online. Complete the front of the form, then meet with the academic dean responsible for the course. The dean will consider the request and can approve the independent study by completing the middle portion of the form or documenting the decision with the Office of Registration and Records. If the independent study is approved, you should meet with the faculty member who will supervise your independent study. If the faculty member approves the request, the bottom portion of the form is completed or the instructor documents the decision with the Office of Registration and Records. You should then complete the process by returning the completed form to the Office of Registration and Records or confirming that the Office of Registration and Records has appropriate documentation from the academic dean and the faculty member.

Be sure to complete a registration form or add/drop form to officially register for the independent study. Refer to the college catalog for academic policies and requirements related to independent study.

For distance learners, all meetings or discussions with any academic deans or any faculty members can occur via phone or email.

## Validation Credit

If you think you know a course's material and you qualify to validate a course (see college catalog for guidelines), you may consider validation credit by exam. First, you should talk to the instructor who teaches the course and determine if the information coincides with what you already know. You should then contact the appropriate academic dean for guidance.

After you determine that you are a good candidate for validation, register with

the Office of Registration and Records and pay the proper fee. Refer to the college catalog for academic policies and requirements related to validation credit.

## **Undergraduate Transfer Credit Approval**

Currently enrolled Capitol College students who are considering taking courses elsewhere and plan to transfer the credit to their degree program should first discuss the matter with an advisor. If it's determined that completing coursework outside Capitol College is in your best interest, obtain a transfer credit approval form online or from the Office of Registration and Records and the course description from the college or university you plan to attend.

You need to meet with the academic dean responsible for the equivalent course for approval. This meeting or discussion could occur over the phone or via email if you are a distance learner. The completed transfer credit approval form must be returned to the Office of Registration and Records to be filed in your official record. After completing the course, you must have an official transcript from the college or university sent to Capitol College. If you do not have transfer credit approved in advance, you may not receive credit; you will not receive credit for courses without submitting the official transcripts.

Refer to the college catalog for academic policies and requirements related to transfer credit and any credit awarded without completing course work at Capitol College.

## **Change of Degree Program**

If you are considering a change of degree program, you are urged to talk to an advisor, faculty member or dean. You and your advisor should review your current tracking sheet and potential new tracking sheet to consider the effect of changing your degree program on your anticipated graduation date. In addition, you should meet with the director of career services to validate your assumptions about career opportunities. This meeting or discussion could occur via phone or email for distance learners.

You can obtain Change in Degree Forms at the Office of Registration and Records or online. The Office of Registration and Records will complete information on the form, which you must then take to the academic dean for approval. Once the academic dean signs the form, it must be returned to the Office of Registration and Records. Refer to the college catalog for academic policies and requirements related to change of degree.

## **Double Degree Seekers**

If you are considering a double degree you should contact an advisor, faculty member or dean. He or she will review your current tracking sheet and potential additional tracking sheet to consider the effect of adding a degree program to your expected graduation date. In addition, you should meet with the director of career services to validate your assumptions about career opportunities. This meeting or discussion could occur via phone or email for distance learners.

You could find that pursuing a master's degree after completing your bachelor's degree may be more beneficial than completing two bachelor's degrees. There is a subtle difference between two majors and two degrees. Many

colleges offer majors in specific fields and students with more than one major still receive only one bachelor's degree. Capitol College offers degrees in specific fields, so seeking a double degree means you would receive two diplomas and two bachelor's degrees.

If you pursue a double degree, you must meet the criteria listed in the college catalog. Changes in degree programs request forms are available in the Office of Registration and Records. The Office of Registration and Records will complete information on the form, which must then be taken to the academic dean for approval. Once the dean signs the form, it must be returned to the Office of Registration and Records. Refer to the college catalog for academic policies and requirements related to double degrees.

## **Dropping a Course**

If you are considering dropping a course, contact an advisor. You and the advisor will review your current tracking sheet and the effect of dropping or withdrawing from a course on your academic plan and expected graduation date. In addition, you should meet with the faculty member teaching the course and discuss any challenges to determine if outstanding issues can be resolved. If you still opt to drop or withdraw, complete the process online at [www.mycapitol.capitol-college.edu](http://www.mycapitol.capitol-college.edu) or in person at the Office of Registration and Records, with advisor's approval, by completing an add/drop form. Refer to the college catalog for academic policies, requirements, fees and deadlines related to drop and withdraw.

## **Auditing a Course**

When a course is audited, you pay tuition for the course and have the opportunity to attend and participate in the course. However, you do not receive credit or a grade for your participation.

If you are considering auditing a course you should contact your advisor. You and your advisor will review your current tracking sheet and the effect of auditing a course on your academic plan and expected graduation date. In addition, you should meet with the faculty member teaching the course and discuss any challenges to determine if you can resolve any outstanding issues. If you still decide to audit, complete the process online or in person at the Office of Registration and Records, with advisor's approval, by completing an add/drop form. Refer to the college catalog for academic policies, requirements, fees and deadlines related to auditing courses.

## **Repeating a Course**

If you are dissatisfied with your GPA or have failed a course, you should consider repeating courses. You should first contact your advisor. You and your advisor should review your current tracking sheet and the effect of repeating a course on your academic plan, expected graduation date and GPA. All course work remains on your official transcript and repeated courses are indicated on the transcript. When you repeat a course, the credits are counted only in the GPA calculation and only the higher grade is used. Refer to the college catalog for academic policies, requirements and fees related to repeating a course.

## **Withdrawing from the College**

If you are considering withdrawing from the college, you are urged to meet with your advisor or the dean of student life and retention to discuss your concerns. Students choosing to withdraw from the college will be asked to complete an exit interview and will need to meet with a representative of Financial Aid and the Business Office. Withdrawal forms are available online and from the dean of student life and retention. Refer to the college catalog for academic policies and requirements related to withdrawing.

## **Course Attendance**

Faculty members establish course attendance policies for each course. Although instructors may not take attendance, course grades often include class participation, unannounced quizzes or both and may be affected if you miss class. Attendance is directly related to your success.

If you cannot avoid missing a class, contact your instructor in advance. If you will miss several classes due to illness or emergency, you should contact the dean of student life and retention. Be prepared to provide documentation of the illness or emergency. The dean will assist you in contacting any instructors.

If you miss class consistently you may be reported to the Early Alert Program, and you may be contacted by an advisor or faculty member. If you miss class consistently it is likely that your financial aid package could be canceled. Failure to attend classes does not eliminate your academic or financial responsibilities.

## **Course Cancellation**

In the event that any course is cancelled, the college will make an effort to contact you in advance. You may want to meet with an advisor to discuss alternate courses or consider independent study. Refer to the college catalog for academic policies and requirements related to course cancellation.

## **Classification of Students**

A full-time student is any undergraduate attempting at least 12 credits or any graduate student attempting at least nine credits during a 16-week semester or the two terms coinciding with the semester. Students not meeting this criteria are part-time students.

### **Undergraduate class standing**

Freshman: 29 credits or fewer

Sophomore: 30 to 65 credits

Junior: 66 to 95 credits

Senior: 96 credits or more

## **Verification of Student Status**

Insurance agencies and others may require verification of attendance. You can obtain a verification letter request form from the Office of Registration and Records. One form should be completed for each agency requiring a letter. Return the completed form to the Office of Registration and Records for processing.

## **Requesting Transcripts**

Unofficial transcripts are available for personal use at no charge from [www.mycapitol.capitol-college.edu](http://www.mycapitol.capitol-college.edu) or the transcript and registration specialist in the Office of Registration and Records. Official transcripts can be requested from the Office of Registration and Records using the transcript request form available online or from the Office of Registration and Records. Official transcripts cost \$10 per copy. Your financial account must be in good standing to receive a transcript.

## **Requesting Grade Report for a Third Party**

If your financial matters are handled by a third party, you may be required to send your sponsor grade reports. If you need to send a grade report to a sponsor, obtain request form online or from the Office of Registration and Records. The completed form should be submitted to Office of Registration and Records. Refer to the college catalog for policies regarding student records and FERPA rights.

## **Requesting Certificates**

You may complete certificate programs as part of your degree or as stand-alone certificates at both the graduate and undergraduate levels. Certificates are issued only if you request the certificate. Certificate request forms are available online and from the Office of Registration and Records. Submit the completed form to the Office of Registration and Records and pay a certificate request fee to the Business Office. Academic policies, requirements and fees for certificates may be found in the college catalog.

## **Tracking Sheets**

The requirements for each degree are listed on a tracking sheet and for those who began attending after Fall 2007 on the Advising page at [www.mycapitol.capitol-college.edu](http://www.mycapitol.capitol-college.edu). Tracking sheets are updated annually to reflect changes in the degree programs. Follow the tracking sheet that is current during the first semester you enrolled. You can obtain the current tracking sheet online or from the faculty office.

You can request a tracking sheet update at anytime from the assistant director in the Office of Registration and Records and for those who began attending after Fall 2007 the tracking sheet is updated dynamically and available at [www.mycapitol.capitol-college.edu](http://www.mycapitol.capitol-college.edu). The assistant director will review your official academic record and update the current degree tracking sheet. You will know what courses you must take to graduate. All information is unofficial until the degree audit is performed after you apply for graduation.

## **Applying for Graduation**

When you are within one academic year or two semesters of graduation, you must apply for graduation. The application for graduation is available online or from the Office of Registration and Records. Complete the form and submit it to the Office of Registration and Records by the appropriate deadline. The Office of Registration and Records, with the appropriate academic dean, will review your academic record and determine what you need to qualify for graduation. You will be sent a letter outlining the remaining requirements. At the time of application,

you also order regalia. The graduation fee is due by April 15 prior to graduation. Refer to the college catalog for academic policies, requirements and fees related to graduation.

## **Commencement**

Each May – and only in May – the college community gathers for the commencement ceremony. A tent is traditionally set up on campus for the ceremony. This arrangement allows you to invite everyone you want to attend. In the history of the campus, commencement has never been held inside. If commencement is ever held inside, the number of attendees will be extremely limited.

The college has partnered with a local photographer to provide professional photos of the graduating classes, photos of individual students as they cross the stage and a video of the ceremony. Forms for purchase of this service are available online around the time of commencement.

Refer to the college catalog for academic policies and requirements related to eligibility to participate in commencement.

## **Diplomas**

Diplomas for degrees are printed once each year for May's commencement ceremony. If you have met application deadlines and met all graduation requirements, you may pick up your degree following commencement with photo identification. If you complete your degree between commencements, you will be issued a transcript indicating that the degree was completed with your confer date as either May or August. You will also be issued a letter of degree verification stating that all degree requirements have been met. Refer to the college catalog for academic policies and requirements related to degrees and diplomas.

Alumni who must replace their diploma can obtain order forms from the Office of Registration and Records. Once the order is submitted, the proper fee must be paid to the Business Office.

## **Academic Policies**

Policies regarding academic performance, suspension, dismissal, financial aid eligibility, residency, graduation requirements, transfer credit, credit worthiness and nearly any other question that could affect you are available in the college catalog. Please review these policies and be familiar with them.

## **FERPA**

You are guaranteed certain rights regarding your student records. The college's policies regarding these rights and your student record can be found in the college catalog.

## **Grade Point Averages**

GPA's appear on grade reports and transcripts. Subterm GPA's reflect your academic achievement during an accelerated term or a semester. Subterm GPA's are calculated with only those courses taken during the subterm. Term GPA's reflect your academic achievement during a semester, which may include term



and subterm courses. Career GPAs reflect your academic achievement during your entire career at Capitol College.

To calculate your GPA, the number of quality points earned must be determined. Quality points, which are calculated by course, are the number of credits the course is worth times the numerical value of the grade (A=4, B=3, C=2, D=1, F=0).

Quality Points = Credit x Grade Value

Once the quality points earned for each class in the subterm, term or career is calculated, sum the number of credits in the subterm, term or career. Then, sum the number of quality points earned in the subterm, term or career. Finally, divide the sum of the quality points by the sum of the credits.

Refer to the college catalog for academic policies and requirements related to GPAs and grade values.

## **Honor Societies**

### **Alpha Chi National Honor Society**

The Maryland Beta Chapter represents the Alpha Chi National Honor Society at Capitol College. Membership is based on demonstrated service to the college community, good reputation and character, as well as high academic standing. Juniors and seniors enrolled in one of the bachelor's degree programs at Capitol College for at least one year and who rank among the top 10 percent of their class are eligible for election to the chapter by the faculty.

Alpha Chi offers opportunities for public performance at conventions; publication in the Alpha Chi Recorder; leadership through National Council membership; financial assistance through National Benedict Fellowships, Nolle Scholarships and several regional scholarships; and participation in local chapter projects and activities.

### **Tau Alpha Pi National Honor Society**

The Kappa Alpha Chapter represents the Tau Alpha Pi National Honor Society at Capitol College. Membership requirements include successful completion of at least 55 semester credit hours and at least 24 semester credit hours at Capitol College, enrollment in one of the degree programs, a cumulative GPA of at least 3.5 for two consecutive semesters and a willingness to lead and serve in capacities beneficial to the college community. Members are elected for life. The chapter recognizes new members and encourages alumni participation.

### **Eta Kappa Nu National Honor Society**

The Kappa Mu Chapter of Eta Kappa Nu at Capitol College is a national honor society for electrical engineers. HKN was founded in 1904 and has more than 175,000 members, representing 198 chapters. This prestigious organization is the only honor society solely devoted to electrical engineering. A successful candidate possesses proven character, perseverance and the ability to excel. This organization extends membership to the top juniors and seniors in the fall and spring semesters. Officers are elected in the fall.

## Sigma Delta Beta

The purposes of Sigma Beta Delta are to encourage and recognize scholarship and achievement among students of business, management and administration, and to encourage and promote personal and professional improvement and a life distinguished by honorable service to humankind.

Membership in Sigma Beta Delta is the highest national recognition a business student can receive at a college or university with a Sigma Beta Delta chapter. To be eligible for membership, a business student must rank in the upper 20 percent of the junior, senior or master's class and be invited to membership by the faculty officers.

## Academic Conduct

It is expected that your personal integrity will prohibit all forms of dishonest conduct. For those few who do not respect the academic criteria against cheating and would violate these standards, the following regulations have been established.

### Test Taking

- Look at your paper only. Cover your paper so others may not view it.
- Books, papers and all other personal belongings must be placed under your desk.
- Talking or other forms of communication will not be tolerated. If questions or other problems arise during an exam, raise your hand and your instructor will assist you.
- Crib sheets, cheat sheets and all other forms of notes are prohibited unless approved by professor.
- You are expected to come to class prepared with all necessary materials, including several pencils, an eraser and a calculator, when applicable.
- Borrowing or transferring materials is not permitted.

### Labs and Reports

- Unless you are assigned to work in a group, all work must be original.
- Conclusions should reflect your own work. Plagiarism will not be tolerated.

### Code of Academic Integrity

Academic dishonesty is a serious offense at the college because it undermines the bonds of trust and honesty among members of the community; it defrauds those who may eventually depend upon your knowledge and integrity. Academic dishonesty demonstrates disrespect for the educational process and is unfair to fellow students. Every student is responsible for ensuring that academic integrity is pursued.

Prior to the 2009-2010 academic year, all faculty members were provided with information sheets detailing the Code of Academic Integrity and information to help identify academic dishonesty.

Academic dishonesty includes the following:

*Cheating* – Using or attempting to use unauthorized materials, information

or study aids in any academic exercise. Examples include, but are not limited to, using books or notes during closed-book tests, using test answers or questions provided by other students, using electronic devices to provide notes or crib sheets.

***Fabrication*** – Unauthorized falsification or invention of any information or citation in an academic exercise. Examples include, but are not limited to, changing collected data to meet the hypothesis, listing a research source that does not exist, listing a quote that does not exist.

***Facilitating academic dishonesty*** – Helping or attempting to help another to violate any provision of this code. Examples include, but are not limited to, giving any individual other than the professor your completed assignment, suggesting ways to cheat or plagiarize, sharing test answers or questions with other students.

***Plagiarism*** – Representing the words or ideas of another as one's own in any academic exercise. Examples include, but are not limited to, buying papers, turning in a paper written by someone other than yourself, copying a paper or source text without proper acknowledgement, failing to use quotation marks appropriately, paraphrasing materials without appropriate documentation, copying materials from a website and incorporating them into an assignment without citation (also known as cut and paste).

