


CHESAPEAKE COLLEGE

# STUDENT GUIDE 2026–27

# ABOUT THE STUDENT GUIDE

This handbook is designed to provide information to Chesapeake College students in conjunction with the College Catalog. Please use the information in both the Guide and the Catalog (**ecatalog.chesapeake.edu**), as well as on the College website (**www.chesapeake.edu**) to become better acquainted with campus services and policies, student rights and responsibilities, and campus life.

## STAY CONNECTED WITH CHESAPEAKE COLLEGE

www.chesapeake.edu/alerts

@ChesapeakeColl

@ChesapeakeCollege

@chesapeakecollege

/school/chesapeake-college

ChesapeakeCollegeMD





# PRESIDENT'S WELCOME



## Welcome to Chesapeake College!

Our faculty, staff and college leadership work together as a community to create a dynamic learning environment for our students. Each of us is committed to your success.

Your success—whether it is transfer to a four-year university or entry into the workforce—is our mission. If you have not yet decided on a course of study, explore our Pathways to find the major that suits your talents and goals.

You will learn from talented faculty supported by dedicated staff. You will also build connections with classmates that will last a lifetime. Whether you are with us short-term or for multiple years, you will acquire the tools that provide for your success. If you take classes virtually or in person, you will learn in a supportive environment designed for your academic and personal growth.

Your Chesapeake experience will be richer if you are an active member of our campus community. Make the most of your time at Chesapeake by becoming involved in student government, athletics, performing arts, or a campus club.

Thank you for beginning the next steps in your personal journey with Chesapeake College. Welcome to our community. I wish you the best of luck!

***Dr. Clifford P. Coppersmith***
***President***

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**Main number: 410-822-5400**

Key: **C** - Caroline Center, **CAMB** - Cambridge Center, **D** - Dorchester Building, **H** - Health Professions and Athletic Center, **L** - Learning Resource Center, **M** - Maintenance Building, **S** - Science Building

**Academic Support Center**
410-827-5854 L-131 asc@chesapeake.edu

**Accessibility Services**
410-827-5805 C-201A oas@chesapeake.edu

**Admissions**
ext. 2240 D-Admissions & Advising Desk
admissions@chesapeake.edu

**Advising**
ext. 2240 D-106A–D advising@chesapeake.edu

**Athletics**
410-827-5828 H-105B fszymanski@chesapeake.edu

**Bookstore**
410-827-6874 C-103 bookstore@chesapeake.edu

**Business Office**
ext. 2218 D-135 businessoffice-wmc@chesapeake.edu

**Cambridge Center**
410-228-5754 CAMB cambridge@chesapeake.edu

**Continuing Education & Workforce Training**
410-827-5850 ce@chesapeake.edu

**Dean of Students' Office**
410-827-5829 D-116 deanofstudents@chesapeake.edu

**Financial Aid**
410-827-5803 D-144 finaid@chesapeake.edu

**First-Year Experience**
410-827-5826 C-211A asilver@chesapeake.edu

**Job Development**
410-827-5804 C-207 gdeluca@chesapeake.edu





**LRC/Library**
410-827-5860 L lrc@chesapeake.edu

**LRC Help Desk**
ext. 2224 L lrcdesk@chesapeake.edu

**Maintenance**
410-827-5872 M sdyott@chesapeake.edu

**President's Office**
410-827-5802 D-222 lstewart@chesapeake.edu

**Public Safety—Cambridge**
410-463-4185 CAMB

**Public Safety—Wye Mills**
410-758-7275 Public Safety publicsafety@chesapeake.edu

**Registration**
410-827-5876 D-138 registration@chesapeake.edu

**Student Access & Belonging**
410-827-5857 C-211C lhall@chesapeake.edu

**Student Government**
410-827-5826 C-104 asilver@chesapeake.edu

**Student Life & Engagement**
410-827-5840 C-104 dbowser@chesapeake.edu

**Testing Center**
ext. 2344 L-107 testing@chesapeake.edu

**Veterans' Affairs**
410-827-5876 D-126 cwelzel@chesapeake.edu

**Vice Presidents' Offices**

Academic Affairs
410-827-5832 D-235 dharper@chesapeake.edu

Student Services
410-827-5858 D-231 vpforstudents@chesapeake.edu

Administrative Services
410-827-5816 D-229 mnagel@chesapeake.edu

**academic advisor:** professional staff or faculty member who advises students concerning academic programs and class schedules

**academic calendar:** the days of each term set aside for payment and add/drop deadlines, college holidays, exams, and grade reports

**academic skills assessment:** an instrument used to measure your entry-level skills in mathematics, language, and reading

**associate degree:** a two-year college degree; note that it may take longer than two years to complete an associate degree depending on the number of credits taken each semester

**auditing a class:** attending or listening in on a class without receiving a grade or credit for it

**career program of study:** a program of study which, when completed, will provide a student with the skills to seek employment in a chosen career area

**certificate program:** an academic program of one year or less

**co-requisite:** a course that must be taken at the same time as another course

**credit:** a unit of measure of the amount of work a student completes in a class; each completed course is worth an established number of credits; each credit equals 50 minutes of class time

**curriculum:** the courses offered in a program of study

**developmental classes:** remedial course work designed to increase a student's ability to the level which will enable the student to continue with success in credit courses



COLLEGE TERMINOLOGY

**distance learning:** a system of delivering coursework through non-traditional means such as interactive video classes or online classes

**elective:** one of several courses offered which fulfills a specific content area in a program of study

**general education course (G.Ed.):** a required course in a program of study as determined by the faculty; G.Ed. courses are designed to enrich a student's growth and preparation for lifelong learning; each college determines a core of G.Ed. courses which must be completed in order to graduate

**grade point average:** a system of measuring students' average grades

**load hour:** a unit of measure used to establish the cost of each course; each load hour is 50 minutes; a noncredit course doesn't carry a credit, but it does carry a load hour(s)

**major:** a selected program of study

**prerequisite:** a course which must be taken before another course

**syllabus:** an outline of topics to be covered by an instructor during a course; a syllabus will also contain information on attendance and grading policies; an instructor-student "contract"

**transcript:** an official record of all academic work attempted by a student

**transfer program:** a program of study designed for students who plan to transfer to the upper division of a college or university upon completion of an associate degree, usually to pursue a bachelor's degree

## FALL 2026
Fall Term (FA): August 24–December 12
Accelerated 2 (F1): August 24–October 12
Accelerated 3 (FI): October 19–December 12
*Closed for Thanksgiving Break, November 24–29

## WINTERIM 2026 (WI) (INTERNET ONLY)
December 16, 2026–January 12, 2027 (21 total days)
*Closed for Holiday Break, December 21, 2026–January 3, 2027

## SPRING 2027
Spring Term (SP): January 20–May 11
Accelerated 2 (S1): January 20–March 9
Accelerated 3 (SI): March 24–May 11
*Closed for Spring Break, March 15–21, 2027

## COMMENCEMENT: WEDNESDAY, MAY 19, 2027

## SUMMER 2027
Summer term (SU): June 14–August 10 (no classes June 21–22 or July 5–6)
Juneteenth – June 21 (No classes Juneteenth 21–22)
Independence Day – July 5 (no classes July 5–6)

*The full academic calendar can be found on our website at **www.chesapeake.edu/academic-calendar**.*

