

Students

ADMISSIONS

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All persons must submit an application for admission to the College. Those seeking admission to a degree or certificate program must furnish;

- Final official high school transcripts from an accredited institution either by its own State Department of Education or by a regional accrediting association recognized by the United States Office of Education, or
- GED issued from the State Department of Education, and/or
- Official college transcripts from an accredited institution

The transcripts must be mailed or electronically submitted through a digital credential service directly to the Admissions Office from the institution(s) previously attended. Applicants will be placed into college level or developmental courses based on several factors. These factors may include, but are not limited to, high school GPA, grades in specific high school courses, SAT, ACT, and ACM placement scores.

Students are admitted who have graduated from a high school accredited either by its own state department of education or by a regional accrediting association recognized by the United States Office of Education, or who have received a high school equivalence certification or high school equivalency diploma issued by the State Department of Education.

Please note, that according to its Safety Risk Policy, ACM reserves the right to refuse admission or re-enrollment or to place conditions on admission or re-enrollment of applicants and former students who ACM determines represent a safety risk to students, faculty, or staff.

In compliance with Part V, Department of Education, 34-CFR, Part 668-Student Assistant General Provisions: Allegany College of Maryland will make available to all prospective students data regarding completion or graduation rates for the College through the College Admissions Office. Completion or graduation rates of students receiving athletically related student aid data are available to all potential student athletes, their parents, high school coaches and guidance counselors through the Athletic Department. The Campus Security Act information is published annually through the student newsletter and is mailed to students.

ADMISSION AS A NON-DEGREE STUDENT

A person may be admitted as a non-degree student to take courses to fit his/her individual needs or interests. In such cases, pre-requisites and co-requisites must be met for course enrollment. A non-degree student is not a candidate for either a degree or certificate.

A non-degree student may change degree status at any time by following the procedures established under, "Admission to an Associate Degree Curriculum or Certificate Program." All credits earned, as a non-degree student will be included in the graduation evaluation if the student changed his/her status to that of a degree or certificate candidate.

ADMISSION AS A TRANSIENT

Transient applicants with college credits earned elsewhere and plan to take courses at Allegany College of Maryland for credit toward a degree at another college. Written authorization for the home institution is recommended to ensure transferability of credits.

ADMISSION WITH ADVANCED STANDING (TRANSFER CREDIT)

Applicants with college credits completed at other accredited institutions recognized by the American Council on Education will be accepted for transfer if the course content is equivalent to that offered at Allegany College of Maryland. College-level work completed at an accredited educational agency such as the Armed Services, or recognition of prior learning through nationally recognized tests, with minimum allowable scores consistent with state minimum requirements will be evaluated if appropriately documented and certified.

Transfer credits from accredited institutions will be accepted subject to the following guidelines:

- The College will give general education credits to a transferring student who has taken any part of the general education credits described in Regulation F1a of the Academic Regulations for any general education courses successfully completed at the sending institution and so identified by ARTSYS.
- Credit earned of a non-general education nature is transferable to the College if cumulative GPA transferred average 2.0 or higher and if acceptance of the credit is consistent with the policies of the program.
- In all cases, only the course credit is transferred, not the hours attempted or the quality points earned. Transfer students enter Allegany College of Maryland without a grade point average. However, allied health programs may use grades and quality points as part of the selective admissions criteria.

CLASS STATUS

Freshman: A student admitted to a degree program who has earned less than 28 semester credits is a freshman.

Sophomore: A student admitted to a degree program who has earned 28 or more semester credits is a sophomore.

COURSE LOAD STATUS

Full-time: Students taking 12 or more credit hours (or non-credit equivalence) per semester are full-time students.

Part-time: Students taking 11 or fewer credit hours (or non-credit equivalence) per semester are part-time students.

DUAL ENROLLMENT (EARLY COLLEGE STATUS)

An Early College applicant is a student interested in enrolling in college courses while attending high school/homeschool. Applicants under the age of 16 must complete appropriate approval forms and meet the College admissions criteria.