***Self-Plagiarism*** – Submitting the same paper or assignment for more than one class for a grade without the professor's knowledge or permission.

***Complicity*** – Failing to report incidents of academic dishonesty to the professor, dean or vice president for academic affairs.

***Code of Community Standards*** – The Code of Academic Integrity is incorporated into Capitol College's Code of Community Standards.

## **Tips and Guidelines**

What's the difference between collaboration, tutoring, helping and cheating or facilitating academic dishonesty? If the professor allows individuals to work together (collaborating) everyone should understand the assignment before it is submitted. Each member of your group should be able to identify parts of the assignment that each of you contributed. If you don't understand the assignment, you are cheating yourself, and if you don't contribute, you are cheating your group or your partner.

If the professor allows you to work with others but requires you to submit your own work (helping or tutoring), be certain that you can explain what you did and why you did it. If your explanation is "because I was told to," keep working until you understand the assignment on your own. If you are helping anyone, have that student explain the assignment to you and make corrections when off track.

## **Response to Allegations of Academic Dishonesty**

Alleged violations of the Code of Community Standards are handled as per the procedure outlined on page 61 of this student handbook. Possible sanctions for instances of academic misconduct include, but are not limited to, warning, task completion agreement, restricted access, academic probation, suspension,

expulsion, or required failure of class or assignment. For further descriptions of these sanctions, see page 63 of this student handbook.

## **Grievance Procedures**

You can file a letter with the vice president for academic affairs stating your grievance. The vice president will form a committee composed of one student and two faculty or staff members who have no prior knowledge of the situation. All information pertaining to the incident is turned over to this committee. The committee holds a hearing, takes statements from all interested parties and sends a memorandum to the vice president of its finding and recommendations. The vice president decides what action will be taken based on these recommendations.

If you believe that you have not had a fair hearing, you may appeal to the college's president to initiate a review of the grievance procedure.

## **Facilities and Learning Resources**

### **Computer Facilities**

You are encouraged to purchase a desktop or laptop computer for doing homework, programming and other tasks at home and for accessing resources via the Internet or the college's extensive computer network.

Computer stations that support programming classes, as well as general-purpose word processing, are located in the Puente Library within easy reach of library resources and the Tutoring Resource Center. Library computers use the Microsoft Windows XP operating system.

The computer lab, in room M201, uses Pentium PCs and Sun Microsystems workstations with Solaris and Unix. The lab is open more than 50 hours a week, including evenings. Because lab hours sometimes change to accommodate special functions, you are encouraged to regularly check the listed hours, which are posted on the web and the computer lab door.

The Pentium PCs have removable hard drives and can be reconfigured to support a variety of purposes, particularly for students in the Unix, networking and software senior project classes. Stations are available in the computer lab for students who wish to use the GNU versions C++ and Java.

You should prepare in advance and bring the materials needed to perform your labs. Neither the library nor the computer lab provides supplies such as flashdrives, diskettes, pens, pencils, staples or notebooks. These supplies may be purchased at the campus store. A printer is available in the lab and paper is available for 10¢ per page.

Computer lab aides provide assistance limited to technical questions about the systems in the lab. For academic questions, please use the Tutoring Resource Center located in the Puente Library or consult with one of the computer faculty.

## Chemistry and Physics Lab

The Chemistry Laboratory in room B132 is on the first floor of MCI Hall, opposite the Electronics Lab. The Chemistry Lab is a closed lab and the hours are on the syllabus for the course.

The Physics Lab is located in room B125 and operates as an open lab, which allows you to use the lab as your schedule permits. The hours when you can use the facility are posted at the entrance of the lab. The physics lab managers supervise conduct and help you with your experiments and homework.

The chemistry section of the lab is open only at scheduled, specific times and is monitored by an instructor. Students taking chemistry have two hours of required lab work per week.

### Procedures

The following procedures apply to both the chemistry and physics sections of the lab:

- Report any malfunction noticed in operating the equipment to the lab manager.
- When an experiment is completed, return equipment to its proper storage place or to the issuer. Clean individual experiment areas thoroughly.
- No more than three students should work together on the same experiment.
- Proper behavior and conduct are expected. Eating, drinking and smoking are prohibited in the lab.

The following procedures apply only to the physics section of the lab:

- All students must check in with the lab manager and fill out an equipment requisition form.
- Requisition forms must include the names of all partners conducting the experiment. Each member of the team must submit a Capitol College ID card when checking out the equipment.
- The physics lab manager will return student ID cards after all equipment has been returned.
- All requisition forms are retained by the physics lab manager and delivered to the appropriate professor's mailbox no later than the following day.

## Developmental Education Program

Capitol College is firmly committed to helping all students build a strong foundation of core skills in English and math. Experience has shown that deficiencies in these areas hinders completion of upper-level coursework. The curriculum has been designed to allow you every opportunity to succeed. Therefore, students whose records have been reviewed for admission and who do not have a reasonable level of proficiency in English, math or both will be asked to take evaluation tests to determine skill levels.

If you are a non-native speaker of English, you will be required to take the Comprehensive English Language Test. If your score indicates that you need specialized instruction in English, you will be assigned to one of the two courses in American English (ESL-099 or ESL-100). Both of these courses will be three credits, which are not applicable toward graduation requirements.

Some students whose English test performances are low will be required to take EN-001 Basic Writing Skills, a course designed to build reading and writing skills. Upon successful completion of the course, you will earn three semester credits, which are not applicable toward graduation requirements.

Students whose performance on the math evaluation test is low will be required to take MA-005, which meets three hours per week. Three credits will be earned for MA-005, which are also not applicable toward graduation requirements.

The grading method for EN-001, ESL-099, ESL-100 and MA-005 is P, pass, or R, repeat. Students earning an R must retake the course.

## **Electronics and Engineering Laboratories**

The equipment used in the electronics and electrical engineering programs is contained in two large laboratories. Basic test equipment, typical of what is found in industry, includes sweep oscillators, function generators, spectrum analyzers, curve tracers, data communication test sets, digital testers and logic analyzers. Advanced prototyping and design equipment includes a digital signal processing application and development system, a computer automated testing and prototyping center, a Motorola 68HCxx series board development system, a PLD development workstation, engineering workstations, xLink development boards and circuit simulation facilities.

The laboratories are open six days a week (hours are posted and available online) with a full-time manager available during daytime hours and a manager available to assist students on evenings and Saturdays. Laboratory hours for additional assistance from faculty are posted. You may use the labs as your schedule permits.

Electronic kits for lab experiments are available in the electronics laboratory, except as noted in individual course syllabus. The following rules of conduct and procedures apply:

### **Rules of Conduct**

- Eating, drinking and smoking are prohibited in the laboratory.
- Discard scrap paper and other miscellaneous materials in the proper receptacles.
- Report any malfunction found in the operation of equipment to the lab manager or to the lab aide.
- Return equipment to proper storage places or to the checkout window.
- Power cords and probe leads must be properly attached and secured.

### *Procedures*

1. Lab kits are required for each electronics course being taken (other than selected design classes). These kits must be paid for at the Business Office. You can pick up the kit at the lab window upon presentation of a valid receipt.
2. You must obtain a bar-coded ID card and validation sticker prior to using the lab. No equipment will be issued without a valid ID card.
3. You must present your own ID card at the checkout window when requesting equipment. Equipment is checked out only for the duration of the experiment that day.

4. Data books are available at the window and can be borrowed upon presenting the ID card. However, the books are for use only in the lab; no overnight loans.

## **Avrum Gudelsky Memorial Auditorium**

The Avrum Gudelsky Memorial Auditorium offers theater-style seating for 340 attendees and a spacious stage area. The auditorium features a computer LCD projection system for presentations and a sound system with podium, handheld and lapel microphones. College-wide gatherings, such as convocations, honor society presentations, lectures and other special academic events, are held in the auditorium. Various local organizations use this facility for briefings, presentations and workshops.

## **William G. McGowan Academic Center**

The most recent addition to the campus, the William G. McGowan Academic Center, contains a cutting-edge computer lab and several multimedia classrooms featuring the latest technology. The building's unique feature is a control center for the Space Operations Institute, an area that allows students in the Space Operations program to control and track satellites and other spacecraft. Space for meetings and special events is available in several areas such as the lyceum and conference room. The McGowan Academic Center is also home to the computer science department.

## **MCI Telecommunications Laboratory**

The telecommunications program is supported by a laboratory stocked with a full range of telecommunications equipment including line testers, data analyzers, protocol analyzers and bit-error rate testers.

Computers and computer parts are available for you to use as part of your laboratory hardware experience. You can build and test computers and study computer hardware. You can build computer networks and test them using network monitoring equipment. The lab also contains other computer networking equipment such as routers and hubs, which allow you to design, configure and test alternate network topologies. Lab hours are posted and available online.

## **Puente Library**

The John G. and Beverly A. Puente Library, on the ground floor of MCI Hall, has been designed to serve as a complete educational resource for students, faculty, administration and alumni. Its main purpose is to provide learning resources to augment the college curricula.

The library specializes in materials that support the technical and general studies curriculum of the college. Holdings include more than 10,000 books, audio and videocassettes, computer-based information and periodicals. The library's collection is devoted to computer, electronics, telecommunications engineering technology, and business. Access to materials owned by the Puente Library is provided via an electronic online public access catalog (OPAC) and Virtual Library on the Capitol College website.

Library facilities include group study rooms, WiFi ready library access, and

individual network-ready study carrels that allow you to use laptop computers and other electronic study aids. The library also has computers available that have the software required by faculty. These are available during the hours the library is open.

Books, technical publications, journals, newspapers, videotapes, sound recordings, software and other media are available for your use. You can access email, the Internet, bibliographies, databases and full text sources.

### **Library Cards**

You must have a valid Capitol College photo ID card in order to check out material from the library or use the electronic lab facilities. ID cards may be obtained in the Office of Student Life room C264.

The director of library services sets all lending policies. Materials may be borrowed for 14 calendar days and are renewable once. Fines will be assessed at 25 cents per day per item. Materials overdue after three weeks will result in a suspension of your library and lab privileges.. All unpaid fines or unresolved occurrences will be turned over to the Registrar's Office and the Business Office.

### **OPAC**

This electronic card catalog will give you a thorough overview of the various books, tapes and magazines in the library and can be retrieved at each computer station or on the college's website.

### **McGowan Center (L102)**

The William G. McGowan Center for Innovative Teaching provides the latest resources in teaching technology. The center is equipped with a projector system, 15 computers and various software packages.

### **Employment Opportunities**

The Puente Library offers semester employment for currently enrolled students. Applications are available at the circulation desk.

### **Regulations for the Puente Library**

#### *Overdue items*

All borrowed materials must be returned on time. All materials are due no later than the last day of class in each semester. Fines are charged and collected for all overdue or lost items.

#### *Items on reserve*

Instructors may place items on reserve. These items are available for a two-hour loan period at the circulation desk.

#### *Internet notice*

It is inappropriate to display erotic or offensive material in a public setting such as the computer lab or the Puente Library. Violators will have their names forwarded to the dean of student life and retention for a non-academic disciplinary hearing.

### **Library Hours**

#### *Fall and Spring*

Monday-Thursday 9 a.m. to 10 p.m.

Friday-Saturday 10 a.m. to 4 p.m.

#### *Summer*

As posted



## **Virtual Library**

You have access to the electronic virtual library, which provides access to electronic resources and can be found from [www.capitol-college.edu](http://www.capitol-college.edu). To access the virtual library, go to the college homepage at [www.capitol-college.edu](http://www.capitol-college.edu). Click on Current Students, then click on Library, followed by Virtual Library. Click on Connect to the Virtual Library. Log in using your Capitol College email log in and password. Select your database.

## **Tutoring Resource Center**

You can visit the Tutoring Resource Center, located in L001 in the Puente Library, for one-on-one, free instruction in math, electronics, English, computers and other subjects. Tutors will work through math problems, answer questions about course material, review computer programs and provide feedback on writing projects. Appointments are not necessary. The Tutoring Resource Center also contains supplementary material, such as workbooks, reference books and cassette tapes to augment classroom instruction. Hours are posted. The center offers semester employment for currently enrolled academically eligible students. For more information, contact the library staff.

## **Business Resource Center**

The Business Resource Center, located in room 243, makes available to students computers with business-specific software. A printer and laminating machine are available for projects. The room also houses a plasma screen TV running business channels throughout the day. Pertinent business journals and reference materials can also be found in the BRC. This business-focused lab supports research needs for business and management students. The BRC is open during the normal operating hours of the building.

# Office of Financial Aid

## Commonly Asked Questions—Financial Aid

### *What can financial aid be used for?*

Funds received from the financial aid programs may be used to cover the following education expenses:

- tuition and fees
- room and board
- books and supplies
- transportation expenses
- personal expenses
- miscellaneous expenses

The A+ certification program is not approved for federal, state or institutional aid. The only aid available for this program is private loans.

### *Who may apply for financial aid?*

Any student enrolled, accepted or applying to a program of study, who is either a U.S. citizen or eligible noncitizen (refer to the Free Application for Federal Student Aid instructions for definition of eligible noncitizen) may apply for federal, state and institutional financial aid and a number of private loans. You may be required to provide documentation including proof of citizenship or residency status. No aid is disbursed until the college has verified your eligibility. You must also not be in default on any educational loans or need to repay any federal grants. You must also be enrolled with at least six credits in each academic term you want to receive financial aid.

International students are ineligible for federal, state and institutional aid. They may be able to secure loans through some private or alternative education loan programs. Contact individual lenders for specific requirements.

International students are required to document their ability to meet the cost of attendance at Capitol College before a visa is issued. Therefore, it is unlikely that they would be eligible for financial aid.

### *How do I apply for financial aid?*

To apply for federal and non federal financial aid, you must complete the online Free Application for Federal Student Aid (FAFSA) annually. The online FAFSA simplifies the application process and can be found at [www.fafsa.ed.gov](http://www.fafsa.ed.gov); however, if you wish to complete the paper version of the FAFSA, contact the Department of Education at 1-800-4-FED-AID. The FAFSA data goes through a needs analysis to determine expected family contribution (EFC) from you, your parents, or both. The college does not determine the EFC. According to federal law, the same formula for determining the EFC is applied to all student applications, regardless of where students attend school. However, if the Department of Education selects your application for the federal verification process, the financial aid office will ask you to submit tax returns and other documents, as appropriate. If there are concerns about the formula or federal methodology used to determine the EFC, contact the aid office or call the Federal Student Aid Hotline at 800-4-FED-AID.

## Financial Aid Programs at Capitol College

Capitol College understands that paying for college is a major hurdle for you and your family. To help you meet tuition and living expenses, the college offers a variety of financial assistance programs including loans, work-study, scholarships and grants. Regardless of your income level, you are encouraged to apply for assistance. Most aid programs are available to full- and part-time undergraduate students. Graduate students are eligible for loans and federal work-study.

The financial aid program at Capitol College consists of federal, state, private and institutional grants and scholarships, federal loan programs including the Federal Perkins, Federal Direct, the Federal Family Education Loan (FFEL) Stafford Loan, and work-study programs.

### General Eligibility Requirements

- Demonstrate financial need
- Be admitted as a regular, degree-seeking student.
- Be a U.S. citizen or eligible noncitizen.
- Be enrolled for three or more credit hours for most federal and institutional programs. The federal student loan programs require at least six credits. Some audited courses, repeated courses and credit by examination do not meet these enrollment requirements.
- Demonstrate that you are making satisfactory progress toward your degree;
- Have a high school diploma or general education degree; and
- Have a valid social security number (unless you are from the Republic of the Marshall Islands, the Federated State of Micronesia or the Republic or Palau (the Freely Associated States) ). If you need a social security number, you can find out more about applying for one at [www.ssa.gov](http://www.ssa.gov).
- Register (if you haven't already) with the Selective Service; if you're a male between the ages of 18-25.
- Certify that you will use federal student aid only for educational purposes.
- Certify that you are not in default on a federal loan and that you do not owe money on a federal student grant.

### Applying For Federal, State and Institutional Aid Programs

You must complete and submit the Free Application for Federal Student Aid (FAFSA) as soon as possible before the starting term. You can apply on the Internet at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The FAFSA on the WEB Worksheet can be obtained from the Office of Financial Aid.