## FREQUENTLY ASKED QUESTIONS
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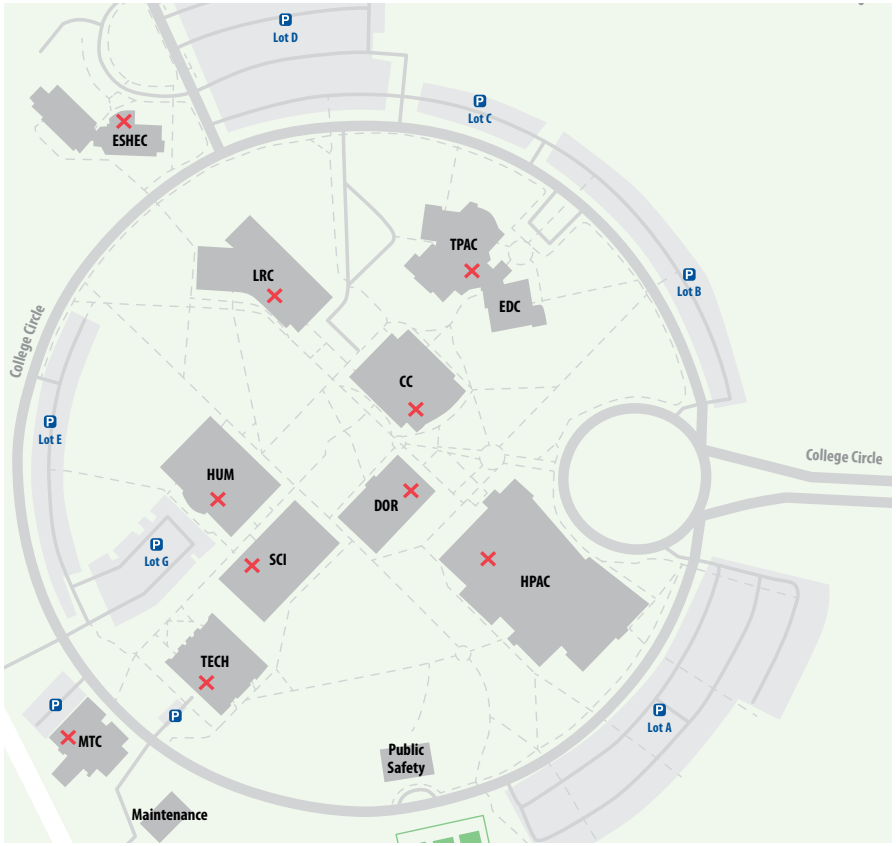


## TOP TEN STUDENT TIPS

1. **Set realistic goals:** At the beginning of the semester, it might seem like you have the time and energy to take on a lot, but remember that the academic year is a marathon, not a sprint.
2. **Create firm boundaries:** It is important to say "no" and set that boundary so you are not overloading yourself.
3. **Share or lessen your load (as much as possible):** Reach out and ask for help if you need it, there are many supports available to help you manage.
4. **Create a support system ("It takes a village"):** Friends, family, and on-campus supports can support you on your college journey. It's hard to manage anything alone.
5. **Make a to-do list and schedule (and stick to it):** Build small habits early on and build them up as they become a part of your routine.
6. **Avoid procrastination:** Just because you still have time to get something done does not mean that you should wait until the very last minute. This can lead to a great deal of stress.
7. **Participate:** Ask questions and join class discussions, make connections with your classmates, and join in campus events.
8. **Don't wait to ask for help:** If you wait until the last minute, it may be too late for you to get help. Reach out early and take advantage of all of the support available to you.
9. **Know when you need a (reasonable) break and TAKE IT:** It's important to take breaks to take care of yourself and avoid burnout. Just don't let those breaks turn into procrastination.
10. **Advocate for yourself:** At college, you are your best advocate. It is important to speak up for yourself and seek out the supports and resources you know you need.

## WYE MILLS CAMPUS

1000 College Circle, Wye Mills, MD 21679 | 410-822-5400
Located at the intersection of US Rt. 50 and Rt. 213




MAP LEGEND

| | |
|---|---|
| DOR | Dorchester Administration Building |
| CC | Caroline College Center |
| HUM | Kent Humanities Building |
| SCI | Talbot Science Building |
| TECH | Queen Anne's Technical Building |
| MTC | Manufacturing Training Center |
| HPAC | Health Professions & Athletics Center |
| TPAC | Todd Performing Arts Center |
| EDC | Economic Development Center |
| LRC | Learning Resource Center (Library) |
| ESHEC | Eastern Shore Higher Education Center |
| ✕ | Automated External Defibrillators (AED) & Emergency Phones |





## CAMBRIDGE CENTER

416-418 Race Street, Cambridge, MD 21613 | 410-228-5754
**www.chesapeake.edu/about/cambridge-center**







Due to high demand, parking may be limited in Municipal Lot #2 behind the Center. Additional municipal parking options are available nearby:

Lot #1: Across from Race Street entrance, near the old Jimmy & Sooks Restaurant.

Lot #3: Across from the District Courthouse (2-hour limit).

Lot #4: One block south on Race Street.

Lot #5: Adjacent to the Cambridge Center, accessible via Muir or Academy Street.

Safety Tip: Always lock your vehicle, take your keys, and travel with others when possible. For escort services in the evening, contact the Cambridge Police Department at 410-228-3333.

## ARE ONLINE COURSES RIGHT FOR YOU?

Find out FREE! Take the SmarterMeasure self-assessment. In 30 minutes, it will rate your likelihood of doing well in an online class at that time. It tests certain skills that are important to online students: reading comprehension, typing speed, technical competency, and certain personal attributes. You will receive confidential feedback via email.

Log in at **chesapeake.smartermeasure.com**
**username:** chesapeake
**password:** student

Online classes are NOT easier than traditional ones. They often require more reading and writing. Keeping up with deadlines can be harder when there are no class meetings, so self-discipline is key. ***Before you sign up for an online class, take the Smarter Measure and be sure.***

## PROGRAMS OF STUDY AND DEGREES

Chesapeake College offers Letters of Recognition, Certificates, and Associate Degrees in career programs for preparation for career entry and transfer programs designed to transfer to four-year universities.

Go to our college catalog for more information about our programs of study at **www.chesapeake.edu/catalog**.

## ASSESSMENT AND PLACEMENT FOR COLLEGE COURSES

Chesapeake College is committed to your success. To help you begin reaching your goals, the College offers a computerized Academic Skills Assessment (ASA). This instrument is used to measure your entry-level skills in mathematics, language, and reading, the results of which allow academic advisors to assist you with your selection of courses. Students with placement scores below college ready ***must*** begin their developmental coursework in their first semester.

No student will be denied admission as a result of the assessment scores. However, in most cases, you are required to complete the ASA as a condition of enrollment. If your test scores indicate a need for skill development, you will be required to complete the appropriate developmental courses. For additional information, visit **www.chesapeake.edu/admissions** or contact Admissions at **admissions@chesapeake.edu**.



GENERAL COLLEGE INFORMATION

## MULTI-FACTOR AUTHENTICATION

Before accessing campus online resources, Chesapeake students need to set up Multi-Factor Authentication, a mandatory extra level of security, before logging into the online system. All students should download the Google Authenticator app on their device. Upon logging into MyCampus for the first time, students will receive a notification to pair their student account with the Google Authenticator app. Simply scan the QR code to pair and enter the 6-digit code from the authenticator app whenever logging into MyCampus.

Need help setting up your authenticator? Contact the IT Help Desk at: **cchelpdesk@chesapeake.edu** or **410-822-5400 ext. 2224**.

## MYCAMPUS

The Chesapeake portal **mycampus.chesapeake.edu** is a website that allows students and faculty to log in one place for immediate access to many important campus resources, including courses on Canvas, Self-Service, Skipjack mail and its associated tools, library databases, and more. You may either log in to MyCampus directly at the link above, or visit **www.chesapeake.edu/portal** and follow the instructions detailed on our website.

## SELF-SERVICE

Self-Service holds your student records. To access, log in to the **MyCampus portal** and click on the link to **Self-Service.**

When you are in Self-Service, you can search for course sections, use express registration, drop sections, view your class schedule and your academic and financial profile, pay your bill, and request needed forms.

New students may access their information usually within 24 hours of registration.

## CANVAS: THE PLACE FOR YOUR CLASSES

Every section of every course at Chesapeake has an online site in our learning management system, CANVAS. Most instructors—even in face-to-face classes—use a Canvas site to provide course content, connect you to course activities and assignments, and display grades. **Plan to log in to Canvas a week before the semester starts to read the course syllabus and a message from your instructor, explaining how to prepare for the first day of class.**

### *Need Help with Canvas?*

Login problems: Contact the Help Desk at **cchelpdesk@chesapeake.edu** or **410-822-5400 ext. 2224**.

Course issues: Click **Help** from the Canvas Dashboard and select the pertinent option, or visit **mycampus.chesapeake.edu**.

## SKIPJACK EMAIL

Skipjack Mail is the official method of communication from Chesapeake College and is a part of the free Microsoft 365 apps for students! To access Skipjack Mail, just navigate to MyCampus and find it on the left side.

You may bring your mobile device (laptop, tablet, or smartphone) for use on campus and connect to the WiFi system. Some instructors embrace the use of mobile technology in the classroom while others feel it is disruptive to the class. Your instructor(s) will inform you of their preference.

## MICROSOFT OFFICE 365 APPS

Microsoft 365 apps are available free to all Chesapeake College students.

Click on the link in the center column of the MyCampus main portal page, or visit **www.chesapeake.edu/students/technology** for instructions on how to access.

Sign in to **office.com** using your MyCampus credentials. Select **"Install Microsoft 365 Apps"** to download the programs to your device.

## STUDENT ID CARDS

Student IDs are made in C-104B of the Caroline Center on the Wye Mills Campus, Monday–Friday, 8:30 a.m.–4:30 p.m., or the Cambridge Center Main Office, Monday–Thursday, 8 a.m.–5:30 p.m., or Friday, 8 a.m.–4:30 p.m. If you need to pick up your student ID outside of normal hours, contact Student Life and Engagement, or JoAnn Adams at the Cambridge Center **jadams@chesapeake.edu** or **410-228-5754**. You will need a photo ID and current schedule (electronic or printed).





## HOURS OF OPERATION

Buildings are generally open 7 a.m.–9:30 p.m. Monday–Thursday, and 7 a.m.–4:30 p.m. on Fridays.

Chesapeake College works to enhance the level of security on campus to provide a safe and secure environment for students, faculty, staff, and visitors. The Department of Public Safety has primary responsibility for campus security and safety.

## PUBLIC SAFETY

**www.chesapeake.edu/public-safety**

**Wye Mills 410-758-7275**
**Cambridge 410-463-4185**

Public Safety personnel provide patrol coverage for the Wye Mills Campus and answer calls for service while the campus is open for business. A security escort service to and from parking lots is available upon request.

Each building on campus has an emergency phone on each floor (first floor only in the Dorchester Building). There is also an emergency phone outside of the Public Safety Office. Look for the blue signs in hallways to locate an emergency phone.

Emergency phones are simple to use—pick up the handset and the phone automatically dials Public Safety. If Public Safety is unable to answer the phone within 4 rings, it will automatically go to 911. (You are not able to dial out on these phones.)

## CONNECT ASSIST REFER EDUCATE (CARE)

Each of us is responsible for keeping Chesapeake College a safe community. To help with this effort, familiarize yourself with our "Connect Assist Refer Educate" team, or CARE.

CARE implements timely threat assessments and early interventions so that our safety is assured. Any behavior that seems troubling to you should be reported. Visit **www.chesapeake.edu/care** for more information or to complete a referral form.

## RESPONSIBLE BEHAVIOR

Students are expected to behave in a way that is conscious of the rights and safety of others and the community. A healthy college community is defined by students who are aware of the importance of maintaining a respectful and diverse academic

environment. It is the mission of Chesapeake College to establish and maintain an environment in which all members of the College community can work or participate in College education programs and activities free from all forms of sexual misconduct. Sexual misconduct is a form of sex discrimination prohibited by Title IX of the Education Amendments of 1972. Sexual misconduct in any form will not be tolerated by the College.

**Definitions**
"Sexual misconduct" is an umbrella term that encompasses various types of prohibited conduct, including sexual harassment, sexual assault, domestic violence, dating violence, and stalking. Sexual harassment includes both verbal and nonverbal behaviors aimed to objectify someone because of their gender, to provide favorable treatment in exchange for sexual activities, or to display unwanted sexual advances (NASEM, 2018). Sexual harassment can lead to hostile work and learning environments, victims having to change their behavior to protect themselves, and, overall, contributes to a lack of safety (Maryland Coalition Against Sexual Assault, 2021). For additional information about sexual harassment, visit **www.mcasa.org**.

## EMERGENCY NOTIFICATIONS

The AlertAware Mobile App allows users to receive push notifications on their Android or iOS tablets or smartphones regarding emergency incidents impacting Chesapeake College.

AlertAware Emergency and Incident Reporting puts a mobile panic button in your pocket for immediate access to emergency personnel during an incident.

Visit **www.chesapeake.edu/alerts** for instructions on downloading and setting up the app on your device.

## INCLEMENT WEATHER PROCEDURES

When inclement weather or other events necessitate emergency cancellation of all classes and closing of the campus, the College website **www.chesapeake.edu** and the College switchboard **410-822-5400** will carry a recorded message by 6:15 a.m. or by 3:30 p.m. Announcements will also be posted on College social media accounts. See **page 2** for additional information.



COLLEGE OPERATIONS

## HEALTH EMERGENCY

In the event of an emergency, students should contact 911 as well as Public Safety at **410-758-7275**. If it is not an emergency, and only a slight injury, look for the first aid kit that is located in each building.

## COUNSELING INFORMATION

Everyone needs support at different times in their lives. Sometimes it's a traumatic event, mounting bills, job loss, college classes, or the overall stress of life that may make it difficult to cope. While navigating life challenges, remember that help is available.

Chesapeake College has joined forces with For All Seasons to offer support and therapy for our students (on any 'Peake campus) via telehealth or in-person on the Wye Mills campus. A licensed therapist can assist you with a variety of issues, including but not limited to: depression, anxiety, trauma, substance use, grief, peer relationship challenges, ADHD, bipolar disorder, low self-esteem, major life transitions, and more. For All Seasons accepts all insurances and offers special programs for students who have a financial need.

If you need immediate assistance for a mental health or sexual assault crisis, contact For All Season's 24-hour confidential hotline, and indicate that you are a Chesapeake College student.
**English: 410-820-5600 Español: 410-829-6143**
**English / Español Text: 410-829-6143**

There is also support available to students online through TimelyCare. TimelyCare is a free app available to Chesapeake College students. Signing up for TimelyCare gives you access to mental health podcasts, resources, and limited online sessions with a therapist. TimelyCare also gives you access to a 24/7 hotline for cases where you need support immediately.

For more information about mental health services offered to students or to access services, please visit **www.chesapeake.edu/mental-health** or scan the QR code.

## STUDENT HEALTH CARE & INSURANCE

Chesapeake College has partnered with Choptank Community Health to offer in-person medical care to students through their Mobile Health Unit on the Wye Mills campus. For upcoming visit dates and more information, please visit **www.chesapeake.edu/health**.

Chesapeake is concerned about your wellbeing. While the College does not carry a student health plan, medical insurance coverage is available to Chesapeake College students through National Student Services, Inc. For more information, visit **www.nssi.com** or call **1-800-256-6774**.

## FOOD SERVICES

Sodexo U.S.A. provides the food services for Chesapeake College. The Skipjack Café, located on the first floor of the Caroline College Center, offers a variety of hot and cold selections, including daily and weekly themed specials.

Sodexo now offers a new benefit to our guests with the SoGo Cash Card. The Cash Card is a debit card that can be used for purchases in the College's Skipjack Café. Guests never have to worry about having cash for on-site purchases, and experience faster than cash check-out transactions. Guests may register their card on the Sodexo website to protect the value on their cards, and receive exclusive offers and loyalty rewards.

*Café Hours:* Open for breakfast Mon.–Fri. 8–10 a.m. and for lunch Mon.–Fri. 11 a.m.–1:30 p.m. Hours may vary during College breaks. Visit **www.chesapeake.edu/campus/dining-services** for up-to-date hours, current menus, and specials.







## COLLEGE BOOKSTORE

The Bookstore is operated by Barnes and Noble College, and carries all course required materials such as new, used, and digital textbooks, with the option of buying or renting. Along with getting your books, we have school supplies, snacks, and drinks in-store, so you have everything you need to study. Stop by the Bookstore to check out the variety of Chesapeake College branded t-shirts, water bottles, lanyards, and more! We offer many sales throughout the year, so be sure to check back for upcoming promotions. Payment may be made in cash, student financial aid, major credit card, or by Barnes and Noble gift card. To use Student Financial Aid, accept your financial aid and have your student ID number at the checkout (please note it takes 24 business hours for the bookstore to receive your award after you accept it).

At the end of the fall and spring terms, the Bookstore will host textbook buy back in-store. Please remember, for the protection of the students on campus, the Bookstore always requires those selling books to show a CURRENT student ID & photo ID.