### Financial Aid Awarding Process

Capitol College will notify you of your financial aid awards after your eligibility documents are received from the Department of Education. Financial aid awards are made based on meeting basic eligibility requirements, demonstrated financial need, and availability of funds. Completing the FAFSA ensures that your family contribution is calculated and reported.

### Repeats and Audits

You can receive financial aid for only one repeat of a course. You will not receive financial aid for audited courses.

## Types of Financial Aid

The financial aid program at Capitol College consists of grants, scholarships, loans and work-study employment. Detailed information about each aid program is available from the Office of Financial Aid.

### Scholarships

The scholarship program at Capitol College is designed to reward students for their academic accomplishments, leadership qualities or other special talents. The scholarships come from a variety of sources and donors, and each scholarship has its own set of criteria and annual value, ranging from \$2,000 to full tuition. Scholarships are available to full-time undergraduate students enrolled for 12 credits or more per semester. Scholarships do not have to be repaid.

#### Institutional Scholarships

Every full-time undergraduate student is automatically considered for an institutional scholarship when applying for admission to the college. Initial institutional scholarship notification is sent by the Office of Admissions and is based on prior academic performance and SAT scores. For eligibility requirements, contact the Office of Admissions. All of the scholarships are annually renewable to recipients who maintain at least a 3.0 GPA and complete 24 credits each year.

#### Corporate and Foundation Scholarships

A number of corporations and foundations have invested funds with the college to be awarded annually to students meeting their individual criteria or requirements. Awarding requirements typically include academic merit, donor specifications and financial need. If you continue to meet the eligibility criteria you will be considered for subsequent awards. However, corporate and foundation scholarships are not automatically renewed.

To apply, submit a completed scholarship application with a typed essay on an assigned topic, no later than March 1 before the academic year you want to be considered for a scholarship. Applications can be found in the Office of Financial Aid.

#### Maryland State Scholarships

Maryland students seeking Maryland state scholarships should complete the FAFSA by March 1. Out-of-state residents should check with their state scholarship agency for available scholarships, application procedures and deadlines.

### Grants

Grants are available to undergraduate students. Grants do not have to be repaid.

#### Richard A. Wainwright Grant

This grant is the highest level of institutional grant and is offered to the most qualified students who have academic ability and demonstrate financial need.

#### Pell Grant / Federal Supplemental Educational Opportunity Grant

Funded by the Department of Education, these grants are based on need and awarded to eligible students through the Office of Financial Aid.

## **Maryland Part-time Grant**

These grants are funded by the Maryland State Scholarship Administration. You must complete the FAFSA, have demonstrated financial need, and be enrolled for at least 6 credits during the semester you are receiving this award.

## **Maryland Campus-based Educational Assistance Grant**

These funds are awarded to full-time Pell Grant eligible students who filed their FAFSA after the state's March 1 deadline. Funds are limited.

## **Loans**

Loans are a serious financial obligation that must be repaid. Both undergraduate and graduate students can apply for loans. Students must be enrolled at least half-time (6 credits each semester) and cannot borrow more than their cost of attendance minus other financial aid received.

### **Federal Direct Loan Program**

Capitol College is a participant in the Federal Direct Loan Program. In the Direct Loan Program, the Department of Education acts as lender.

The Direct Loan Program offers many benefits to students and their parents including:

- borrowing loan funds without worrying about where the funds are coming from;
- a simple application process;
- quick receipt of funds; and
- prompt and friendly customer service.

Note: Students and parents who have previously borrowed FFELP Stafford Loan funds through private lenders may continue to do so provided these lenders continue participation in the loan programs. If your lender (bank, credit union, or other agency, etc.) leaves the private Stafford Loan Program you may borrow through the Federal Direct Loan Program.

If you have questions regarding the Direct Loan Program, please contact the Financial Aid Office at 301-369-2800, Ext. 3039 or you may e-mail us at the following address: [finaid@capitol-college.edu](mailto:finaid@capitol-college.edu).

#### *Conditions for Loans*

- You must be enrolled at least half-time (six credits per semester).
- You must have completed the Free Application for Federal Student Aid (FAFSA)
- If you are a first time borrower you must complete a master promissory note and a loan entrance counseling session.
- Your repayment period varies from 10 to 25 years, depending on which repayment plan you choose. Contact the Financial Aid Office for further information on repayment choices.
- The loan origination and processing fees will be deducted by the Department of Education from each disbursement. The second disbursement will be made during the second semester.
- Unless otherwise noted, funds are posted directly to your tuition account.

Loan checks are co-payable to you and the college. You and your parents are requested to endorse the checks, which are then credited to your account. A refund check will be issued for funds in excess of school charges.

### **Subsidized Direct Stafford Loans**

- Awarded to undergraduate and graduate students with financial need.
- You must be enrolled at least half-time (6-8 credit hours).
- Eligibility is determined by completing the FAFSA
- You are responsible for repayment of the loan.
- Interest rates on Subsidized Direct Stafford Loans first disbursed between July 1, 2010 and June 30, 2011 are fixed at 4.5%.
- Half-time enrollment must be maintained or the loan goes into repayment.
- You must complete a Direct Loan Master Promissory Note (MPN) and Direct Loan Entrance Interview. You may complete both the MPN and Entrance Interview at [www.studentloans.gov](http://www.studentloans.gov).

### **Unsubsidized Direct Stafford Loans**

- Awarded to undergraduate and graduate students who do not demonstrate financial need or who are unable to borrow their yearly limit under the Subsidized Direct Stafford Loan.
- Eligibility for a Subsidized Direct Stafford Loan must be considered prior to application for an Unsubsidized Direct Stafford Loan.
- You must be enrolled at least half-time (6-8 credit hours).
- You are responsible for repayment of the loan.
- Interest rates on Unsubsidized Direct Stafford Loans first disbursed on or after July 1, 2010 are fixed at 6.8% for both undergraduate and graduate school students.
- Half-time enrollment must be maintained or the loan goes into repayment.
- You must complete a Direct Loan Master Promissory Note (MPN) and Entrance Interview at [www.studentloans.gov](http://www.studentloans.gov).

### **Direct Parent Loan for Undergraduate Students (PLUS)**

- Made to parents of dependent undergraduate students to help pay for the student's education regardless of financial need.
- Loan is based on credit history. Parents must have a good credit history.
- Parents may borrow up to the cost of attendance minus any other aid for which the student qualifies.
- Applications must be submitted to the college for certification (processing).
- Interest accrues upon disbursement.
- Repayment begins immediately after the final disbursement.
- Must complete a Master Promissory Note.

### **Direct Graduate PLUS Loan**

- You must complete the FAFSA.
- Applicant may not have an adverse credit history.
- Repayment begins on the date of the last disbursement of the loan.
- Interest rate of 7.9 percent for the Direct Grad PLUS.
- You must complete a Master Promissory Note.

## **Federal Perkins Loan**

- Awarded to undergraduate and graduate students with exceptional financial need.
- Eligibility is determined by completing the FAFSA.
- Award range for undergraduates is \$500-\$3,000 per academic year.
- You are responsible for repayment of the loan.
- The interest on the loan is 5 percent.
- You must complete the Promissory Note or loan-disclosure prior to loan disbursement.
- There are no fees deducted from the fall or spring semester disbursements.
- If you are attending school at least half time, you have nine months after you graduate, leave school, or drop below half-time status before you must begin repayment.

## **Alternative Loan Programs**

These loans are available if additional funds are needed beyond what you receive under the federal, state and institutional financial aid programs. Contact the Office of Financial Aid for more information.

## **Federal College Work-Study and Capitol College Work-Study**

On-campus jobs are available under the Federal College Work-Study Program and the Capitol College Work-Study Program. These work-study programs allow students to earn money to meet educational and personal expenses during the year and to get on-the-job experience.

Federal Work-Study is awarded by the Office of Financial Aid to eligible students who have filed the FAFSA. Funding is made available through the U.S. Department of Education and the College. During fall and spring semesters, you cannot work more than 20 hours a week.

If you are not awarded Federal Work-Study, you can consider employment under the Capitol College Work-Study Program. Various campus departments provide funding for this program. Admitted students can contact the Office of Financial Aid for more information. Your employer decides the maximum hours you can work each week.

## **Other Forms of Financial Aid**

In addition to federal, state and institutional financial aid programs, there are private organizations that offer funding for a college education.

Many community clubs, religious organizations and other groups provide scholarships to deserving students. Visit your public library to research these possible sources or contact organizations such as the American Legion, 4-H, Kiwanis, Jaycees, Chamber of Commerce, Girl Scouts and Boys Scouts. Don't forget about organizations connected with your family, friends and field of interest, such as the American Society of Professional Engineers or the Society of Women Engineers.

# Financial Need

Aid from most federal programs is awarded on the basis of financial need (except for the unsubsidized Stafford, and all PLUS and consolidation loans).

When you apply for federal student aid, the information reported on the FAFSA is used in a formula established by Congress. The formula determines your expected family contribution (EFC), an amount you and your family are expected to contribute toward your education (this amount may not exactly match the amount you and your family actually contribute.)

All types of aid — federal, state, institutional, scholarship (private and institutional), tuition assistance, veterans' benefits and vocational rehabilitation benefits — will count toward meeting your financial need.

If the Office of Financial Aid becomes aware that you are receiving aid from unreported sources, and those benefits exceed your financial need, federal aid will be reduced to remove the over-award of funds. You must notify the Office of Financial Aid of any anticipated awards.

Your need (eligibility) for financial aid is based on the following calculation, where the expected family contribution (EFC) is derived from the FAFSA:

## **Cost of Education - EFC = Financial Need**

Cost of Education includes

- Tuition and fees
- Books and supplies
- Room and board
- Transportation
- Miscellaneous or unusual expenses

## **The FAFSA covers**

- Pell Grant
- Academic Competitiveness Grant (ACG)
- National Science and Mathematics Access to Retain Talent Grant (National SMART Grant)
- Federal Supplemental Educational Opportunity Grant
- Federal College Work-Study
- Federal Perkins Loan
- Federal Direct and FFEL Stafford Loan Programs
- State scholarships
- Capitol College grants and scholarships

## **Helpful Hints for Completing the FAFSA**

These suggestions should help you smoothly complete the financial aid process on an annual basis.

- Read the application instructions thoroughly before filling out the FAFSA. If you are submitting your FAFSA on-line, Complete the FAFSA on the WEB Worksheet before beginning your on-line application. Be sure you have all the required signatures before mailing or submitting electronically.
- It is easier to fill out the application if you, your family or both completed your previous year's federal income tax return. You can estimate income on the FAFSA, but you may be asked to verify the information later if you are



selected for verification, either by the federal processor or the college.

- Be sure that you list Capitol College, school code 001436, on the FAFSA. Your FAFSA information will be electronically forwarded to the college.
- Submit the FAFSA by the March 1 filing deadline.
- Keep a photocopy of all documents you submit to the Office of Financial Aid.
- Keep your address up to date. Don't rely on the post office to forward your mail in a timely manner. The financial aid process involves deadlines that must be met. If you move, notify the Office of Financial Aid and the Office of Registration and Records.

## **Verification Process**

The U.S. Department of Education and Capitol College often confirm the accuracy of the information you provide on the FAFSA through a verification process. If you are selected for verification, you cannot receive federal and state financial aid until the process is complete.

## **Vocational Rehabilitation**

Assistance is available to individuals with physical disabilities, mental disabilities or both. For more information, contact the Vocational Rehabilitation Service office near you.

## **Financial Aid Award Notification**

After reviewing your processed FAFSA data, the Office of Financial Aid will send you an award letter, which may consist of a combination of aid programs. If the admissions office offers you a scholarship, it will be stated in this letter.

### **Return of Award Letter**

You must return one signed copy of the award letter to the Office of Financial Aid by the return date. Your financial aid award will be cancelled if you don't return a signed copy of the award letter, and the funds will be distributed to other students.

## **Revisions of Awards**

All financial aid awards are subject to change. Listed below are a few reasons why your award can be changed or cancelled.

- You could be over-awarded if the Office of Financial Aid discovers that you have received funds from another institution or from sources outside the college.
- The Department of Education conducts database matches with several government agencies. Your financial aid will not be processed until you have cleared any conflicts.
- Your aid could be cancelled if you fail to make satisfactory progress toward your degree. You must meet progress standards with a minimum 1.7 cumulative GPA (fewer than 30 credits) or a 2.0 (more than 30 credits or second academic year, whichever is first).
- You must successfully complete coursework within a time frame. Charts showing the minimum number of credits and years of study you must achieve are on the financial aid section of the college website. Not meeting

the progress guidelines will place you on one semester of financial aid probation. You will not receive more financial aid if you don't meet the standard after the probationary period. If you meet the standard in the future, you can regain eligibility, but you will remain on probation for two more consecutive semesters.

If your financial aid eligibility is terminated, you may appeal by submitting a written letter to the Office of Financial Aid. The appeal will be reviewed by the college financial aid appeals committee. You will be notified in writing of the committee's decision.

Half-time Students												
Year	1	2	3	4	5	6	7	8	9	10	11	12
Credits (5.5 credits per semester)	11	12	33	44	55	66	77	88	99	110	121	132
Three-quarter-time Students												
Year	1	2	3	4	5	6	7	8	9	X	X	X
Credits (7.5 credits per semester)	15	28	44	59	73	88	103	117	132	X	X	X
Full-time Students												
Year	1	2	3	4	5	6	X	X	X	X	X	X
Credits (11 credits per semester)	22	44	66	88	110	132	X	X	X	X	X	X

### Maximum Time Frame to Complete Course of Study

You must complete your educational program within a time frame no longer than 150 percent of the published length of the academic program, as measured by credits attempted and any transfer credits. For example, you would have to complete your program after attempting 198 credits for a 132-credit program or lose your federal aid eligibility.

#### Additional Information

- Course withdrawals after the add/drop period are considered non completion of attempted credit hours.
- An audit is not considered attempted coursework.
- Capitol College Financial Aid Policy only allows you to receive federal student aid for one repeat of a course.
- Incomplete grades are not included in the GPA, and they are not counted as attempted coursework. When the course is completed and a final grade is assigned, the Office of Financial Aid will re-evaluate your academic progress.

### Graduate Student Financial Aid Satisfactory Academic Progress

Graduate students receiving federal student aid must maintain a 3.0 GPA during each term. Graduate students not meeting this standard will be placed on financial aid probation for the following two (2) periods of enrollment. During this probationary period, students must meet with their academic advisor. Failure to maintain satisfactory progress, as described above, may result in cancellation of financial aid awards, and the student may have to repay any funds already received.

## **Revised Award Letters**

If additional information is received that alters your estimated financial need, a revised award letter will be issued. The same procedures must be followed with the revised award letters as with the original. One signed copy must be returned to the Office of Financial Aid.

## **Special Circumstance**

If unexpected or unusual circumstances occur that affect you or your family's ability to meet the expected family contribution, you may petition the Office of Financial Aid to reconsider the aid package. Unusual circumstances include changes such as loss of employment, decrease in income, disability, separation of parents and divorce. You must notify the Office of Financial Aid that the situation exists before you can be helped. If in doubt, please contact the office.

## **Financial Aid Disbursal**

After the last day for 25 percent refund, the financial aid staff reviews the enrollment status of all financial aid recipients. Most financial aid awards are prorated based on enrollment status. Only courses taken for a grade count toward enrollment status. After adjustments based on enrollment status are made, Pell grants, Academic Competiveness and SMART Grants, Supplemental Educational Opportunity Grants, loan funds, institutional, corporate and foundation scholarships are automatically credited toward tuition and on-campus housing costs.

If you receive a Perkins loan you must meet with a financial aid administrator to complete a Perkins Loan Promissory Note or loan disclosure before funds will be applied to your account. Financial aid in excess of tuition, fees and on-campus housing expenses will be refunded to you by check two weeks after all financial aid paperwork has been finalized and after disbursement week.

## **Refund Policy**

Tuition refunds are prorated based on the date you officially drop a course or withdraw from the college. Refunds are based on payment periods and are handled differently for first-time students of the college and continuing students.

Weeks are counted from the first day of classes. All program changes and withdrawals must be made in writing. The effective date of withdrawal is when the college receives written notification. If no official withdrawal notice is received, the withdrawal date will be the last determined date of attendance. Fees are not refundable after the first day of class. Work-study earnings are not considered when determining refunds.