For more information about the Bookstore, including hours, or to place an order, please visit our website at **chesapeake.bncollege.com**. You may also contact us with questions at **SM683@bncollege.com** or **410-827-6874**.

## LOST AND FOUND

The College is not responsible for lost or found items. However, you can contact the College Information Desk at **410-822-5400 ext. 2240**, or go in person to the first floor of the **Dorchester Administration Building** to claim lost items, or to submit found articles. To report the loss of items of significant value, contact Public Safety at **410-758-7275**.

## BUS SERVICE

Bus service is available to the Wye Mills campus and the Cambridge Center. Visit **www.mustbus.org** or call **866-330-MUST (6878)** for more information.



Welcome Skipjacks,

We are so glad you are here! Choosing where to go to college is a big decision, and the fact that you chose us truly means something. We are committed to making your experience incredible, helping you reach your goals every step of the way.

Here are five simple and powerful tips to help you make the most of your journey:

1. Connect with your faculty. Your instructors are passionate about what they do, and about you! Jump into discussions, ask questions, and stay engaged, whether you're online or in person. The more you invest, the more rewarding (and interesting!) your classes will be.
2. Get involved. College isn't just about classes, it's about experiences. From Athletics to the Astrological Club, campus trips to group walks, there's something for everyone. Try something new, meet new people, and make memories along the way!
3. Remember you are not alone. We have got your back. Whether you need tutoring, mental health support, help with groceries, or even a gas card, we're here to support you as a whole person. No challenge is too big or too small. Reach out!
4. You belong here! Learning can be tough, and it's normal to doubt yourself sometimes. But you are capable, and you do belong here. Keep pushing forward and lean on your professors and campus resources when things feel challenging.
5. This is your time. Life is busy, but your future matters. Take time to plan, stay organized, and prioritize your goals. Our faculty and staff are here to help you design a path that fits your life and leads to your success.

We are so proud to be part of your journey. It is truly an honor to support you, cheer you on, and celebrate your success every step of the way. Let's make this an amazing experience together!

***Dr. Caroline Wood***
***Vice President of Student Success and Enrollment Management***



SERVICES & PROGRAMS FOR STUDENTS

## MEET YOUR STUDENT SUPPORT TEAM

College can sometimes feel overwhelming. It's important to know what supports are available to you. Your Student Support Team is here for you, to help you along your college journey!



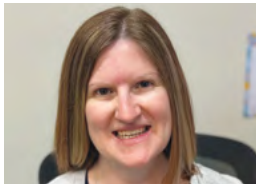
**Dana Bowser**
Director of Student Success & Retention
Caroline Center Room 201B
dbowser@chesapeake.edu



**Guido DeLuca**
Director of Job Development & Cooperative Education
Caroline Center Room 207
gdeluca@chesapeake.edu



**Dr. LaSella L. Hall**
Director of Student Access & Belonging
Caroline Center Room 211B
lhall@chesapeake.edu



**Heather Helmer**
Student Success & Retention Administrative Assistant
Caroline Center Room 201
hhelmer@chesapeake.edu



**Allie Silver**
Director of First Year Experience
Caroline Center Room 211A
asilver@chesapeake.edu

## CORNER OF CARE

The Corner of Care is our food pantry located on the second floor of the Caroline Center, room C-217 and in the Cambridge Center café. In partnership with the MD Food Bank, we provide a full pantry, including fresh, frozen, and dried foods, ready-to-eat meals, cleaning supplies, and toiletries. Gas cards, Café cards, and care packages are also available. In addition to the Corner of Care, look for our Care Stations located around campus for a quick snack. All currently enrolled students are eligible to use the Corner of Care at any time. To apply for a gas or Café card, visit **www.chesapeake.edu/corner-of-care** or scan the QR code.

## WHAT'S HAPPENIN' @ THE 'PEAKE?!

Join the Canvas Course "What's Happenin' @ the 'Peake?! to learn more about student organizations and clubs and how to get involved! To enroll in the What's Happenin' @ the 'Peake Canvas course, please visit **chesapeake.instructure.com/enroll/FWLPJF**, or scan the QR code.

## @CCENGAGEME

Follow Student Life & Engagement on Instagram!
See what your peers are up to and how to get involved on campus by following **@ccengageme** on Instagram—a page run by students, for students!









## FIRST YEAR EXPERIENCE (FYE)

Chesapeake provides a wide array of free services designed to assist you throughout your entire learning experience with us. However, even with all the services we offer, we know that your first semester can sometimes be your hardest because of the many adjustments you are making in your life. To help ensure that your freshman year is a successful one, make sure you have signed up for **FSC 101** for your first semester. First-time students taking at least six load hours are also strongly encouraged to apply to the SAIL program.

For more detailed information about any of the FYE programs, contact Allie Silver, Director of First Year Experience, at **asilver@chesapeake.edu**, or visit **www.chesapeake.edu/students/first-year**.

*Freshman Seminar Course (FSC 101)* is a requirement for many of the College's programs of study. This seven (or 12) week course is offered online and engages students in key skill areas designed to increase their success in college. FSC 101 asks students to practice effective written and oral communication, both individually and in a collaborative presentation; examine and discuss strategies related to academic success; explore opportunities and services available at Chesapeake College; complete academic and career assessments; develop a basic understanding of policies affecting students; and to demonstrate and utilize basic technological competencies, including navigation of MyCampus, the College's online portal system.

*SAIL (Success And Interactive Learning)* is a program designed to get students actively involved in the college experience from day one. First-time students who are within their first two semesters at Chesapeake College can apply to the SAIL program. The program includes online workshops and preparation for four-year universities, as well as other student activities. Students who successfully complete the SAIL program and finish the semester with a GPA of 2.0 or higher will receive tuition scholarship discounts off their following semester tuition at Chesapeake. To apply, visit **bit.ly/SAILapp** or scan the QR code.

*FOCUS (First-generation's Opportunity for Career & Ultimate Success)* is a program designed for non-dual enrollment male students. Participants attend weekly meetings in addition to workshops, guest speakers, presentations, college trips, and cultural excursions to support their matriculation at Chesapeake College. In addition, the program provides the participants with exposure to academic support, leadership and development, and career exploration and preparation (including resume writing and interviewing skills). The FOCUS Program addresses retention, persistence, and student success among diverse populations at the College. Contact Dr. LaSella L. Hall at **410-827-5857** or **lhall@chesapeake.edu** for more information.





SERVICES & PROGRAMS FOR STUDENTS



## ADVISING SERVICES

### *Academic Advising & Student Planning*

The most successful students develop a long-term academic plan, which includes semester by semester course planning, along with career and transfer advising. This may be done in one of two ways:

1. While every student originally meets with an advisor in the Student Services division, once you've selected a major, you may be assigned a faculty advisor in your program of study. It is important that you routinely check your Skipjack email account for correspondence from your faculty advisor so that you can follow through with academic planning.
2. Advisors in Student Services also provide academic planning and transfer advising. At any time, students are encouraged to utilize these services by contacting **advising@chesapeake.edu**.

Current students and veterans in good standing with the College have the first choice in selecting courses during a scheduled priority registration period each semester. During priority registration, students may reserve a place in class without making immediate payment and before classes are opened to the public at large.

Work with an advisor to design a plan that works best for you in helping to achieve your goals. Balance is key, and advisors are trained to help you find the best path for success.

Also be mindful of the non-academic responsibilities you have in your life, such as work and family obligations. Time management is the most challenging aspect of college for new students. It is recommended that for every hour of class time, the student dedicates an hour and a half of outside class time to provide the best opportunity for academic success.

Find out more at **www.chesapeake.edu/advising**.

### *Transfer Advising*

Are you considering transferring from Chesapeake College to another college or university? Then there is no time like the present to work out a transfer plan! You are encouraged to start planning your transfer at your earliest opportunity, and Chesapeake College offers a lot of resources to assist you with this process.

All Chesapeake College students are welcome to work with one of the Advising Office's Transfer Specialists, Tyler Henry or Diana Milligan. Appointments with the Chesapeake College Transfer Specialists can include career advising and selecting the appropriate major for your long-term goals, as well as exploring the availability of transfer articulation agreements. If you would like to receive guidance on choosing the right courses for your transfer plan, contact Tyler Henry at **thenry@chesapeake.edu**. or Diana Milligan at **dmilligan@chesapeake.edu**. Current Chesapeake College students can directly select a Zoom or in-person advising appointment via the "Make An Advising Appointment" button on your MyCampus homepage and selecting the visit reason as "Transfer Advising."