The following types of financial aid are based on student enrollment status after the fourth week of the semester: Pell Grant, Academic Competiveness, National SMART, Supplemental Educational Opportunity Grant, Perkins Loan, Maryland state scholarships and Capitol College scholarships. Withdrawing from the college during the first four weeks will result in a prorated portion of these awards based on current federal regulations.

If you withdraw after applying for a Direct Stafford Loan to pay tuition costs, a portion of your funds can be returned to the lender to reduce your student loan

debt. Contact the Office of Financial Aid for more information on refunds.

Refunds will be made in the following order: Unsubsidized Direct Stafford Loan, Subsidized Direct Stafford Loan, Perkins Loan, Direct PLUS (Graduate Student), Direct PLUS (Parent), Pell Grant, Academic Competitiveness Grant, National SMART Grant, Supplemental Educational Opportunity Grant, and, finally, you.

## **Federal Return of Funds Policy**

If you receive federal financial aid you have the responsibility to follow the college's withdrawal procedures.

The 1998 Reauthorization of the Higher Education Act requires the college to calculate a return of federal funds if you withdraw from all classes (officially or unofficially) on or before the 60 percent attendance point of semester or term. If you stop attending all classes without officially withdrawing, you will also be subject to a fund return calculation at the end of the semester, which is based on the last documented date you attended classes as determined by instructors. A pro rata schedule is used to determine the percentage of the semester you attended, based on your withdrawal date. The number of days counted includes all calendar days in the semester, excluding college breaks that exceed four days in length. How we calculate your percent of attendance:

$$\begin{aligned} &\text{Number of days you attended} / \text{Number of days in the semester} \\ &= \text{Percentage of semester you attended} \end{aligned}$$

The percentage of the semester attended is used to calculate how much of your aid package is considered unearned and must be returned. For example, if you attended four weeks of a 16-week semester, then you attended just 25 percent of the semester. The government says you earned 25 percent of the funds it gave you, but since you did not attend 75 percent of the semester, 75 percent of your federal aid package must be returned.

The unearned portion of federal aid funds received must be returned to the appropriate aid programs according to federal law. The order of return is Federal Direct Unsubsidized Loan, Federal Direct Subsidized Loan, Federal PLUS Loan, Federal Pell Grant, Federal Supplemental Educational Opportunity Grant and other Title IV programs.

If you withdraw before the disbursement of aid, you may still be eligible for a disbursement. Your records will be reviewed in this case, and you will be notified if you are eligible for additional aid.

Capitol College is required to return the lesser of the unearned Title IV aid or the unearned institutional charges. You are responsible to return any difference owed if the unearned institutional charges are less than the unearned Title IV aid.

Unearned institutional charges are calculated by multiplying the percentage of the semester that was not attended by the student's tuition fees. Per federal regulations, Capitol College is responsible for its returns of funds first, followed by your return of funds.

You are responsible for returning:

Amount of unearned Title IV aid – the amount of aid the school returns  
= amount you return

If you are required to return Title IV funds to a federal loan program, the loan may be repaid according to the existing terms of the loan program. If you are required to return grants, the law allows you to repay only 50 percent of the unearned grant money, rather than 100 percent of what is due. Examples of the federal Title IV return of funds calculation are available in the financial aid office.

Capitol College is required to return its portion of unearned Title IV aid to the appropriate federal program within 30 days of the date of your withdrawal. You must return unearned grant aid to Capitol College within 45 days of the date you are notified in writing of the outstanding debt. Regulations require that Capitol College refer accounts to the U.S. Department of Education if you fail to pay Capitol College within 45 days of notification.

In this situation, you would be considered in overpayment status and would not be eligible for additional aid at any postsecondary institution participating in the Title IV aid programs until you have resolved the debt with the Department of Education. If you are reported as being in overpayment status, you should contact the Department to make arrangements to repay the necessary funds.

Should you withdraw from the college after applying for Stafford Loan funds to pay tuition costs, you may have a portion of those funds returned to the lender to reduce your student loan debt.

## **Scholarships and Awards**

### **General Eligibility Requirements**

- You must be enrolled full-time (12 or more credits per semester) for the academic year (August-May). Part-time students are not eligible.
- You must be a citizen or permanent resident of the United States.
- You must be enrolled in one of the associate or bachelor's degree programs.
- You must maintain eligibility throughout the award period.

### **Scholarship Application Procedure**

1. Complete a Capitol College scholarship application and attach a typed essay on an assigned topic. Applications and essay topics can be obtained from the Office of Financial Aid.
2. Applications must be received by March 1 to be considered for a scholarship for both fall and spring semesters.
3. Applications can be submitted only once during an academic year; you can be eligible to receive only one Capitol College scholarship or grant an academic year (August-May).
4. If you apply by March 1, you will be notified of your awards in May.
5. Corporation, foundation and endowed scholarships are due March 1. Applications are available in the Office of Financial Aid.

## Corporation, Foundation and Endowed Scholarships

Complete descriptions of scholarships and eligibility are available on the college website at <http://myCapitol.capitol-college.edu>.

- \*\* JDSU Scholarship Fund
- \* Alcatel USA Scholarship
- \*\* The George I. Alden Trust Scholarship
- \*\* anonymous foundation Scholarship
- \* BAE/Vitro/Wayne Shaffer Scholarship  
Baltimore/Washington Corridor Chamber of Commerce Foundation  
Scholarship
- Gabriel A. Battista Scholarship
- \* Frederick J. Berger Scholarship
- \*\* Anthony and Anna L. Carozza Foundation Endowed Scholarship
- \* Charles and Helen DeVore Memorial Scholarship
- \* Carl and Sandra English Endowed Scholarship Fund
- \* The France-Merrick Foundations Endowed Scholarship Fund for  
Baltimore City Residents
- \* The France-Merrick Foundations Scholarship
- \*\* The Giannopoulos Fund
- \* Avrum Gudelsky Memorial Scholarship
- \* Homer Gudelsky Memorial Award
- \* ISSA Nova Scholarship Program
- \* William Randolph Hearst Endowed Scholarship Fund for Women
- \*\* William Randolph Hearst Endowed Scholarship Fund for Women and  
Minorities
- \*\* Leonard Jarrell Memorial Scholarship
- \*\* Ian Howard Memorial Scholarship
- \* Marilyn and Seymour Levenson Memorial Award  
MCI Scholarships
- \*\* Micros Systems Inc. Scholarship
- \*\* Motorola Foundation Scholarship
- \*\* M&T Bank Scholarship
- \*\* M&T Bank Foundation Scholarship
- \*\* Northrop Grumman Litton Foundation Endowed Scholarship Fund
- \* Northwest Iowa Telephone Co. Inc. Scholarship  
Patton Electronics Co. Scholarship
- \* Walter N. Pike Scholarship
- \* Prince George's Chamber of Commerce Foundation Inc. Endowed  
Scholarship  
Radio Club of America/John and Mary Dettra Scholarship
- \*\* Hal and Kay Scholl Family Scholarship
- \* LTC Lawrence D. Sites Scholarship
- \*\* USEC Emerging Leader Scholarship
- \*\* H. Brian Thompson Scholarship
- \*\* Verizon Foundation Scholarship

\* W. Waverly Webb/Prince George's County Young Men's Educational Foundation Inc. Scholarship

\*\* The Harvey and Susan Weiss Scholarship  
Robert A. White Scholarship

\* endowed scholarship \*\* endowed, Millennium Society Scholarship Fund

## **Outside Scholarships**

In addition to the programs already described, many other local and private sources of assistance are available. The Office of Financial Aid strongly encourages you to pursue all available sources. Financial aid administrators are available to assist you with your application.

# **Veterans Affairs**

## **Financial Aid and Veterans Benefits**

To qualify for financial aid, veterans benefits or both, you must be enrolled in a degree program and submit all necessary transcripts. Nondegree students are not eligible for veterans benefits or federal financial aid.

If you receive financial aid you are required to pay at least one-third of the remaining balance at registration.

A financial aid counselor is available to assist veterans, active duty personnel, and spouses and children of deceased veterans who may be eligible for educational assistance through the Department of Veterans Affairs. Contact the Office of Financial Aid for assistance.

## **Veterans Benefits Program**

You must notify the Office of Financial Aid if you are eligible for veterans benefits. Failure to do so will result in delayed processing of forms. Changes in enrollment status, such as adding and dropping credit hours or withdrawing from the college, or address changes must also be reported to Veterans Affairs.

## **Academic Progress**

Veterans Affairs regulations require that veterans make satisfactory academic progress to continue receiving their benefits. Those placed on academic probation will be required to achieve a 2.0 GPA or their benefits can be terminated.

## **Vocational Rehabilitation**

If you are eligible for vocational rehabilitation benefits you can receive subsistence allowances, full tuition and fees or a line of credit for all required books and supplies. Purchasing certain items must be cleared with the director of financial aid. Vocational rehabilitation will pay only for supplies that are required of students in the same program of study. Supplies may only be charged during the first two weeks of classes. Any questions about vocational rehabilitation may be directed to the Office of Financial Aid.

# Business Office

The Business Office manages the billing for and collection of your tuition, fees and on-campus housing charges. When you register before a semester's start date, you are sent a statement of student charges with specific information on when payment must be received.

## Undergraduate Tuition Payment Options

You have two options to pay for your tuition:

- Full payment at the time of registration.
- Deferred-payment plan. The college offers a deferred-payment plan for undergraduate students who are unable to pay their full tuition balance at registration. The deferred-payment plan allows semester students to pay their tuition in three installments: one-third at registration, one-third on or before the end of the fourth week of classes and one-third before the end of the eighth week of classes. Students taking eight-week classes may also pay their tuition in three installments: one-third at registration, one-third on or before the second week of classes and one-third on or before the sixth week of classes. The cost of the deferred payment plan is \$30, which is due with the first installment.

## Graduate Tuition Payment Options

You have two options to pay for your tuition:

- Full payment at the time of registration.
- Deferred-payment plan. The college offers a deferred-payment plan for graduate students who are unable to pay their tuition balance in full at registration. The deferred-payment plan allows semester and term students to pay their tuition in two installments: 50 percent at registration and the balance of tuition is due four weeks after classes begin. There is a \$30 fee associated with this plan due at the time of the first installment. Nonpayment of tuition or deposits can result in registration cancellation.

## Sponsored Tuition Payment

Sponsored students must submit tuition assistance paperwork in lieu of the first payment. If you are receiving financial aid, contact the Business Office to discuss payment options. Course registration is official once the first tuition payment is received.

## Book Vouchers

If you receive financial aid or have a credit on your account in excess of tuition and additional fees, you can be considered for a book voucher. The Business Office must receive all financial aid proceeds, including Federal Stafford, PLUS and private loans, for you to receive a book voucher. Contact the Business Office for more information on book vouchers.



## **Renewal of Financial Aid**

You are required to apply for aid every academic year. The entire aid application process must be completed every year in order for your request for federal, state and institutional aid to be considered. Financial aid is not automatically renewed, unless otherwise noted. Follow the annual financial aid application priority calendar to ensure that your aid is processed.

# Student Services

## Commonly Asked Questions—Career Services

### *What is the Online Career Center?*

The Online Career Center is an online job posting and resume database site created for the exclusive use of Capitol College students and alumni. You can post your resume and search job postings for part-time, full-time, co-op, and on-campus employment. The Office of Career Services also uses this site to post information on upcoming workshops and career fairs that are held at Capitol College and throughout the area.

### *Who should register with the Online Career Center?*

All undergraduate or graduate students looking for career-related employment, either full-time or part-time, should register. Students looking for on-campus employment should also register.

### *What does registering with the Online Career Center do for me?*

Registering with the Online Career Center allows the Office of Career Services to provide you with information to maximize your career search. At the site, you can

- upload up to 10 resumes and cover letters and use them to apply for posted employment opportunities. It also allows you to choose a default resume that the Office of Career Services can refer to potential employers.
- search for on-campus and off-campus, full-time and part-time positions.
- learn about career workshops and career fairs on campus and in the surrounding area.

### *When should I begin working with Career Services?*

If you are interested in co-op positions, contact the Office of Career Services during your sophomore year. Undergraduate students seeking full-time employment upon graduation should contact the Office of Career Services during their junior year. Graduate students should contact the office six to nine months prior to completing their program.

## Office of Career Services

The Office of Career Services is available to help students and alumni with a variety of career search activities. Services provided include

- Career counseling and exploration
- Assistance with resume preparation
- Online Career Center (job postings and resume referral)
- Job-hunting and other career related workshops
- Interview preparation
- Cooperative education

The Office of Career Services is located in room C261. Service hours are posted and vary each semester. See the career services section of MyCapitol for current hours. Appointments are strongly encouraged to ensure the best possible service is provided to students. For an appointment, contact the Office of Career Services.

## **Career Development**

You can set up career counseling sessions to discuss getting help with academic or vocational choices. Skill surveys in making career choices are available.

## **Cooperative Education**

Cooperative education is the best method to start a rewarding career. Through a co-op you can apply classroom theory while getting paid. Co-op opportunities can be formal employment programs with various companies throughout the area or general full- or part-time work in your field of study. You can work either full- or part-time while taking classes. Employers are often flexible and will work around classes.

The pay for co-op jobs range from \$12 per hour to more than \$15 per hour. Learning on the job finances a college education. It introduces you to the real work world, differing corporate cultures and helps clarify career goals.

All co-op and related positions are posted to the Online Career Center. Contact the director of career services for more information about co-op positions.

## **Career Services Online**

The Office of Career Services website provides an extensive collection of information, resources and links to assist career-related topics, such as career exploration, employer research and resume guides. You can also log into the Online Career Center where you can post your resume and search job postings.

While most of the information for students is provided through the career services website, the office maintains a library of reference materials in the Office of Career Services.

## **Online Career Center**

The Online Career Center is a resume exchange and job-posting site. You may access the center by going to the career services section of the portal <http://mycapitol.capitol-college.edu>

Create a username, password and complete a brief profile the first time you log on to the system. After creating an account, you can upload resumes and search the job postings. You do not need to post a resume to search for jobs, but you must post a resume in order to apply for off-campus job postings. A resume does not need to be on file to apply for on-campus work-study positions. For these positions, contact the individual campus department and the Office of Financial Aid.

The Office of Career Services approves all uploaded resumes and cover letters before they can be used in the system. Until resumes and cover letters

are approved, they are placed in a pending status. Resumes and cover letters are generally approved within 24 hours after posting. Once approved, you can apply for posted off-campus jobs; staff will also begin referring student resumes to various employers.

You are strongly encouraged to update your profile (especially your contact information) each semester and keep your resume up to date. The information in the profile allows career services to alert you to career opportunities and provide information about upcoming events.

After applying for a posted position, or after a resume is referred, you will be identified by employers for interviews. If you are contacted, you are encouraged to contact the director of career services for help preparing for any interviews.

## **Resume Preparation**

If you do not have a current resume, create one using by going to the career services section of the portal at <http://mycapitol.capitol-college.edu>. The director will work closely with you and evaluate your academic performance and experience. After initial consultation, you will have a resume outline. You will compose a draft resume and make revisions until completing a final resume, which can then be posted to the Online Career Center.

## **Sports and Recreation**

Capitol College provides sporting equipment such as footballs, men's and women's basketballs volleyballs and wiffle balls. A valid student ID is required to borrow this equipment. See the Office of Student Life to borrow this equipment. Capitol College sponsors campus tournaments such as 3-on-3 basketball, 3-on-3 volleyball and flag football. Watch for sign-ups in the fall and spring. In addition, the college assembles teams to participate in the Laurel recreation leagues. For more information, contact the Office of Student Life.

## **Campus Center**

### **Indoor Facilities**

- Bookstore
- Food-vending area
- Lounge chairs and table seating
- Ping-pong table
- Pool table
- Projection TV/Video
- Shower room
- Ethernet 10baseT Network and wireless connections

### **Outdoor Facilities**

- Athletic equipment checkout
- Athletic field
- Basketball court
- Picnic tables and benches

## **Campus Store**

Apparel, gifts and other merchandise can be purchased online at [www.capitol-college.edu/capitolstore](http://www.capitol-college.edu/capitolstore).

Textbooks for students are available online through the website. Students are encouraged to order their textbooks early and read the first two chapters prior to the start of class. Students should take note of the Capitol College Virtual Bookstore's policies for future reference.