### *Transferring to other Maryland Public Institutions of Higher Education*

The Maryland Higher Education Commission has adopted a special transfer policy for community college students transferring to other public Maryland institutions. This policy allows students to transfer from one institution to another with the maximum number of college-level credits assured.

It is recommended that you connect with the admissions and advising teams of the school you are interested in transferring to. Each school decides what courses transfer and apply to your chosen major, and it is your responsibility to confirm with your transfer school that the classes you select will work towards what they require. Unless otherwise recommended, students are encouraged to complete their associate degree prior to transferring.

For more information, visit **www.chesapeake.edu/transfer-advising**, or contact Tyler Henry at **thenry@chesapeake.edu** or Diana Milligan at **dmilligan@chesapeake.edu**.



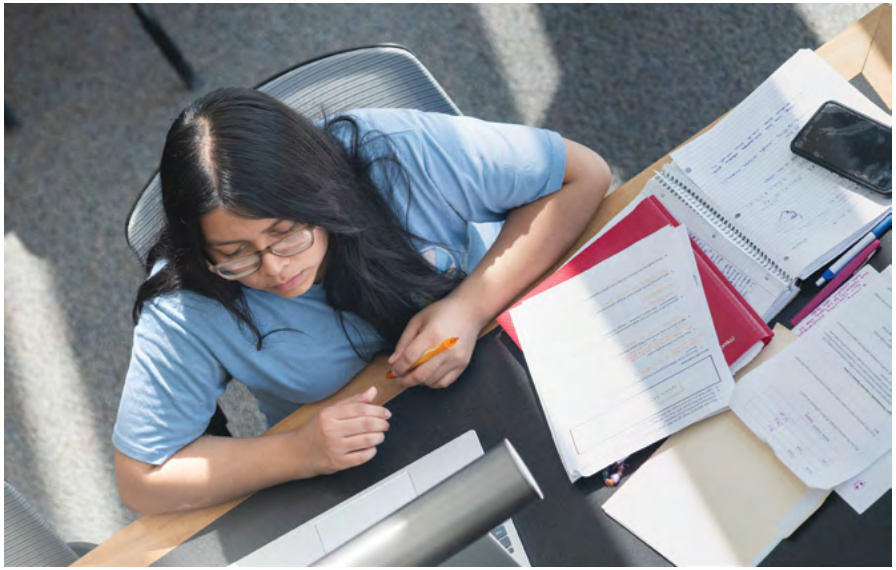
## CAREER SERVICES

The Job Development Office assists students, alumni, and residents of the Mid-Shore community with their job and career readiness needs. A variety of free services are offered to assist individuals in exploring career and employment options. Services include job search, resume & cover letter critiques, interview practice, labor market information, and job fair preparation. For more information, email Guido DeLuca, Counselor/Director of Job Development, at **gdeluca@chesapeake.edu** or visit **www.chesapeake.edu/career-services**.

The Job Development Office has partnered with College Central Network (CCN) to offer the Job Board for Student & Alumni which provides the opportunity to:

- access Chesapeake's exclusive employer job postings.
- search jobs at other colleges in the Maryland Consortium of Colleges.
- hone your job search skills with over 100 career advice docs and podcasts.
- read hundreds of free career and job related articles.
- create your online resume with our easy to use Resume Builder.
- add the College Central app to your homepage or mobile device.

Register today at **www.collegecentral.com/chesapeake**.



## FINANCIAL AID

What is financial aid? Financial aid is any form of assistance, whether it is a grant, scholarship, loan, or work program, that helps students meet their educational expenses.

Chesapeake College offers awards in the following federal programs: Federal Pell Grant, Federal Supplemental Grant, and Federal Work-Study. We do not participate in the Federal Student Loan program.

There are a variety of Maryland State Scholarships available to students, including the Maryland Community College Promise Scholarship. For more information regarding state aid, go to **mhec.maryland.gov**.

We also have a robust Institutional Scholarship program that allows students to apply merit and/or need-based scholarships with one application. Complete the Institutional Scholarship application annually at **www.chesapeake.edu/finaid**.

### *How do I apply for Financial Aid?*

The *Free Application for Federal Student Aid* is an electronic application that students complete in order to apply for Federal Grants, Maryland State Scholarships, and Chesapeake College Institutional Scholarships. It is completed every year at **studentaid.gov**. Chesapeake College's school code is **004650** and Chesapeake will receive the record electronically in three to five business days from the date the FAFSA is submitted by the student. Once Chesapeake College receives and reviews the FAFSA, results and next steps are emailed out to students, and will also be available via the Self-Service portal. Please stay updated on your email and Self-Service portal often.

### *When should I apply for Financial Aid?*

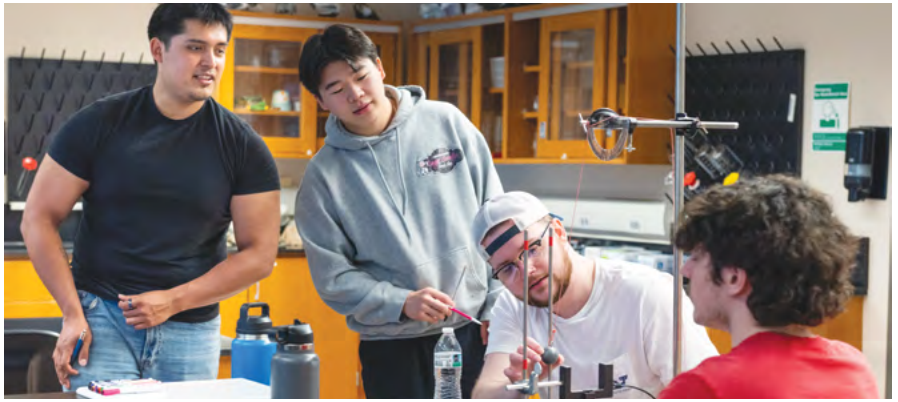
Generally a student should apply for financial aid in October for the upcoming fall semester, but we accept applications any time during the academic year. It's important to apply early for financial aid, since most aid is awarded on a first-come, first-served basis; however, applications are still accepted and encouraged after the May 1 priority deadline.

**CHESAPEAKE COLLEGE FINANCIAL AID OFFICE**

Dorchester Building D-144, Wye Mills | 410-822-5400 ext. 2252
finaid@chesapeake.edu | www.chesapeake.edu/finaid



SERVICES & PROGRAMS FOR STUDENTS



### *Scholarships*

- The Chesapeake College Institutional Scholarship application is available annually at **www.chesapeake.edu/finaid**. It is important to meet priority deadlines that are posted on the application to be considered for funding.
- Apply for any and all private scholarships that the student is eligible for. Students should research private scholarships in their local community, civic organizations, with their employer, their parent's employer, etc. Mid-Shore Community Foundation is a great resource as well.

### *Payment Plan*

Automatic payment plans are available for students. Visit **www.chesapeake.edu/payment-plan** for more information. Contact the Business Office at **410-822-5400 ext. 5863** or **businessoffice-wmc@chesapeake.edu**.

### *Financial Aid Self-Service*

Self-Service is a tool provided to students so that they can view their Required Documents, Award Status, Satisfactory Academic Progress Status, and other Important tools and resources. Log in to **MyCampus** to explore Financial Aid Self-Service.

Any questions students may have about financial aid can be answered by the Financial Aid staff or by visiting **www.chesapeake.edu/finaid**.

The Financial Aid Office is located in the Dorchester Administration Building, room D-144, and is available Monday–Friday 8:30 a.m.–4:30 p.m.

## ACCESSIBILITY SERVICES

In compliance with the Americans with Disabilities Act of 1990 and section 504 of the Rehabilitation Act of 1973, Chesapeake College is fully committed to providing equal access to all programs and services for qualified students with disabilities. Students with disabilities may receive accommodations through the Office of Accessibility Services.

If you have a disability and would like to request accommodations, please visit **www.chesapeake.edu/accessibility** and complete the self-disclosure form under Step 1.

Contact the Director of Accessibility Services at **410-827-5805** or **oas@chesapeake.edu** with any questions.