## **Mega-Byte Café**

The Mega-Byte Café is located in the Campus Center and offers hot and cold sandwiches, soup, salad, pizza, fried foods, desserts, and hot breakfast foods. Mega-Byte Cafe provides catering for the college community as well as groups using Capitol College facilities. Mega-Byte Cafe has exclusive rights for all on-campus catering.

## **Community Resources**

Listed below are agencies and self-help groups that provide support and treatment for alcohol and other drug-related issues. Help is provided for the individual with the problem, as well as for family and friends. For individuals who need help identifying the most appropriate treatment option, please contact the Office of Student Life and Retention.

### **Area Self-help Groups**

#### **Alcoholics Anonymous**

202-966-9115

#### **Narcotics Anonymous**

202-399-5316

410-876-4316

#### **Al-Anon/Alateen**

1-888-4AL-ANON, 202-882-1334

#### **Chemically Dependent Anonymous**

301-369-6556

### **Outpatient Services**

#### **Laurel Regional Hospital**

301-725-4300

#### **P.G. County Health Department**

301-772-1192

#### **OASIS - Youth and Family Services**

301-498-4500

#### **Adult Mental Health Services for D.C.**

202-727-1000

#### **Suburban Hospital**

301-896-3100

## **Montgomery General Hospital**

301-774-8870

## **Hotlines**

### **Alcohol Hotline**

800-ALCOHOL

### **Cocaine Hotline**

800-COCAINE

## **Additional Information**

### **National Clearinghouse for Alcohol and Drug Information**

301-468-2600

## **Commonly Asked Questions—Student Life**

### *How do I start a new club or organization?*

Gather three or more people who are interested in starting the organization. Contact the Office of Student Life in C-262C-262 or [studentlife@capitol-college.edu](mailto:studentlife@capitol-college.edu) to discuss your idea. Each club or organization needs a faculty/staff advisor.

### *How do campus organizations get funds from the Student Leadership Advisory Board?*

Complete a program proposal form and have it approved by the Office of Student Life . Once your program is approved, contact the executive board of S-LAB or attend one of their general meetings. S-LAB will review the approved proposal and determine how much, if any, funds they will contribute as a co-sponsor.

### *How can I enroll in a Student Health Insurance program?*

Student health insurance forms are available in the Office of Student Life and Retention. Capitol College works with the Sentry Student Security Plan. Please direct specific questions regarding health insurance to the dean of student life and retention. As a reminder Maryland has recently enacted laws which allow the dependent children of Maryland residents to remain on their parent's health insurance until the student reaches the age of 25.

### *Who can I talk to about campus housing or finding a roommate?*

The Office of Residence Life, C262, will be able to assist you with on-campus housing and finding an off-campus apartment.

## Student Activities

Student activities are a part of your college life. Get involved. Have fun! Watch for planned megaventures, such as Spring Fling, Casino Night and carnivals.

Clubs and organizations are an important part of college life. Join a club!

Capitol Anime

Capitol Balloon Experiment Club

Capitol Game Club

The Fit Club

Or start one. It's easy! Call the Office of Student Life and Retention to get help starting your own club.

## Organizations

### **Institute of Electrical and Electronics Engineers (IEEE)**

IEEE is the largest worldwide organization of engineers. Through its many societies relating to different aspects of electrical, electronic, and IT industries, and through publications generated by these societies, IEEE keeps engineers up to date with emerging technologies. In addition, it provides an environment where networking between engineers is encouraged. Come see how IEEE can make a difference in your career.

### **National Society of Black Engineers (NSBE)**

Active at the regional and national levels, its mission is to encourage minorities to pursue engineering and technical-related degrees at undergraduate and graduate levels. NSBE offers free tutoring for members and service to the college and community.

### **Society of Women Engineers (SWE)**

SWE is the largest nonprofit educational and service organization representing student and professional women in engineering and technical fields. Its mission is to stimulate women to achieve full potential in careers as engineers and leaders, expand the image of the engineering profession as a positive force in improving the quality of life and demonstrate the value of diversity.

### **Student-Leadership Advisory Board (S-LAB)**

S-LAB acts as the student voice and representative on campus and plans and supports on-campus events such as Casino Night, Carnival Extravaganza and Finals Relief Week. Join S-LAB and take an active role or just help.

## Student Life and Retention

### **Counseling**

Counseling is available by appointment or just walk in. To discuss an academic or personal problem or crisis with a trained advisor, stop by or call the Office of Student Life and Retention.

### **Disabled Student Services**

The dean of student life and retention, is responsible for helping students with special needs to gain equal access to services and programs at the college.

Students requesting accommodations must do so 30 days prior to class start. Appropriate documentation will be required.

## **Health Information**

- Information on student health insurance programs and applications
- Trained advisors who discuss health-related problems and recommend appropriate referrals
- Health awareness presentations and information

## **Housing Referral (off campus)**

The Office of Residence Life, C262, will be able to assist you with finding an off-campus apartment.

## **Locker Rental**

Locker rental in MCI Hall is \$5 per semester. See the Student Life Office, Room C262.

## **Residence Life**

On-campus housing is coordinated and supervised by the Office of Residence Life. Contact the residence life office for on-campus housing information and a residence application.

To discuss a residence life problem, contact the Office of Residence Life ext. 3050, or [residencelife@capitol-college.edu](mailto:residencelife@capitol-college.edu).

## **Student Advocacy**

The Office of Student Life can help you voice your concerns, suggestions or criticisms to the Capitol College faculty and administration. The office can also offer advice and support on matters important to you.

## **Student Judicial System**

The Office of Student Life administers the Judicial System. Please familiarize yourself with the policies and procedures.

## **Identification Cards**

You need a current ID card to use lab equipment, to borrow library resources and for admission to college social events, whether free or at a reduced charge. ID cards are made in Room C264.

## **Room Reservations**

Individual students and campus organizations may reserve rooms on campus. Please contact one of the administrative assistants in the executive suite to reserve the campus center, the boardroom, auditorium, atrium, seminar room and the library conference rooms. Computer classrooms may be reserved through the IT department. All traditional classrooms can be reserved through the Office of Registration and Records. Make your reservations three to five working days before your meeting.



## **Parking Notice**

Each member of the college community can use one parking space at a time. Only those with designated handicapped license plates may use handicapped parking spaces. Unauthorized use of the handicapped parking area can result in fines or towing by local authorities.

Take the time to park your vehicle in a designated parking space. Illegally parked vehicles cause problems in the form of blocked lanes, minor accidents, and blocked vehicles. Additionally, vehicles parked in fire zones pose a potentially dangerous problem.

Capitol College provides adequate free parking for all students and employees. More than 300 parking spaces are available on a first-come, first-serve basis. No lots are designated for faculty or staff.

The following actions will be taken with any illegally parked vehicle:

1. First offense will be noted (date and time) and the driver warned in writing, with a note left on the vehicle. Regardless of who drove the vehicle, this will be the only warning.
2. Second offense will result in vehicle being towed to a designated lot.

## **Car Registration**

All cars are to be registered in the Office of Student Life, room C264. You may register as many cars as you like at no cost. Each registered car will be issued a parking hang tag. Hang tags must be displayed by hanging the tag from the rearview mirror.

## **International Students**

Welcome to Capitol College! Contact a member of the international student services team if you need any help.

### **Immigration Requirements for International Students/ Maintenance of Legal Status**

If admitted to the United States with an F-1 visa, you must meet certain obligations to maintain your lawful status. Failure to maintain lawful status will result in being placed "out of status." If you are out of status, you lose all benefits of your F-1 status. You must apply for reinstatement or leave the United States.

The Illegal Immigration Reform and Immigrant Responsibility Act of 1996 narrows the acceptable situations that an out-of-status student may be reinstated. It also places the responsibility for maintaining status solely on you. The USA Patriot Act of 2001 and the Enhanced Border Security and Visa Entry Reform Act have made it even more difficult to be reinstated to lawful status and require the college to report your status to the U.S. Department of Citizenship and Immigration Services each semester.

#### **To maintain status, you must**

- maintain a full course of study at Capitol College. A full course of study is at least 12 credits per semester for undergraduate students and nine credits per semester for graduate students. You are permitted, but not required, to take courses during the summer. Exceptions to this rule are few, but if you are

thinking of taking less than a full course load, you should contact the foreign student advisor, who is the only school official who can provide authorization. If you do not get authorization, you will be placed out of status.

- not accept any off-campus or on-campus employment without authorization from the foreign student advisor and or the INS. Accepting employment without authorization is against the law, making you subject to deportation. The USCIS and Department of Labor take unauthorized work very seriously. Contact the foreign student advisor before taking any work..
- apply for program extensions at least 60 days prior to the I-20 expiring. (See Program Extension)
- follow USCIS procedures if transferring to another school.
- report change of address to the USCIS and the Office of Registration and Records within 10 days.

## **Payment of Tuition and Fees**

As an international student, you are required to pay all tuition and fees in full at registration.

## **Employment for International Students**

Employment options for F-1 students are limited. The F-1 visa is a student visa, not a work permit.

### **On-Campus Employment**

You are eligible to work on campus from the day you arrive, with permission of the foreign student advisor, if you can find a job. Once you are offered a job from a campus department, you must get a work authorization form from the Office of Financial Aid. Your supervisor and the foreign student advisor must sign the form, which must be returned to the Office of Financial Aid. Work is limited to 20 hours per week during the semester, but you can work up to 40 hours during the summer and school breaks.

### **Off-Campus Employment**

There are several programs available for work off campus. All employment requires that you are enrolled as an F-1 student for at least one academic year. You must have a social security number, and you are responsible for payment of all local, state and federal income taxes, except the social security tax.

#### *Curricular Practical Training*

Curricular practical training is off-campus work in your major that is an important part of the educational experience. The work experience must be a Capitol College co-op and must be monitored through the Office of Career Services. It is generally part-time work and designated for a specific period of time. Full-time work is possible over the summer. You must get approval, prior to the start of work, from the foreign student advisor. There is a \$50 co-op fee for each semester of the co-op; you must register for the co-op class.

To be considered for curricular practical training, the job must

- be related to the degree program and an important part of your curriculum.
- have a beginning and end date. Co-op positions cannot last more than one year. You must stop working at the end of the co-op. Continuing work is

against the law; you could be deported.

- be no more than 20 hours per week during the school year; no more than 40 during the summer.

To be considered for curricular practical training, you must

- be enrolled full time (except for the summer)
- have a minimum cumulative 2.5 GPA, and once employed, maintain a 2.2 cumulative GPA or higher.
- have been enrolled for at least one academic year.
- have an advisor-recommendation form signed by the academic dean or academic advisor.
- register for the co-op class and pay the \$50 fee, once the student is approved. The co-op class is noted on the transcript but does not carry academic credit.

Contact the foreign student advisor prior to looking for employment to receive all necessary forms and learn the procedures.

#### *Optional Practical Training*

All F-1 students are entitled to up to one year of full-time work at the completion of their program. The work must be in their field of study and requires approval of the INS. You can apply up to 60 days prior to completion of your degree. You should see the foreign student advisor at least 90 days prior to the completion of your degree requirements to pick up all the necessary forms and information. (This means 60 days prior to completing the last class; not the graduation day.)

#### *Economic Hardship*

If facing an unforeseen, economic hardship, you can apply to the INS for employment authorization. This authorization allows you to work anywhere part time during the school year and full time during vacations for up to one year. This program requires approval of the INS and takes 30 to 90 days to process. See the foreign student advisor for more information.

## **Tax Returns**

All F-1 students are required to complete an Internal Revenue Service income tax return whether or not they have worked. If you did not work you must file a return by June 15. If you did work, file by April 15.

## **Health Insurance**

You are required to carry health insurance while in the United States. You must provide proof of insurance to the foreign student advisor or assistant director of student life and residential services, if living on-campus, within 30 days of initial registration. You must then provide proof of insurance each fall registration. If you do not show proof of insurance, you will not be permitted to register and will be placed out of status. Information about health insurance can be obtained from the foreign student advisor or the dean of student life and retention.

## **International Travel**

You are permitted to travel abroad during vacation periods. If you intend to

travel outside the United States see the foreign student advisor at least one week before you travel to have your I-20 validated. If you are planning to travel to a country other than your home country, you should obtain all necessary visas.

The F-1 visa is valid while you remain in the United States and in legal status, even if it expires. If the visa expires and you plan on traveling outside the United States, you must renew it before re-entering. You cannot renew your visa from within the United States. You can renew your visa only at a U.S. embassy outside the United States, preferably within your home country. You should allow ample time to renew your visa, so your return will not be delayed. Before leaving, obtain a copy of your transcript and pre-register for the next semester's classes. This will help the visa-renewal process.

If you are traveling to Canada and will return within 30 days, you can re-enter the United States with an expired visa as long as your I-20 is valid.

## **International Program Extension**

If you need more time to complete your degree program, you need to apply for an extension of stay. You must see the foreign student advisor at least 60 days prior to your I-20 expiration. It is your responsibility to see the foreign student advisor before the I-20 expires. If you fail to see the foreign student advisor before it expires, you jeopardize your student status.

## **International Student Services Team**

Tony Miller, director of graduate and corporate recruiting is the college's designated school official with the INS. He is the foreign student advisor to all international students regarding immigration and visa protocol and handles all approvals for students working both on and off campus. See Tony Miller for matters regarding your F-1 status, work authorizations, extensions of stay and travel authorizations. .

### **Sallie McKevitt, director of registration and records**

Sallie is an auxiliary-designated school official. She can sign your I-20 for travel if Tony Miller is not available.

### **Melinda Bunnell-Rhyne, dean of student life and retention**

Melinda is the dean of student life and retention as well as the college counselor. She is in charge of all student services and programming and oversees the residence facilities. Contact Melinda if you have any personal problems or need help in nonacademic areas of student service. Melinda is also director of career services.

### **Travis Anderson, director of student life and residential services**

Travis provides information to international students on obtaining driver's licenses and social security cards. Contact him or her if you need help in these areas.

## **Academic Deans**

### **Dr. Helen Barker, dean of business and information sciences**

### **Dr. Robert Weiler, associate dean of engineering and computer science**

The deans can help you with any of your academic questions or concerns. You can also see the college advisor.

# Information Services

## **Purchasing a Computer**

All computer engineering technology majors are encouraged to purchase a microcomputer, printer and software. If you have your own system, you can perform much of your homework and laboratory assignments from home. If you live in the residence halls, you must provide your own Ethernet 10baseT/100baseT network card and network cable.

It is strongly recommended that computer students get started early with lab assignments. You should leave time to become acquainted with the lab and the software being used in assignments.

Allow time to design and debug your programs if taking a programming course. Debugging programs can take the longest to do until you become familiar with the language and compiler. Remember that debugging programs is part of the learning experience and will assist you in writing good, efficient code.

## **Getting Help**

Lab aides are available to help you. Lab aides cannot help you if it conflicts with the computer department's rules of conduct. If you need assistance, see the supervisor in the lab office.

You can receive assistance from faculty members whose lab hours are posted on their office doors.

## **Internet Use Guidelines**

The Internet is a global entity with no control of users or content. Therefore, available resources may contain material of a controversial nature. Not all sources on the Internet provide accurate, complete or current information. You need to be a good information consumer who questions the validity of the information. The Internet use guidelines are incorporated into the Code of Community Standards, and violations will be pursued through the discipline system as deemed necessary.

Internet services cannot be used in a manner that would violate any law or infringe any copyright, trademark, and trade secret, right of publicity, privacy right or any other right of any person or entity.

All use of Capitol College facilities must be consistent with the business of the college. Information placed on the system may relate only to charitable, educational, scientific, cultural, social or economic matters. Use of the system for any personal profit-oriented, commercial or business purpose is strictly prohibited.

Academic work and email access takes precedence over the use of college computers for entertainment such as web surfing and game playing.

Internet services may not be used to transmit or store material that is obscene, libelous or defamatory.

Attempts to obtain unauthorized access to or alteration of either local or remote computer systems or networks are strictly prohibited.

## **Electronic Mail/Communication**

Email and other techniques used to communicate via the computer have become important tools for interaction. Capitol College encourages the use of this medium by students, faculty, staff and alumni within the boundaries of the following guidelines.

### **Email is not a private means of communication**

By law, email is owned by the college, not you. Capitol College will make every effort to ensure reasonable privacy of your email, but it is possible that college personnel, in the function of their positions, may access your account messages. Be aware that your account can be subpoenaed for legal issues.