## STUDENT ACCESS & BELONGING

The Office of Student Access and Belonging advocates for students of color and underrepresented groups.

Student Access and Belonging serves as a liaison between faculty and culturally diverse students. We link culturally diverse students with resources on and off campus that promote student success. We also lead presentations, facilitate workshops, and promote cultural events and programs on campus and to off-campus community and service organizations. Also, the Director serves as the lead advisor of various multicultural/intercultural student organizations including UHURU Black Student Union and the Hispanic Latino Student Union.

Please contact Dr. LaSella L. Hall, Director of Student Access and Belonging, at **410-827-5857** or **lhall@chesapeake.edu**.





SERVICES & PROGRAMS FOR STUDENTS




## TRIO STUDENT SUPPORT SERVICES

TRiO Student Support Services (SSS) at Chesapeake College is funded by the U.S. Department of Education and serves students who are the first in their family to attend college, meet federal income requirements, and/or who may have a disability. Together with other student service programs across the campus, such as the Academic Advising Center, First-Year Experience, Financial Aid, Student Life, and Academic Support Center, TRiO SSS provides:

- tutoring in reading, writing, mathematics, science, and other subjects;
- advice and assistance in selecting a major and career planning
- postsecondary course selection;
- assistance in completing financial aid and scholarship applications;
- assistance in applying for transfer admission to a four-year university; and
- workshops and counseling services designed to improve financial literacy, time management, study skills etc.

TRiO SSS students also participate in cultural events, field trips, leadership activities, professional development, and have an active TRiO Student Council.

Students interested in joining TRiO Student Support Services should contact us at **trio@chesapeake.edu**, or visit **www.chesapeake.edu/trio** to complete an application. TRiO Student Support Service offices are located on the second floor of the Caroline College Center and the Multi-Service Center in Cambridge. Students can visit **www.chesapeake.edu/trio** for more information.



## THE EASTERN SHORE HIGHER EDUCATION CENTER (ESHEC)

The Eastern Shore Higher Education Center brings higher education to your doorstep by offering bachelor's, master's, and doctororal degree programs that are convenient to you on Chesapeake College's Wye Mills campus.

**The ESHEC is proud to have the following educational partners:**

Chesapeake College
Bowie State University
Salisbury University
LaSalle University
University of Maryland Eastern Shore (UMES)

For more detailed information, go to **www.chesapeake.edu/eshec**.







## STUDENT ENGAGEMENT & ORGANIZATIONS

Do you want a well-rounded educational experience? How about leadership development opportunities? Maybe just some plain fun? If you want to get the most out of your college education, get involved with the Office of Student Life & Engagement. Research shows that students who are involved with their college and its activities get better grades and stay in school!

The Student Engagement Office provides:

- student IDs
- student organizations and clubs
- civic engagement
- Leadership Academy
- Corner of Care - food and transportation assistance
- events and activities

### *Current Student Organizations and Clubs*

- Alpha Delta Nu Nursing Honor Society
- Astronomical Society
- Game Club
- High Voltage Game Club
- Hispanic/Latino Student Union
- InterVarsity
- IPMS Club
- Kappa Delta Pi International Honor Society In Education (KDP)
- Peake Players
- Phi Theta Kappa
- Pride Organization
- Rad Tech Club
- Student Athletic Advisory Council
- Student Government Association
- Student Mental Health Organization
- Student Nursing Organization
- Surgical Tech Club
- UHURU: Black Student Union
- Writing Club

### *Civic Engagement*

The Office of Student Life & Engagement routinely provides programming surrounding civic engagement throughout the academic year. Get involved for a rewarding experience!

### *Leadership Academy*

The Leadership Academy is offered each fall and is a great opportunity for students to sharpen their leadership skills and network with College partners!





STUDENT ENGAGEMENT & ORGANIZATIONS

### *Events and Activities*

The Office of Student Life & Engagement works with campus partners to organize free fun activities for students throughout the academic year. Events include Spring Fest, Fall Fest, trips, scavenger hunts, BINGO, speakers, movies, and so much more.

### *Pirate's Cove Game Room*

Visit us at the Pirate's Cove Game Room and join in on the fun! Located on the first floor of the Caroline Center, room C107 is a space for students to chill, unwind, and play! Students can:

- play video games on PS4 and/or X-Box One;
- play card games, board games, and dominoes; and
- check out recreational equipment.

Be sure to bring your student ID with you to use or check out equipment. Pirate's Cove is typically open during regular building hours.





## ATHLETICS

As a member of the Maryland Junior College Athletic Conference, Chesapeake currently fields varsity teams in men's soccer, women's volleyball, men's and women's basketball, men's baseball, and women's softball. Students must meet eligibility requirements to participate on intercollegiate teams. Visit **www.letsgoskipjacks.com** for more information.

The Athletic Department also operates the Fitness Center. The Fitness Center is open to current Chesapeake College credit students, faculty, and staff. A signed waiver must be on file with the athletics office before use is permitted. Individuals must sign in each time they use the Fitness Center.

For more information about Athletics, contact the Director of Athletics, Frank Szymanski, at **fszymanski@chesapeake.edu** or **410-827-5828**.







Welcome, students, and congratulations on taking this forward-step! Chesapeake College faculty and staff are excited for the opportunity to support you as you overcome challenges in pursuit of your goals. Please think of us as your advocates—champions in your corner. College leaders strive to ensure your educational experiences are meaningful – helping you develop and succeed as a person and as a professional. We encourage you to invest as much as you can in our community here, as we believe that time and energy is ultimately invested in your growth and success.

***Dr. David Harper***
***Provost and Executive Vice President***



## PROGRAMS OF STUDY

The college offers a large selection of credit and continuing education offerings designed to help students prepare for transfer to upper level institutions, for immediate entry into a career, or for enhancing work-related skills. Beyond the curricula, the college offers many opportunities for further academic, social, personal, cultural, and athletic development through a rich variety of extracurricular and co-curricular activities.

*Career and Professional Studies* programs are designed to meet the increasing demand for technicians, semi-professional workers, and skilled craftsmen for employment in industry, business, the professions, and government. These curricula are planned primarily to provide workers for the region served by the College.

*Transfer Programs* include freshman and sophomore courses in arts and sciences and pre-professional education. These programs are designed for transfer into baccalaureate degree programs at four-year colleges and universities. For more details, visit **www.chesapeake.edu/catalog**.

ACADEMIC PROGRAMS & SUPPORT

## THE LEARNING RESOURCE CENTER (LRC)

The Learning Resource Center is on the Wye Mills campus and serves as an academic commons for library, tutoring, and testing services.

### *Library*

**lrcdesk@chesapeake.edu | 410-827-5860**

The Chesapeake College Library meets the information needs of students, faculty, and the community with a diverse collection of books, movies, recordings, and electronic resources. Open-access computers, study spaces for groups and individuals, ample natural light, and a spacious floor plan create a comfortable environment for study and research. Information literacy skills are taught throughout the curriculum and supported through class instruction, subject-specific research guides, and assistance in person, by phone, email, and video conferencing.

The LRC computers offer various software packages and applications to support student academic needs. Printers and copiers print black and white copies. The cost is 10 cents per page. There is no cost to scan documents to USB.

All students and community members can use the library resources. Checkouts are limited to registered borrowers in the five-county area the College serves. Most circulating items can be checked out for two weeks and can be renewed. Renewals can be done by phone, email, or in person. Items on Reserve, reference materials, and current periodicals can only be used in the LRC. Databases are available on campus but are only available to students through the College portal when students access resources off-site.




There are no overdue fees; however, grade reports and transcripts are held until the library materials are returned or lost fees are paid. Reminder notices for overdue items are emailed. Library resources and services may be accessed at **www.chesapeake.edu/lrc** and through the LRC Services tab in the MyCampus portal.

### *Academic Support Center - Tutoring*

**asc@chesapeake.edu | 410-827-5854**

The Academic Support Center (ASC) on the Wye Mills campus is located on the first floor of the LRC. Professional staff and peer tutors provide free assistance to students individually and in small groups in most subject areas, especially writing, math, science, and technology. Tutors focus on helping students master concepts, learn study skills, and become independent learners. Tutors provide guidance on any stage of a project or course, so students are encouraged to visit early and often. The ASC is committed to providing a calming, encouraging environment to help students feel comfortable and supported in their learning experience at Chesapeake College.

Students may schedule their own online and in-person appointments. Walk-ins are welcome and handled first-come, first-served and based on tutor availability.

Each semester, specific hours are dedicated to tutor-led study sessions for some high-demand courses; the dedicated tutoring schedule changes each semester. Students can find schedules and make appointments online at the ASC's website **www.chesapeake.edu/tutoring**.

### *Academic Support at the Multi-Service Center (MSC) in Cambridge*

**asc@chesapeake.edu | 410-822-5400 ext. 2602**

The Multi-Service Center provides the same services as the ASC at the Wye Mills campus. Students, faculty, and staff are provided with a wide range of services, including computer use, tutoring, library services, and testing.

Students can find schedules and make appointments online at the ASC's website **www.chesapeake.edu/tutoring**.





### *Testing Center*

**testing@chesapeake.edu**
**Wye Mills | 410-822-5400 ext. 2234 | LRC L-107**
**Cambridge | 410-228-4360 ext. 2601 | Multi-Service Center Room 106**

The Testing Center on the Wye Mills campus offers many types of testing services:

- ACCUPLACER placement test for students entering Chesapeake College;
- Academic tests for students taking courses at the College;
- College Level Examination Program (CLEP) tests;
- Language Testing International (LTI) tests (for Chesapeake College students only);
- Centiport tests (Microsoft Office & Adobe);
- Pearson Vue exams (GED, CompTIA, Microsoft, and many others); and
- PSI testing (FAA, Secret Service, and others).

The Testing Center, located in the Learning Resource Center (LRC/Library) in room L-107, has day, evening, and weekend hours. Please visit **www.chesapeake.edu/testing** for current hours.

All test candidates **must present valid government-issued photo identification** (Driver's License preferred) before taking any test, and must arrive at the Testing Center with enough time to register and complete the test before the Center closes, based on the allotted time for any test.

Contact the Testing Center at **410-822-5400 ext. 2344** or **testing@chesapeake.edu** for more information, or visit **www.chesapeake.edu/testing**.

We encourage test candidates to make an appointment. To schedule an exam at the Wye Mills Campus, visit **www.registerblast.com/chesapeake** or scan the QR code. To schedule an exam at the Cambridge Center, visit **bit.ly/CambridgeCtrTesting** or scan the QR code.

*Wye Mills Testing Appointments:*

*Cambridge Center Testing Appointments:*

### *The Testing Center at the Cambridge Center*

The Testing Center at the Cambridge Center offers ACCUPLACER placement tests for students entering Chesapeake College, as well as tests for students taking courses at the College. The Testing Center, located in the Multi-Service Center Room 106, has day and evening hours. Visit **www.chesapeake.edu/testing** for current hours.

All test candidates **must present valid government-issued photo identification** (Driver's License preferred) before taking any test and, must arrive at the Testing Center with enough time to complete the test before the Center closes, based on the allotted time for the test. Appointments are not necessary. Please visit **www.chesapeake.edu/testing** for current hours.







## ACADEMIC STANDINGS

Dean's List, Good Academic Standing, Academic Warning, Academic Probation, Academic Suspension, and Academic Dismissal information can be found online at **www.chesapeake.edu/policies**.

## ACADEMIC POLICIES FOR GRADING, WITHDRAWALS, AND REPEATING COURSES

Information can be found online at **www.chesapeake.edu/student-records**.

### *How to Figure Your Grade Point Average (GPA)*

A student must have at least a 2.0 grade point average (also referred to as a GPA) to graduate from Chesapeake College. Of course, you'll want to do your best in every class you take to earn the highest GPA possible. Students receiving GPAs of 3.50 or higher in a semester and taking seven credits or more earn Dean's List status. A cumulative GPA of 3.50 or higher allows a student to graduate with honors. You can manually figure your GPA for a given semester: **www.chesapeake.edu/students/raise-my-gpa**.

### *Adding, Dropping, and Withdrawing from Classes*

There are published dates each semester that announce deadlines for adding, dropping, or withdrawing from classes. Once the term has started, refund policies are in effect for dropping and withdrawing. Because of the amount of course material missed, a student must add (1) a day class before the third meeting, (2) an evening or block class before the second meeting, and (3) an accelerated (seven-eight week) course before the course meets for the second time. There is no late registration for a weekend class. Be aware of refund dates if you plan on dropping a course. Once the last day to drop a class has passed, you can still withdraw from a class if you do so by the deadline published in the academic calendar. If you withdraw, (Withdrawn) will be recorded only when the student executes and files an official "Drop/Add Form" in the Office of Registration and Records within the deadline for dropping courses that is listed in the College Academic Calendar. The grade of "W" is not computed in the grade point average. Any course dropped after the deadline or without compliance with this procedure will be recorded as "F" on the student's official record. You'll need to pay full tuition for a course in which you've received a "W" if you choose to repeat the course.

Never just stop attending a class or classes. You must officially withdraw from a course to receive a "W;" otherwise, you will receive an "F," which will be calculated into your grade point average. Contact the Registration Office at **registration@chesapeake.edu** to have an add/drop form processed. If a student, for valid personal reasons, is forced to withdraw from the College or to reduce their course load after the expiration of the withdrawal period, they may submit a request for withdrawal to the Vice President for Workforce and Academic Programs. To obtain a late withdrawal, written notification of intention to withdraw from the College, together with reasons for this decision, must be furnished to the Vice President for Workforce and Academic Programs. The College does not recognize requests for withdrawal during the exam period.

### *Incomplete Grade*

A grade of "I" (Incomplete) may be issued to a student who is unable to complete a course due to an unexpected EMERGENCY situation. In order to receive an "I" grade, **the student must initiate** an official "Permission to Receive Incomplete Grade" form and **provide sufficient documentation** of the situation which has occurred. The request **must** be submitted no later than the last day of class and is subject to the approval of the instructor(s) and Vice President for Student Success and Enrollment Management. An "I" grade not removed within four weeks after the beginning of classes for the next regular semester automatically converts to an "F" grade. No quality-point average can be computed for a student while any course remains incomplete.

### *Mid-Term Grades*

At mid-point in the semester, you will receive a temporary grade of "S" or "U" which indicates whether you are making satisfactory or unsatisfactory progress in your classes. If you receive a "U" on your mid-term report, self-evaluate your progress in the class. Speak with your instructor. Is there anything you can do to improve your grade? If you have fallen too far behind to revive your grade, you may want to withdraw from the course and concentrate on your other classes—perhaps you've taken on more than you can handle. Mid-term grades can be found through MyCampus>Self-Service. Check your progress before the deadline to withdraw, so that you can act promptly if you decide to drop a class.





### *Addressing Concerns About a Class or Grades*

While the counseling staff in Student Success and Enrollment Services is happy to meet with you to discuss your academic progress, your first course of action when concerned about a class is to meet with your instructor. Instructors are generally very approachable and will be happy to discuss your concerns. If you are dissatisfied with the outcome of your meeting(s), your next step is to follow the **Academic Grievance Procedure**, which is outlined in the College Catalog at **ecatalog.chesapeake.edu**.

### *Repeating a Class*

A student may attempt a course **no more than three times**. This includes any course for which a student has earned a letter grade, an "L" for auditing a course, or a "W" for a course from which the student has withdrawn. Repeating courses in which a grade of "C" or better has been earned is not recommended. If a student would like to enroll in a course more than three times, the student must first complete the "Course Repeat Appeal" form available on the College website, and meet with the Associate Dean for Enrollment and Advising or the Registrar for course repeat approval.

The highest grade earned in a course will be used in computing a cumulative grade point average. However, all grades will be listed on the student's permanent record. Grades are counted only once in computing the cumulative grade point average.

## ACADEMIC RECORDS

### *Office of Registration*

To request your official transcript, Chesapeake uses a third party company called Parchment. You must order online through their website at **bit.ly/ChesapeakeTranscript**. You will be instructed to create an account (if you don't already have one), and then place your order. You do not need to know your student ID or school login information. The cost is $8.09 for electronic and $10.59 for mail. (If you request a mailed copy, it will arrive in a sealed envelope). Transcripts are normally processed in about 24 hours. Transcripts only contain college credit courses, and orders will expire after 30 days with no option to "resend" the order after expiration. Please note, to be considered "official," transcripts must be sent directly to the intended institution from Parchment.