- Identify yourself clearly and accurately in all email and electronic communication. Using a pseudonym or writing an anonymous message that appears to disassociate you from the responsibility of your actions is always inappropriate. Concealing your name or affiliation to mask irresponsible or offensive behavior is a serious abuse. Using identifiers of other individuals or organizations constitutes fraud.
- Chain letters and mass mailings waste college resources. Do not distribute chain letters. If you receive one, delete it. Do not send it on. Large bulk mailings overload the server. Only college-authorized individuals may make these mailings and then only for purposes supporting the college's mission.
- Security of accounts is primarily your responsibility. All students, staff, and faculty members are provided with an individual email account. Do not give your password to anyone. Do not allow anyone to use your account at any time. This protects you from accidental or intentional illegal or unethical acts by any person using your account.
- Capitol College supplies lifetime email accounts to its students. As a private, nonprofit institution, it is important that resources are not used for commercial or personal profit. These accounts should be used for personal, educational or college purposes only.
- Offensive, harassing, defamatory or otherwise inappropriate messages on the college email system are prohibited. Use of email is subject to all legal and college prohibitions regarding discrimination or harassment based on race, color, religion, sex, disability, age, ethnic background or prohibited basis. The college also does not condone the use of email system to transmit or display lewd or suggestive material.

### **Disclaimer**

Capitol College disclaims all responsibility for servers other than Capitol College's servers. No such unofficial server may use Capitol College's name, logo or other symbols identified with the college or that purport to speak for the college or any of its units and can not imply an association with or sponsorship by the college.

# **Computer/Network Guidelines**

It is expected that users of the college computer services show maturity and use good judgment when using the computers.

## **Erotic or Offensive Material**

It is inappropriate to display erotic or offensive material in a public setting such as the library.

## **Email**

Registered students have lifetime email accounts provided by the Capitol College computer lab. See the lab supervisor for help with email or contact information services and technology, ext. 2040. The web interface for email is accessible through the college website.

## **Network Usage**

The college network is intended to provide students access in support of academic pursuits. Specific standards regarding network usage are outlined in Capitol's community standards. The college reserves the right to limit uploading rates as determined by the Office of Information Services and Technology.

## **Scanning**

If you want to scan material you must have media with enough storage space to save the file. Scanning is available in the Puente Library.

## **Loading Software**

If you need a specific program loaded on a computer, ask the lab aide for help. Do not load software or other files on college computers. The lab aide will ask the facility supervisor for permission to load the requested software.

## **Copying Software**

Before copying any software from a college computer, check with the lab aide on duty. Shareware and freeware software may be downloaded to writeable media.

## **Supplies and Printing**

You are expected to provide your own class materials, folders, binders, report covers, and writeable media.

## **Interim Suspension of Computer Privileges**

The vice president for planning and assessment or a designee can suspend your email account, residential network access or other computer privileges, pending disciplinary action. Interim suspension of privileges is immediately effective without prior notice when there is evidence that your continued activity poses a threat to yourself, to others or to the normal functions of the college.

If your privileges are suspended on an interim basis, you have the right to appear personally before the vice president for planning and assessment or a designee. You have five business days from the effective suspension date to make this appearance. You can discuss the reliability of the information concerning your activity or if the activity and surrounding circumstances indicate that you pose a threat to anyone or as named above.





# Community Standards

## Brief Overview of the Philosophy for Community Standards

The Capitol College Code of Community Standards has been established to ensure that the environment is conducive to student learning and individual growth and development. As a community of learners seeking personal and professional growth, of scholars committed to teaching, and of professionals dedicated to service, we embrace certain values and community standards. This community is based on respect, personal and community responsibility, trust, fairness, and honesty. These five interwoven values are necessary to provide an environment conducive to the teaching-learning process. All members of the community (students, faculty and staff) are expected to tailor their behavior to be consistent with these community standards.

## Code of Community Standards

These standards are rooted in the fundamental values of respect, personal and community responsibility, trust, fairness, and honesty. The Code of Community Standards establishes clear expectations for student behavior and identifies unacceptable behaviors. All members of the Capitol College community are responsible for being familiar with the following policies. Members of the community who participate in unacceptable behaviors will be held accountable through the Conduct Review Process. Please take special care to read this information completely and contact the dean of student life and retention or the assistant director of student life and residential services if you are unclear about any of the information contained below.

In a community that values respect, individuals consider how their actions and behaviors will affect other members of the community. Individuals committed to developing a sense of respect act in a courteous manner out of consideration for other members of the community. Members of the Capitol College community are expected to act in a manner that honors the rights of the other members of the community. As a community committed to developing respect the following actions have been identified as unacceptable behaviors:

### 1. Indecent Conduct

- a. Conduct not in keeping with the college community standards;
- b. Conduct not in keeping with established college policies or postings including, but not limited to, information services, computer use guidelines, Internet use guidelines, library policies, Guide to Residence Living;
- c. Conduct inconsistent with criminal statutes; , removal from residence halls, restricted access
- d. Conduct not in keeping with faculty established policy;

### 2. Disorderly Conduct

- a. Unruly gatherings, disruptive behavior, excessive noise, public intoxication

by alcohol or drugs, and other such behaviors, which are disruptive to the life of the college community or which disregards the rights of members of the community;

### **3. Noncompliance**

- a. Failure to comply with the directive of a faculty or staff member including student employees (including but not limited to resident assistants, library aides, computer services employees...) acting in the performance of his or her duties; Such directives include, but are not limited to, a request for identification, request to leave an area temporarily, request to cease disruptive behavior;
- b. Taking any actions or expressing actions which prohibit the performance of staff members, including student employees, acting in the performance of his or her duties;
- c. Failure to fulfill any sanctions levied as a result of a judicial proceeding;

### **4. Visitation Policy**

- a. All guests must act in a manner consistent with the policies and guidelines of Capitol College. Guests are expected to behave in a way that will not infringe upon another's freedom, privacy, happiness and safety;
- b. Overnight guests are permitted to stay no longer than three consecutive nights and must be registered through the residence life staff prior to their staying overnight. Roommates must give consent for the guest before any approvals are given;
- c. Guests are to be escorted by their host at all times;
- d. Hosts are responsible for actions of their guests and will be held accountable if a guest violated policy while visiting;

### **5. Harassment**

- a. Intimidation, invasion of privacy, or any threat to the well-being, of a person or group which is communicated verbally, in writing, or through contact by telephone, computer, or a third party. Examples include, but are not limited to, harassment based on gender, racial/ethnic background, religious belief, sexual orientation and physical disability;

### **6. Hazing/Bodily Harm**

- a. Intentionally inflicting bodily harm upon any person;
- b. Taking any action for the purpose of inflicting bodily harm;
- c. Taking any reckless, but not accidental, action that could result in bodily harm to any person;

### **7. Sexual Harassment/Assault**

- a. The sexual harassment of any person is in violation of college policy;
- b. Attempted or completed sexual assault including, but not limited to, rape, attempted rape, inappropriate touching of another person. Rape is defined as sexual intercourse that is perpetrated against the will of the victim by a person or persons known or unknown to the victim;

### **8. Hazing/Mental Harm**

- a. Intentionally inflicting mental harm upon any person;
- b. Taking any action for the purpose of inflicting mental harm;

- c. Taking any reckless, but not accidental, action which demeans, degrades or disgraces any person;

## **9. Destruction of Property**

- a. Intentionally or recklessly, but not accidentally damaging, destroying, defacing or tampering with college property or the property of another are all prohibited, as is the attempt or conspiracy to damage, destroy, etc;

## **10. Arson**

- a. Setting or attempting to set fire to, or creating a fire on college-owned or -operated property;

In a community that values honesty, individuals are straightforward and sincere. Individuals committed to developing a sense of honesty are open and frank in all situations and earn or gain recognition only through fair means. Members of the Capitol College community are expected to act with sincerity and integrity at all times. As a community committed to honest exchange, the following actions have been identified as unacceptable behaviors:

## **11. Complicity**

- a. Presence during any violation of college policy in such a way as to condone, support or encourage that violation. Students who anticipate or observe a violation of college policy are expected to remove themselves from participation and encouraged to report the violation to college personnel. Not doing so may result in judicial charges being levied against the student witnessing a violation;

## **12. Dishonesty/Lying**

- a. Furnishing false information to the college by forgery, alteration or misuse of, among other things, college documents or records;
- b. Furnishing or conspiring to furnish to the college, or its representatives including, but not limited to, judicial hearing and appeals board. A written or oral false statement;
- c. Furnishing false identification to a college official;
- d. Knowingly or intentionally providing false information to a college staff member, including student employees acting in the performance of their duties;
- e. Concealing identity, using a pseudonym or acting anonymously in a manner that appears to disassociate an individual from the responsibility of his or her actions is considered a violation

## **13. Theft**

- a. Attempted theft, theft of services, possession of stolen property, conspiracy to steal or the selling of stolen property (Theft of services includes calling card and credit card fraud.);
- b. The appropriation of, attempt to appropriate, or conspiracy to appropriate college property for private use including, but not limited to, laboratory equipment, furniture or library books;

## **14. Contractual Obligations**

- a. Failure to honor all contracts with and debts to the college (including terms

and conditions of the contract for housing on campus);

b. Violations of the residence hall contract or published rules, and regulations of the Office of Residence Life, as well as campus facilities;

In a community that values trust, individuals are reliable and demonstrate care for others and the community. Individuals committed to developing a sense of trust act in a manner that reinforces the confidence placed in them. Members of the Capitol College community are expected to act in a manner that builds trust. As a community committed to developing a sense of trust, the following actions have been identified as unacceptable behaviors:

#### **15. Forcible Entry or Trespass**

- a. Forcible entry, unauthorized entry, conspiracy or attempt at such entry into any building, student room, mailbox, locker, structure, facility or roof thereof;
- b. Unauthorized entry to or use of college grounds;
- c. Accessing another person's email, computer or Internet account is prohibited;
- d. Attempts to obtain unauthorized access to or alteration of either local or remote computer systems or networks are strictly prohibited;

#### **16. Unauthorized Use of College Keys**

- a. Unauthorized use, conspiracy or attempt at unauthorized use, distribution, duplication or possession of any keys issued for any college building, laboratory, facility or room;

In a community that values responsibility, individuals are accountable for their actions and assume the obligations of citizenship. Individuals committed to developing a sense of responsibility act in a manner that is rational and consistent with laws and policies. Members of the Capitol College community are expected to accept responsibility for their personal actions and the community at large. As a community committed to developing a sense of personal and community responsibility the following actions have been identified as unacceptable behaviors:

#### **17. Chronic Misbehavior**

- a. Second offenses of a minor nature that may result in student life disruption;
- b. Third offenses of a minor nature that may result in student life disruption;

#### **18. Safety**

- a. Tampering with safety devices, such as alarm systems, fire extinguishers, exit signs, smoke and heat detectors, fire hoses, etc.
- b. Failure to conform to safety regulations, such as falsely reporting an incident, failure to evacuate facilities in a timely manner in emergency situations or in response to fire alarms, inappropriate use of the fire alarm system, overall safety;

#### **19. Internet Use**

- a. Internet services cannot be used in a manner that will violate any state or federal laws or infringe on any copyright, trademark, trade secret, right of publicity, privacy rights or any other right of any person or entity; (Police will

likely have been contacted);

- b. Use of Capitol College's Internet system must be consistent with the business of the college. Information placed on the system may relate only to charitable, educational, scientific, cultural, social, or economic matters;
- c. Use of Internet services for the purpose of transmitting or storing of material that may be construed as obscene, libelous or defamatory is prohibited;
- d. Emailing chain letters and sending large mailings are prohibited;
- e. Sending offensive, harassing, lewd or defamatory messages is prohibited;
- f. The viewing, downloading, printing or chatroom involvement of obscene, pornographic or inappropriate materials is not allowed;

## **20. Solicitation**

- a. Selling items or soliciting members of the college community for personal private business is prohibited;
- b. Fund-raising activities are allowed only by recognized student organizations with prior approval from the dean of student life and retention and a vice president;
- c. Using a college email account for personal or commercial profit is strictly prohibited;
- d. Use of the college's Internet system for any personal profit-oriented, commercial or business purpose is prohibited;
- e. The posting or distribution of advertisements for the promotion of commercial interests is prohibited;

## **21. Smoking**

- a. Smoking in Capitol College buildings is prohibited;
- b. Candles, incense and other incendiary devices similar to these are prohibited in the residence halls;

## **22. Illegal/Addictive Drugs**

- a. The sale, production and distribution of, as well as attempt and conspiracy to sell, produce, and distribute cocaine and its derivatives, marijuana, hallucinogens or other addictive or illegal substances on or off college property;
- b. Use or possession of cocaine and its derivatives, marijuana, barbiturates, amphetamines, hallucinogens or other addictive or illegal substances on or off college property;

## **23. Alcohol**

- a. Maryland law provides that a person commits an offense if he or she being less than 21 years of age, attempts to purchase, purchases, consumes or possesses any alcoholic beverages;
- b. It is unlawful for any person to sell, furnish or give any liquor or permit any liquor to be sold, furnished or given to anyone under 21 years of age;
- c. The consumption of alcoholic beverages in public places, including hallways and common areas or buildings on college grounds without authorization;
- d. Beer kegs, beer balls, any similar type of common source and their

equivalent in volume of beer or alcohol content are not permitted in the residence halls or on campus without authorization;

e. The use or possession of grain alcohol is prohibited;

#### **24. Explosives/Firearms (Weapons)**

a. The sale, possession, production, purchase or use of any explosives, incendiary devices, lethal weapons or reasonable facsimile thereof on college property is prohibited as is conspiracies or attempted activities of this nature;

b. The sale, possession, production or use of any fireworks, or a reasonable facsimile thereof, on college property is prohibited, as is conspiracies or attempted activities of this nature;

c. The sale, possession, production, purchase or use of any weapon, which is defined as any object used to inflict a wound or cause injury. Examples include, but are not limited to, knives, look-alike weapons, BB guns, dangerous chemicals, etc;

In a community that values fairness, individuals strive to create an atmosphere free from discrimination and bias. Individuals committed to developing a sense of fairness act in a manner that is without prejudice and places all members of the community on equal footing. Members of the Capitol College community are expected to treat other individuals and the community as a whole in a fair manner. As a community committed to developing a sense of fairness the following actions have been identified as unacceptable behaviors:

#### **25. Discrimination**

a. Discrimination against any person on the basis of race, disability, age, sex, color, creed, religion, political persuasion or national origin;

## **Overview of Conduct Review Process**

If you choose to behave in a manner inconsistent with the community standards or engage in unacceptable activities, you are subject to the conduct review process.

Conduct not keeping with the Code of Community Standards will be reported to the dean of student life and retention. In the case of a violation of the Code of Academic Integrity, the incident will be reported to the dean of student life and retention after review by the academic leadership (vice president for academic affairs and academic deans). The incident or observation report will be included in your conduct file.

A judicial facilitator (the dean of student life and retention or a designee) will initiate an investigation of the alleged violation of the Community Standards or Code of Academic Integrity. The dean of student life and retention will determine what portions of the Code of Community Standards or Code of Academic Integrity you could have violated or can determine to end the investigation without pursuing further discipline action. This determination will be noted in your conduct file.

A judicial facilitator will review the incident and alleged violations, if any, with you. This meeting is both educational and developmental in nature. The first goal

is to develop a clear understanding of the incident; the second goal is to describe your rights in the conduct review process. During that meeting you will have two options: waive your right to a formal review before a conduct review panel or appear before a conduct review panel.

Waiving your right to a formal review means you accept the sanctions as recommended by the judicial facilitator. If you waive your right to a formal review by the conduct review panel, you will also waive your right to appeal. If you choose to appear before a conduct review panel, the judicial facilitator will initiate the formal review by the conduct review panel.

Depending on the severity of the alleged incident, a hearing officer or a review panel of three to five members of the conduct review board may be assigned to review the alleged violation of the Code of Community Standards or Code of Academic Integrity. The conduct review board is composed of an established pool of neutral faculty, staff and students trained to review potential policy violations.

The judicial facilitator will establish a time for the review panel to meet. You will be notified in writing of the portions of the Code of Community Standards or Code of Academic Integrity you are alleged to have violated and the time, date and location of the review panel's meeting. You will be notified at least three business days prior to the review panel's meeting. In addition, the judicial facilitator will notify the review panel and any other members of the community believed to have information pertinent to the incident of the time, date and location of the review panel's meeting.

You should prepare for the review panel's meeting. You may choose to have an advocate present during the meeting. An advocate can be another Capitol College student, a friend, a Capitol College faculty/staff/administrator or a member of your family. Generally, an advocate is present to provide you with support. The advocate may consult you and interact privately during judicial proceedings. The advocate is not permitted, however, to represent you. You may review the file that will be presented to the review panel prior to the meeting. You may ask additional eyewitnesses to attend the meeting. Witnesses must provide only eyewitness accounts and must be approved by the judicial facilitator 24 hours in advance of the meeting. If you do not appear before the review panel and do not provide notice that you will be unable to attend, the incident will be reviewed and a decision made in your absence.

The judicial facilitator will be available throughout the meeting to act as a resource for the review panel and you, but the judicial facilitator will not participate in the decision-making process. At the beginning of the meeting, the judicial facilitator will gather all participants in the room. A statement describing the review panel's process will be read. This statement includes introductions of all involved and the fact that all witness statements are tape-recorded. After the introductory statement is made, you will remain with the review panel and make a brief statement in response to the alleged violations. The review panel will then have you step out and speak to each witness in turn. After speaking to all witnesses, the panel will have the opportunity to speak to you again to clarify any questions.

After all statements are heard, the panel will discuss the case and determine if you “more likely” did or did not violate the Code of Community Standards. This discussion will not be tape-recorded; the panel chair will summarize this discussion in a written report. Once the determination is made, the panel will notify the judicial facilitator. If you are found not responsible for violating the Code of Community Standards, you will receive written notification from the judicial facilitator and the letter will be placed in your discipline file. If you are found responsible for violating the Code of Community Standards, your entire discipline file will be provided by the judicial facilitator for review by the panel. The panel will determine sanctions and may consider the information the panel reviewed via statements and written reports, your conduct file, minimum sanction guidelines, the judicial facilitator’s recommendations, and other information, as they deem appropriate. The panel chair will notify the judicial facilitator in writing of the findings as to the incident, sanctions and summary of panel’s discussion. The judicial facilitator will notify you in writing of the panel’s decision and the sanctions, if appropriate; this letter will be kept in your conduct file.

If you are determined responsible for violating the Code of Community Standards, you can appeal the decision to the vice president for planning and assessment. The appeal must be based on the college’s failure to follow the outlined procedures. Or you must clearly demonstrate that you did not have a fair opportunity to have the incident reviewed by an unbiased board, or you must provide new information that was not available at the first meeting of the review panel. If the vice president for planning and assessment approves the appeal, members of the Capitol College community will be appointed to a committee. Additional information about the appeal process can be obtained from the vice president for planning and assessment.

Your conduct file will include any incident or observation reports filed with the dean of student life and retention, the actions taken as a result of the report and any final outcomes resulting from the report. The conduct file will not include the entire proceedings of the conduct review process. Those proceedings will be maintained in an incident file and will be maintained for two years following the outcome. The conduct file will be maintained for five years after the last outcome or last completed sanctions. If you are suspended or expelled because of conduct at the college, your conduct file will be maintained indefinitely. You have the right to review your file as outlined under the student records policy in the college catalog.

Your conduct may result in college action, legal action or both for behavior in violation of laws or community standards. College action in these incidents will proceed and will likely be prior to the completion of legal proceedings. College actions will not be subject to challenge based on the outcome of legal proceedings.

## **Sanctions for Violations of Regulations**

Duly authorized conduct review panels or college officials can impose any of the following sanctions, depending on the seriousness of the conduct in question and the circumstances of the case:



*Disciplinary Warning* – official warning from the college that behaviors or actions were inappropriate. This sanction is reasonable for low-level violations.

*Disciplinary Probation* – official notice from the college that your behavior will not be tolerated. Further policy violations during this specified period of time will result in more severe sanctions, extended probation at a minimum, and may include suspension or expulsion.

*Activity Suspension* – official notice from the college that, as a result of your inappropriate behavior you can may not participate in any college-sponsored sports, recognized clubs or organizations.

*On-Campus Employer Notification* – if the violation occurs while you are at work, or if your work might be a means for future violations, this sanction may be appropriate. A copy of the sanction letter will be distributed to your on-campus supervisor with direction that you are also responsible for any additional job sanctions your supervisor deems appropriate. The college will not request or require notification from the supervisor if any additional sanctions are determined.

*Informational/Reflection Task* – a task aimed at providing you with the opportunity to gain more knowledge about a related issue, or to provide others with information based on your experience. This can include a research paper, an annotated bibliography, a newsletter, presentation for faculty, staff and students, or bulletin board. Progress and the resulting product will be monitored and collected by the dean of student life and retention.

*Email Privilege Suspension* (specified amount of time or permanent) – all students are given an email account when they enroll in classes at Capitol College. This is a privilege and you can keep the email account indefinitely as long as you remain in good standing. This sanction will take away that privilege for a period of time or can be permanent.

*Internet Access Suspension* (specified amount of time or permanent) – Each residence hall room is wired for Internet access. This is a privilege and can be revoked if your conduct warrants suspension. This sanction will take away that privilege for a period of time or can be permanent.

*Community Service* – a service project that directly relates to the offense, and has been recommended by the sanctioning judicial board. *Restitution* – payment for damages incurred, such as personal or college-owned property, which, as a result of your behavior, action or inaction, was damaged, stolen, broken or vandalized. It would be most appropriate to determine a middle person to collect money or check from the accused student and distribute to the college or victim.

*Fines* – financial penalty to be determined by the judicial facilitator or Conduct Review Board.

*No Contact or Restricted Contact* – it may be determined by the judicial board that it is necessary for the good of the community or an individual, or to safeguard against further violations, to limit contact between two or more people for a specified amount of time or permanently. Contact would be defined as face-to-face, telephone, email, Internet, through a third party or U.S. or campus mail. All types of contact could be restricted, based on the board's decision.

*Restricted Access* – restriction or termination of an individual's access to

a residence, any designated part of a residence as a guest, the college, any designated portion of the college or a class.

*Recommended No Credit/Failing Grade* – a board may recommend to the professor that you are not given credit or are given a failing grade for an academic project or the course based on violations of the code of academic integrity. The board could recommend to the professor that you be permitted to redo work or retake an exam, quiz or lab

*Visitation Ban* (for specified amount of time or permanent) – visiting the students who live in the residence halls is a privilege that could be revoked if the behavior of the guest is not acceptable, such as disruptive or in violation of resident students' rights. You could be banned permanently or for a specified amount of time. Your guests would not be permitted to be near or in the residence halls during that time.

*Housing Probation* (for a specified amount of time or permanent) – housing probation means that your status as a residential student is in jeopardy. Additional charges while on this sanction may result in removal from the residence halls.

*Suspension and Ban from Campus Housing* – formal removal from campus housing for a specified time due to policy violations (either based on severity or on repeat offenses). You will not be permitted to visit the halls during your suspension. The business office will determine any possible refunds. Once taken off suspension, you will regain eligibility for campus housing.

*Permanent Removal and Ban from Campus Housing* – formal, permanent removal from campus housing. You will not be permitted to visit the halls or off-campus apartments permanently.

*Suspension* – formal removal of a student for a specified period of time as a result of any policy violations or history of violations that jeopardize the community. You will be instructed to remove yourself and any belongings that you have on campus; you are not permitted to attend class, communicate with faculty or staff, participate in social activities or be present on college-owned property for a specified amount of time, usually designated by semesters.

*Expulsion* – formal permanent removal as a result of a policy violation or history of violations that jeopardize the community. You will never be permitted on college property and could face criminal charges if on campus.

## **Interim Suspension**

The vice president to whom student life reports or a designee may suspend a student for an interim period, pending disciplinary proceedings or medical evaluation. Interim suspension is immediately effective without prior notice when there is evidence that your continued presence poses a threat to yourself, to others or to the normal functions of the college. During the interim suspension you are not permitted to attend class, communicate with faculty or staff, participate in social activities or be present on college-owned property.

If suspended on an interim basis you have the right to appear personally before the vice president whom student life reports or a designee within five business days from the effective date of the interim suspension to discuss the reliability of the information concerning your conduct or if the conduct and surrounding circumstances indicates that you pose a threat to anyone as

mentioned above.

## **Alcohol Policy**

Capitol College is a member of and adheres to the standards of the Network of Colleges and Universities Committed to the Elimination of Drug and Alcohol Abuse.

The college implements policies and procedures that promote responsible drinking by only those 21 or older, as per Maryland state law.

Only alcohol-related advertising and promotions that are deemed educational in nature and adhere to these standards will be permitted. All requests for such advertising must be approved by the dean of student life and retention, who is the campus representative to the network.

## **Smoking Policy**

Maryland law bans smoking in virtually all nonresidential buildings where the public has access. In compliance with that law, smoking is prohibited in all Capitol College buildings. If you want to smoke at Capitol College, you must leave the building.

All students share in the responsibility for adhering to and enforcing this law. Any conflicts should be brought to the attention of the dean of student life and retention. Noncompliance will be addressed the same as other policy violations.

## **Posting on Campus**

The Office of Student Life establishes guidelines for posters on campus. All fliers posted on campus by student groups, individual students and outside vendors must be approved by the Office of Student Life. Hanging posters in the residence halls is subject to the rules and guidelines determined by the Office of Residence Life. Only approved materials and information can be posted. Unapproved materials may be removed from bulletin boards. Contact the Office of Student Life for specific guidelines.

## **Solicitation**

The college has adopted a no-solicitation policy for the campus community and outside vendors. You cannot sell or solicit members of the college community for your personal private business. If you are involved in such activities you will be subject to disciplinary action. The dean of student life and retention and the vice president may approve fund-raising activities by recognized student organizations.

## **Drug and Alcohol Abuse Program**

In accordance with "Drug-Free Schools and Campuses," authorized by section 1213 of the Higher Education Act of 1965 (HEA), as amended by the Drug-Free Schools and Communities Act Amendments of 1989, it is incumbent upon Capitol College to outline to all students the following program, as implemented, to prevent the use of illicit drugs and the abuse of alcohol by students at Capitol College.

No institution of higher education shall be eligible to receive funds or

any other form of financial assistance under any federal program, including participation in any federally funded or guaranteed student loan program, unless it certifies to the secretary of education that it has adopted and implemented such a program.

Capitol College has standards of conduct that clearly prohibit the unlawful possession, use or distribution of drugs and alcohol by students and employees on college property or as any part of the college's activities, and it will impose sanctions for violations of such, up to and including expulsion or termination of employment and referral for prosecution.

## **I. Standards of Conduct**

In accordance with the Capitol College Code of Student Conduct, nonacademic misconduct includes, but is not limited to:

### **Drugs and Illegal Substances**

See page 60 of Community Standards and Conduct Review Process.

### **Alcohol**

See page 61 of Community Standards and Conduct Review Process.

## **II. Alcohol Beverages Offenses**

### **400 Misrepresentation of age to obtain alcoholic beverages from licensed seller**

It is unlawful for any person under the age of 21 years to knowingly and willfully make any misrepresentation or false statement as to the person's age and, by reason of the misrepresentation or false statement, obtain any alcoholic beverages from any person licensed to sell alcoholic beverages under the laws of this State (1982, ch. 844; 1987, ch. 11, section 1; 1988, ch. 6, section 1; ch. 367; 1989, ch. 288, section 1; ch. 289, section 1)

#### **400A Possession of alcoholic beverages by person under age 21**

It is unlawful for any person under the age of 21 years to have in his possession, or under his charge or control, any alcoholic beverages, unless the person is a bona fide employee of the license holder, as defined in Article 2B, and has in his possession, or under his charge or control, alcoholic beverages during regular working hours and in the course of his employment. (1982, ch. 844; 1987, ch. 11, section 1; 1988, ch. 6, section 1; ch. 367.)

#### **401 Obtaining alcoholic beverages for consumption by person under age 21**

It is unlawful for any person to obtain any alcoholic beverages from any person, licensed to sell alcohol beverages for consumption by any person less than 21 years of age, knowing that the person is under 21 years of age. (1982, ch. 844, ch. 6, section 1; ch. 367)

#### **401A Furnishing alcoholic beverages for consumption to person known to be under age 21**

In general - Except as provided in subsection (b) of this section, a person may not furnish any alcoholic beverage to another person if:

The person furnishing the beverage knows that the person is under 21 years of age; and the alcoholic beverage is furnished for the purpose of consumption by

the person less than 21 years of age.

Exceptions - The prohibition in subsection (a) of this section does not apply if the individual furnishing the alcoholic beverage and the individual to whom the beverage is served:

Are members of the same immediate family, and the beverage is furnished and consumed in a private residence; or

Are participants in a religious ceremony (1988, ch. 403; 1989, ch. 221)

#### **402 Misrepresentation of age to induce sale of alcoholic beverages**

It is unlawful for any person to knowingly, willfully, or falsely represent the age of any person to any licensed innkeeper, restaurant keeper, or other person engaged in the sale of alcoholic beverages for the purpose of inducing that person to illegally sell or furnish any alcoholic beverages to any person (1982, ch. 844; 1988, ch. 367)

#### **403 Misrepresentation of age to procure or to have beer, light wine or alcoholic beverages furnished**

It is unlawful for any person under the age of 21 years to knowingly and falsely represent himself or herself to be at least 21 years old to any licensed innkeeper or other person engaged in the sale of alcoholic beverages for the purpose of procuring or having him, but sale, gift, or otherwise, any beer or light wine or any alcoholic beverages (1982, ch. 844; 1988, ch. 6, section 1; ch. 367)

#### **403A Citation**

Person under 18 - Any person under the age of 18 years who violates the provision of this subheading shall be issued a citation by a police officer authorized to make arrests and shall be subject to the procedures and dispositions provided in Subtitle 8 of Title 3 of the Courts and Judicial Proceedings Article.

Person 18 or older - Any person 18 years or older who violates the provisions of this subheading shall be issued a citation and be subject to the provisions of section 403B of this subheading (1988, chs. 571, 572)

#### **403B Disposition of violation**

Amount of fine - If a person is found by the District Court to have committed a Code violation, that person shall be required to pay a fine in an amount not to exceed \$500.

If the violation is a repeat offense, that person shall be required to pay a fine in an amount not to exceed \$1000.

The person shall be liable for the costs of the proceedings in the District Court.

Court costs - The court costs in a Code violation case in which costs are imposed are \$5. A defendant is liable for payment to the Criminal Injuries Compensation Fund (1988, ch. 6, section 1; ch. 571, 572)

### **III. Health Risks**

#### **Alcohol Effects**

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident.

Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs, such as the brain and liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

Anything that alters your mental process can hurt you and everyone in the college community.

## **IV. Counseling and Treatment**

### **Getting Help on Campus**

The dean of student life and retention can provide students and employees with the following services:

- confidential personal alcohol and drug abuse counseling referral
- information on alcohol and drug abuse, such as free booklets and discussions
- referrals to public and private alcohol and drug abuse treatment programs
- access to the Maryland Database Drug and Alcohol Prevention & Treatment Programs Directory
- further descriptions of state and local laws and sanctions, and the Capitol College Nonacademic Judicial System.

Resident students can also contact the Office of Residence Life for help. Employees needing help can contact the director of administration and human resources. Watch for and attend the special drug and alcohol abuse prevention education programs that will be scheduled this year.

## **Health Risks Associated with Drug Use**

### **Narcotics**

Drugs included in this classification include opium, morphine, codeine, heroin, hydromorphone, meperidine, methadone and other opium derivatives and synthetics. The effects of narcotics last three to six hours and include euphoria, drowsiness, respiratory depression, constricted pupils and nausea. Effects of an overdose include slow and shallow breathing, clammy skin, convulsion, coma and possible death. After developing a physical dependence, withdrawal

from narcotics may include any or all of the following: watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating.

### **Stimulants**

Drugs included in this classification include cocaine (e.g., coke, crack), amphetamines (speed), phenmetrazines, methylphenidate and other stimulants. The effects of stimulants last between one to four hours and include increased alertness, excitability, increased pulse rate and blood pressure, insomnia and loss of appetite. Effects of overdose include agitation, convulsions, and possible death. After use, withdrawal from stimulants may include any or all of the following: apathy, long periods of sleep, irritability, depression and disorientation.