### *Educational Files*
It is the policy of Chesapeake College to ensure the right-of-privacy and access to students regarding their educational records in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA). FERPA gives students the right to inspect and review all educational records with the following exceptions: financial records of student's parents, confidential letters or statements placed in the file prior to January 1, 1975, and psychiatric or medical records retained by a professional for treatment purposes.

### *Privacy Forms*
Chesapeake College adheres to the guidelines mandated by the Family Educational Rights and Privacy Act (FERPA). In order to release information regarding any aspect of a student's account, the student will need to request the specific information to be released. If the student would like anyone else to be able to inquire about their balance or enrollment status, the Student Information Release form must be on file granting access to the specified individual(s). The form is available through the Office of Registration or at **www.chesapeake.edu/students/policies-forms/forms**.

### *Change of Information*
To be sure you receive College information, please submit in writing all changes of address, name, or telephone number to the Registration Office at **registration@chesapeake.edu**. A Demographic Data Change Form is available through the Office of Registration or at **www.chesapeake.edu/students/policies-forms/forms**.

### *Change of Curriculum*
Students wishing to change curriculum must complete a Change in Academic Program Form, available through the Office of Registration or Student Success and Enrollment Services, or at **www.chesapeake.edu/students/policies-forms/forms**. After the start of the term, no curriculum changes can be processed until 60% of the term is completed. Also, If you are receiving educational benefits from Financial Aid, the Workforce Investment Board (WIB), or Veterans benefits, the appropriate signatures are necessary before a change can be processed.



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### *Program Progress Review*
Upon reaching 45 credits, students wishing to graduate from Chesapeake College should request a Program Progress Review from the Office of Student Success and Enrollment Services by emailing **advising@chesapeake.edu**. This review helps ensure students will achieve their targeted graduation date.

### *Application for Graduation*
All students must complete an Application for Graduation form in order to graduate. The application must be filed. Please see the current academic calendar for the appropriate filing dates for each semester. The application is available to students by logging into MyCampus and accessing Self-Service. Further information on graduating, including graduating with Honors may be found at **www.chesapeake.edu/students/policies-forms/forms**. A single commencement ceremony will be held in May for the entire academic year, which includes summer, fall, and spring terms.

### *Academic Amnesty*
Chesapeake College recognizes that students may not perform well in their program of study due to a variety of reasons. To encourage students who have changed programs of study and may be adversely affected by past academic performance, they may request all credits be removed from their grade point average for courses no longer applicable to their new program. All courses that fulfill a General Education requirement in the student's new program of study are not applicable to this policy. Courses will still appear on the student's official transcript and are marked with an asterisk.

Students may not request academic amnesty more than once. The policy for students who want to apply for recalculation of their GPA due to a change in curriculum can be found at **www.chesapeake.edu/students/policies-forms/forms**.

### *Readmission to the College*
If a student has failed to perform academically to the point where they have been dismissed from the College, there is still an opportunity to appeal for readmission to the College.

## CRISIS MANAGEMENT

Chesapeake defines a "crisis" as "any sudden, unexpected occurrence or set of circumstances with the potential for outcomes that are disruptive to our ongoing operations; present a physical or psychological danger to our students, employees or guests; threaten our physical structures, and that demand immediate attention."

In the event of an emergency situation, employees and students should immediately contact Public Safety at Wye Mills Campus **410-758-7275** or Cambridge Center **410-463-4185**, or by dialing the CCPS button on any College phone. If a situation is an emergency, call **911**.

### *Academic Emergency Management Plan*

In the event that Chesapeake College needs to close for an extended period of time due to a pandemic, severe weather event, or other emergency situation, consideration will be given to the timing and duration of the closure as follows:

1. Closure during the semester for up to one week – there will be an opportunity to make up work missed without significant alteration to the semester calendar.
2. Closure extending beyond one week (or in situations where classes are canceled on the same days/evenings over multiple weeks) – the College may extend the length of the semester. Depending on the timing of the closure, scheduled breaks, end of semester dates, and/or the processing of final grades might be impacted.

Students can acquire information about closures on the College website or by calling **410-822-5400**, on X **@ChesCollAlerts**, or through the AlertAware app (see **page 18**). Chesapeake College courses held at off-campus sites will follow the protocol of the host facility.

## EQUAL OPPORTUNITY

Chesapeake College is committed to a policy of equal opportunity for all persons so that no person, on the basis of race, color, religion, creed, age, sex, national origin, ancestry, sexual orientation, disability, pregnancy, military status or any other class protected by law, shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity of this College.



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### *Discrimination Policy and Complaint Procedure*

Contact the Office of Human Resources at **hr@chesapeake.edu** for the complete Discrimination Policy and Complaint Procedure.

## CULTURAL REGALIA POLICY

Chesapeake College recognizes the importance of honoring graduating students' cultural regalia at graduation. Because of this, the campus allows students to wear approved cultural regalia at Commencement. Please visit **bit.ly/CCCulturalRegalia** to view the College's Policy on Cultural Regalia at Commencement.

## STUDENT HONOR CODE

Students of Chesapeake College agree to demonstrate academic and personal integrity.

- Chesapeake College students are persons of integrity. They stand for that which is right. They tell the truth and ensure that the full necessary truth is known. They do not lie.*
- They embrace fairness in all actions. They ensure that work submitted as their own is their own, and that assistance received from any source is authorized and properly documented. They do not cheat.*
- They respect the material and intellectual property of others and ensure that others are able to benefit from the use of their own property. They do not steal.*
- Therefore, each student at Chesapeake College pledges to:
- Submit assignments that reflect their own thoughts and work.
- Cite and properly acknowledge the thoughts and work of others.
- Complete all test and other assignments using their own thoughts.
- Reject the use of materials acquired illegally.
- Respect the rights and property of others.

Those found to be in violation of this Code agree to disciplinary sanctions and appeal processes outlined within the Chesapeake College Student Code of Conduct.

**Adapted from the U.S. Naval Academy Code of Honor.*

## STUDENT CODE OF CONDUCT

The Student Code of Conduct process is intended to be an educational process that supports the mission of Chesapeake College. The Code is intended to encourage personal responsibility, integrity, and ethical decision-making. The policy addresses academic and nonacademic misconduct and describes disciplinary procedures. Students should familiarize themselves with their rights and responsibilities as students. The complete policy is located at **www.chesapeake.edu/code-of-conduct**.

For more detailed information on policies, including information regarding drugs and alcohol, campus weapons, smoking and tobacco, harassment, traffic, and parking, visit **www.chesapeake.edu/code-of-conduct**.

### *Title IX Executive Summary*

Chesapeake College prohibits all forms of sex and gender-based harassment and discrimination (including when based on sexual orientation, gender identity, sex characteristics, and pregnancy), including but not limited to, acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking. The College is committed to addressing all alleged incidents of sexual harassment and discrimination, preventing their recurrence, and remedying any effects.

This policy is in accordance with Title IX of the Education Amendments of 1972 ("No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance."), as amended effective August 1, 2024, and applies to conduct that occurs on Chesapeake College property or at College-sanctioned events or programs that take place off campus, including trips or internships.

All information related to Title IX compliance may be found at **www.chesapeake.edu/title9**. If you need to make a complaint, please complete the form at **bit.ly/ChesIncidentReport**. Questions and concerns can be directed to Dr. Miriam Osborne Elliott, Dean of Students, Title IX Deputy Coordinator, **deanofstudents@chesapeake.edu**.

Victims of gender-based misconduct or others reporting such incidents will find important emergency contact information for obtaining medical and law enforcement assistance at **www.chesapeake.edu/public-safety**.



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## INTERNET ACCESS POLICY

Chesapeake College provides access to the internet in order to support Chesapeake's Mission and Core Values as a community college serving the counties of Caroline, Dorchester, Kent, Queen Anne's, and Talbot.

For more information, go to **www.chesapeake.edu/tos**.



CHESAPEAKE
COLLEGE

P.O. Box 8 | Wye Mills, MD 21679
**www.chesapeake.edu**

*Accommodations available upon request.*
*An equal opportunity institution and tobacco-free campus.*