### **Hallucinogens**

Drugs in this classification include LSD (acid), mescaline (peyote), amphetamines, variants, phencyclidine (PCP) and its analogues and other hallucinogens (e.g., psilocybin, psilocyn). The effects of hallucinogens last from eight to 12 hours and up to a day and include illusion, hallucinations and poor perceptions of time and distance. Effects of an overdose include longer, more intense “trip” episodes, psychosis and possible death.

### **Cannabis**

Drugs in this classification include marijuana tetrahydrocannabinol (THC), hashish and hashish oil. The effects of cannabis usually last two to four hours and include euphoria, relaxed inhibitions, increased appetite and disoriented behavior. Effects of an overdose include fatigue, paranoia and possible psychosis. Withdrawal symptoms include insomnia, hyperactivity and sometimes a decreased appetite.

### **Depressants**

Drugs in this classification include barbiturates, benzodiazepines, methaqualone (Quaaludes), chloral hydrate, glutethimide and other depressants such as ethyl alcohol. The risk of physical and psychological dependence ranges from high (barbiturates and alcohol) to low (benzodiazepines). The effects of depressants last four to eight hours and include slurred speech, disorientation and drunken-like behavior with or without the odor of alcohol. Effects of an overdose include shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma and possible death. After developing a physical dependence, withdrawal from depressants may include any or all of the following: anxiety, insomnia, tremors, delirium, convulsions and possible death.

# Annual Security Report

The Student Right-to-Know and Campus Security Act, (Public Law 101-542) requires colleges and universities to report the following: (1) an annual campus security report to include crime prevention issues and sex offense policies (2) statistics on the number of specified crimes (murder, forcible or nonforcible sex offenses including rape, robbery, aggravated assault, burglary and motor vehicle theft) and the number of arrests for liquor law violations and weapons possessions, which have occurred on campus or reported to local police authorities.

1. Crime statistics are collected electronically by the Department of Education and published at the following website:

<http://ope.ed.gov/SECURITY/instDetail.asp?UNITID=162061>

2. Statement of current campus policies regarding procedures for students and others to report criminal actions or other emergencies occurring on campus and the institution's response to these reports.

Emergencies requiring police, fire or medical aid can be reported in person or by dialing 911 from any phone on campus. Telephones located on the college (campus, private or public) are tied to the 911 emergency system. In order to report a crime or public safety emergency, contact the campus security staff at 301-938-2928 between 7 p.m. and 2 a.m. everyday of the week. Security patrols the campus and often is posted at the entrance of the campus by the residence hall in the guard booth. During normal business hours, contact the dean of student life and retention. If an incident occurs in the residence hall, students should contact the residence life coordinator. Residential life staff can be reached by pager anytime at 301-655-2116 for incidents that occur in the residence halls.

In response to a call or report, a security guard or staff member will take the necessary action, which can include calling 911, gathering staff members, or contacting the Prince George's County police or fire department. After any initial emergency or immediate response is concluded, the staff member involved must complete an incident report and provide it to the dean of student life and retention. The dean of student life and retention can file the report for informational purposes, including inclusion in the annual security report, or can initiate campus judicial proceedings based on the report.

The dean of student life and retention is responsible for the compilation of the annual security report. The dean of student life and retention maintains a database tracking the number of reported occurrences of murder and non-negligent manslaughter, negligent manslaughter, forcible sex offenses, nonforcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson and arrests for liquor law violations, drug law violations and illegal weapons possession. The dean of student life and retention also works closely with Prince George's County Police Department to provide statistics based on reports made to the local police and arrests made on campus. The final report is reviewed and revised by the President's Council and distributed to the campus community.



For the purpose of providing timely warnings to the campus community, occurrences of murder and non-negligent manslaughter, negligent manslaughter, forcible sex offenses, nonforcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson and arrests for liquor law violations, drug law violations and illegal weapons possession should be reported to Melinda Bunnell-Rhyne, dean of student life and retention; Jerry Mudder, security guard; and the assistant director of student life and residential services.

The Office of Student Life is responsible for the timely warning of the campus community of occurrences of murder and non-negligent manslaughter, negligent manslaughter, forcible sex offenses, nonforcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson and arrests for liquor law violations, drug law violations and illegal weapons possession. In the event that such an offense is alleged to have occurred on campus, the dean of student life and retention will use the campus email system, campus mail system and fliers to notify campus of the alleged occurrence.

3. A statement of current policies concerning security of and access to campus facilities, including campus residences:

Capitol College is a very open campus that provides easy access to and from its buildings. Most buildings are open to members of the campus community during normal business hours, 7:30 a.m. to 10:30 p.m., Monday through Thursday. On Friday and Saturday, buildings are open for classes from 9 a.m. to 5 p.m.

Capitol College's campus residence has 15 apartments, which open to outdoor stairwells. All residents are issued a key to the apartment and a key to their room. Students are advised not to give their keys to other individuals and the improper use of keys is a violation of campus policy. It is against college policy to leave guests unattended in the residence hall, and all overnight guests must sign in with the resident assistant on duty.

Capitol College maintains a strong commitment to the safety and security of its campus. The campus is designed to promote safety and reduce criminal opportunity. Every effort is made to ensure that campus buildings, facilities and grounds are well maintained and safe. By maintaining adequate exterior lighting in parking lots and on pedestrian walkways, the college strives to enhance the safety of its campus.

Campus safety is greatly enhanced by the services of the Capitol College Physical Plant Department, which regularly surveys facilities and submits recommendations concerning security deficiencies such as defective locks on doors, open windows and lighting malfunctions. Members of the campus community are encouraged to report any deficiencies in lighting to the Physical Plant Department.

An unarmed security officer is on duty at the campus from 7 p.m. to 2 a.m., providing added security to campus during the hours when most crimes occur and providing escort services at the request of students. This officer secures the main building at 11 p.m. checking all rooms and offices and locking all inside and outside doors. The security officer then patrols the

campus on foot and continues these patrols once every half hour. When not patrolling the campus, the officer is stationed in a security booth at the entrance to the campus next to the residence hall. The phone numbers for security and the residence life staff are posted in each apartment.

4. A statement of current policies concerning campus law enforcement addressing the enforcement authority of security personnel and encouragement of accurate and prompt reporting of all crimes:

Because of the size of the student body (about 700), the small number of administrators, faculty and staff (55), the relatively isolated campus site and a virtually crime-free history, there has been no need for a full-security force at Capitol College. The college is sensitive to the safety needs of its students and employees and has worked with the county police to institute security policies that are best suited to this institution.

Capitol College employs two unarmed security officers to patrol the campus in the evening and early morning. These individuals enforce Capitol College's policies regarding student conduct on campus and ensure that the academic buildings are locked and secure at the end of the day. In addition, the resident assistants receive comprehensive training as part of the conditions of their employment. One module of this training includes dealing with crisis and the appropriate method for reporting safety and security violations. The professional staff from the office of student life is on call to the resident assistants should they need assistance in assessing any situation. Capitol College does not employ anyone with the authority to arrest individuals participating in criminal action. Capitol College's security officers, resident assistants, assistant director of student life and residential services or dean of student life and retention report any crimes committed against the college and encourage students to report any crimes committed against an individual to the Prince George's County Police Department. Capitol College does not provide pastoral or professional counseling; therefore, there are no policies in place directing such individuals to advise students of the procedures to voluntary and confidentially report crimes.

5. A description of the type and frequency of programs designed to inform students and employees about campus security procedures and practices to be responsible for their own security and the security of others.

6. A description of programs designed to inform students and employees about the prevention of crimes:

Each year during the residence hall meeting, resident assistants encourage residents to lock their doors at all times. The residence life staff discusses the potential loss of property and issues of personal safety, which can be prevented by simply locking all doors at all times and limiting key usage to those individuals who live in the apartment or room. Each year the residence life staff uses passive programming such as fliers and random checks to reinforce the importance of locking doors. Additionally, each year during time periods that traditionally coincide with higher incidents of crime, memos and email are used to remind students, faculty and staff to be aware of the potential for crime and how to take responsibility for their own safety and

security.

7. A statement of policy concerning the monitoring and recording through local police agencies of criminal activity in which students are engaged at off-campus locations of student organizations officially recognized by the institution:

There are no officially recognized student organizations at off-campus locations.

8. A statement of policy regarding the possession, use and sale of alcoholic beverages and enforcement of State underage drinking laws:

The student conduct code of Capitol College considers any violation of state liquor laws to be a violation of campus policy. See page 60 of the student handbook. All reported violations of campus policy are referred to the dean of student life and retention for judicial referral.

9. A statement of policy regarding the possession, use and sale of illegal drugs and enforcement of federal and state underage drinking laws:

The student conduct code of Capitol College considers any violation of federal and state drug laws to be a violation of campus policy. See page 60 of the student handbook. All reported violations of campus policy are referred to the dean of student life and retention for judicial referral.

10. A description of any drug or alcohol-abuse education programs, as required under section 120(a) through (d) of the HEA:

Capitol College provides each employee and student with information regarding drug and alcohol abuse. This information includes the annual distribution of a document that states the college's drug and alcohol policy as stated above, a description of legal sanctions for the unlawful possession or distribution of illicit drugs and alcohol, a description of health risks associated with drug and alcohol abuse, a description of counseling and treatment options. In addition, the following statement is included: "Capitol College has standards of conduct that clearly prohibit the unlawful possession, use, or distribution of drugs and alcohol by students and employees on college property or as any part of the college's activities, and will impose sanctions for violations of such, up to and including expulsion or termination of employment and referral for prosecution."

11. A statement of policy regarding the institution's campus sexual assault programs to prevent sex offenses and procedures to follow when a sex offense occurs:

Capitol College promotes awareness of rape, acquaintance rape and other forcible and nonforcible sex offenses through the use of posters. The following policy outlines the procedures to follow should a sex offense occur.

## **Reporting Incident**

- "Official" reports can only be given "voluntarily" by the alleged victim to the dean of student life and retention, who is the judicial affairs coordinator.
- Other such reports by knowledgeable persons must be validated voluntarily by the alleged victim before considered official to protect his or her right to privacy.

- Requests for assistance can be made to the security guard on duty or to a member of the residence life staff.

### **Care of Alleged Victim**

- The primary goal of any knowledgeable campus personnel is to secure immediate care for the alleged victim, if so desired and deemed necessary.
- If the victim is considering legal action, he or she should be encouraged to seek medical assistance prior to showering or changing clothes.
- If immediate medical assistance is deemed necessary, the victim should be assisted with transportation to the Prince George's County Sexual Assault Center in Cheverly, if acknowledging a sexual assault. If not acknowledging such, then Laurel Regional Hospital, the Laurel Lakes or Medcare (Greenbelt) immediate care centers or a family doctor (if feasible) can be used.
- The primary counseling should be done by the P.G. County Sexual Assault Center, if the victim agrees.
- The dean of student life and retention will provide any follow-up assistance deemed necessary and appropriate.

### **Rights of Alleged Victim**

- The victim should be informed of his or her right to file a report with the PG County police or other appropriate law enforcement agency.
- The college counselor or other appropriate official should assist with this contact, if desired and helpful.
- Such college officials should take care to protect the victim's identity from the college community and public at large.
- Upon the request of the victim, the college will help the victim find alternative classes, housing or both (or office location in the case of a nonstudent employee) if available and feasible.
- Victims have the right to contact the vice president for outcomes and assessment should they feel their case is not being handled appropriately.

### **Rights of Alleged Perpetrator**

- The college and any knowledgeable officials should take care to protect the alleged perpetrator's identity from the public until found guilty.

### **Judicial Process**

- If the victim and perpetrator are students, or if only the perpetrator is a student, student judicial proceedings will ensue upon formal complaint by the alleged victim. If the victim and the college mutually agree not to pursue judicial proceedings, a letter outlining this decision will be signed by the victim and a representative of the college and placed in the incident file.
- The proceeding will follow normal guidelines of Student Judicial System, as outlined in the Capitol College student handbook and administered by the dean of student life and retention, with particular sensitivity to the special concerns of this type of complaint.
- If one or both of the involved parties are nonstudent employees of the college, administrative judicial proceedings may also take place.

## **Disciplinary Actions**

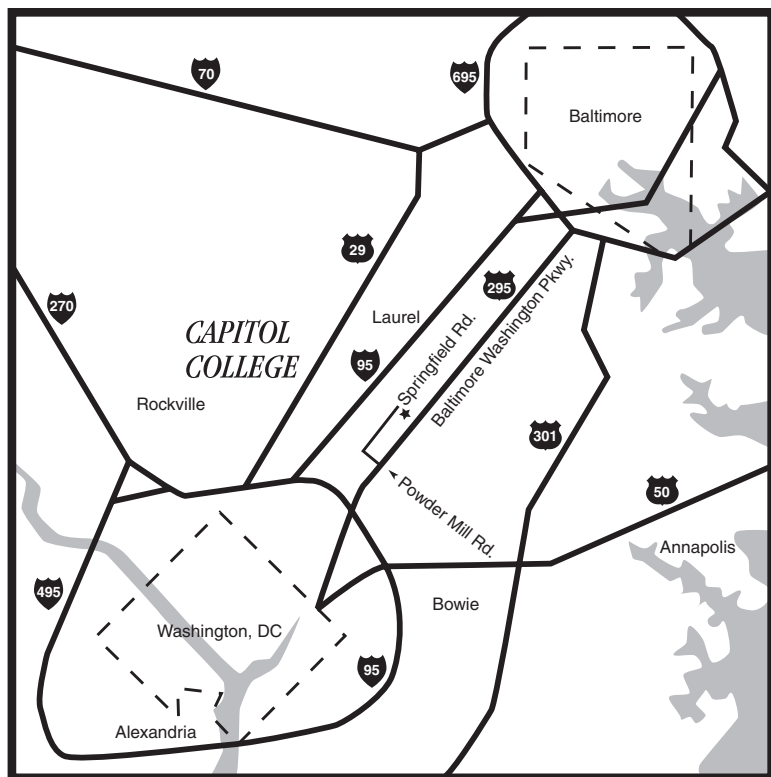
- A perpetrator found guilty in a campus judicial proceeding would face a sanction of suspension of a specific length with probable additional sanctions or expulsion.
- Similar disciplinary actions may ensue after a determination of guilt in a civil proceeding, if a campus proceeding was not conducted. This may arise in a case where the assault occurred off campus but involved a student perpetrator.
- If the guilty perpetrator is a college employee (nonstudent), an administrative decision, based on the administrative and/or civil judicial proceedings, may likely result in termination of employment or other such appropriate disciplinary action.
- The alleged perpetrator and the alleged victim will be made aware of the outcomes of any institutional disciplinary proceeding. This notice will include a final determination with respect to the alleged sex offense and the sanctions imposed where the alleged perpetrator is found in violation of the sexual-assault policy.

## **Review/Revision**

- There will be an ongoing review with appropriate revision of this policy, particularly since there has never yet been a report of a sexual assault officially noted.
- This policy does not attempt to define sexual assault or delineate types or degrees of sexual assault. Such an attempt in the future, given appropriate available research on this matter, will likely result in necessary additions and further revisions.
- A mock incident will be used in the near future as both a training and needs awareness exercise, involving the residence life staff and other appropriate officials.
- Any questions, comments or suggestions should be directed to the dean of student life and retention.

## **Posting/Distribution**

- This policy will be posted in prominent areas in both the Campus Center and MCI Hall (the classroom building).
- This policy will be printed in an appropriate section of the Capitol College student handbook.
- The policy will be distributed to students, faculty members and employees.



**Directions from Washington, DC and points south of Laurel, MD:**

Take the Baltimore/Washington Parkway (Exit 22 North off I-95) to the Beltsville Powder Mill Road exit. Turn left on Powder Mill Road and take the first right onto Springfield Road. Follow Springfield Road one mile. Capitol College is on the right.

**Directions from Baltimore, MD and points north of Laurel, MD:**

Take the Baltimore/Washington Parkway (Exit 7 South off I-695) to the Beltsville Powder Mill Road exit. Turn right on Powder Mill Road and take the first right onto Springfield Road. Follow Springfield Road one mile. Capitol College is on the right.

**Capitol College**

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Laurel, MD 20708  
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