PROBATIONARY ADMISSION

An applicant for admission who has been suspended once from any college may be admitted on academic probation with the approval of the Admissions Committee.

A student who has been suspended twice from any college or colleges, regardless of whether attendance has been interrupted or not, normally shall not be eligible for admission to Allegany College of Maryland. However, admission of these students may be considered on an individual basis through the Admission Committee.

READMISSION

A student who has interrupted enrollment excluding the summer session for four semesters (two years) must file an application for admission with the Office of Admissions. Readmission will not be permitted until all outstanding financial obligations have been met. Students cannot register if the application for readmission is not on file. Students seeking readmission after a suspension may be admitted "on probation" and permitted to take, repeat, or audit appropriate courses. The final decision in these cases of readmission will rest with the Admissions Committee.

SELECTIVE ADMISSIONS HEALTH PROGRAMS

Allegany College of Maryland offers several selective admission health programs*. Students typically begin the program by completing one or more semesters taking preparatory courses to become eligible for admission to the "clinical phase" of the program of their choice. Preparatory courses include general education courses, developmental courses, and other courses recommended to prepare students for the "clinical phase" of their program.

Students who are not admitted to the "clinical phase" are considered in a pre-phase of the designated program. Students in a pre-phase who meet the minimum requirements for the "clinical phase" of the program of their choice are admitted, as space is available. **Students are not guaranteed a space in any "clinical phase" merely on the basis of having achieved minimum eligibility requirements.** Students that are in a pre-phase will follow the General Studies program requirements.

**Dental Hygiene, Human Service Associate, Massage Therapy, Medical Assistant, Medical Laboratory Technology, Nursing, Occupational Therapy Assistant, Physical Therapist Assistant, Practical Nursing, and Respiratory Therapist.*

STUDENT RESIDENCY CLASSIFICATIONS FOR TUITION PURPOSES

"Residency" is a legal designation that dictates the tuition that shall be charged to an individual credit student. Residency shall be designated for each full time, part time, and dually enrolled student. Each Allegany College of Maryland student shall have one residency classification. Allegany College of Maryland shall classify each incoming student as in-county, out-of-county, or out-of state for tuition purposes and shall create a process whereby the student may request a change in residency classification or appeal a current classification. This classification and process shall fully comply with the Annotated Code of Maryland and COMAR (including terms and definitions where applicable). Students who are under the age of eighteen years or who are financially dependent upon another person shall be classified in accordance with the residency of the parent, legal guardian, or person upon whom he/she is financially dependent. This policy applies to all Allegany College of Maryland students regardless of either campus or instruction site the student primarily attends.

A student's residency shall be classified upon enrollment at Allegany College of Maryland by the Office of Admission and Registration; this classification shall be determined using information provided by the student on his/her admissions application. This classification upon enrollment creates a rebuttable presumption, and the classification remains in effect as long as the student remains enrolled at the College unless/until the student's domicile changes. If the student disagrees with the classification or if the student's domicile changes, the student may petition for a change in residency and has the burden of showing by clear and convincing evidence that the classification is inaccurate. Petitions to change the residency classification shall be made to the Office of Student and Legal Affairs and must be submitted before the end of the semester for which the change is requested; the student shall be required to submit the necessary documentation with the petition to change residency.

To be eligible for a change in residency, the student must satisfy the following criteria:

1. That the student's domicile or the domicile of the person upon whom the student is financially dependent is located in the locality being claimed; and
2. That the student or the person upon whom the student is financially dependent has maintained this domicile for three months prior to the start of the semester for which the change is requested; unless
3. The student or the person upon whom the student is financially dependent qualifies for an exception or special provision.

After reviewing all the information and any documents provided by the student, the Dean of Student and Legal Affairs shall determine whether the residency criteria being requested has been met; the decision shall be made in writing and communicated to the student in person, in writing, or electronically. Any student who wishes to appeal this decision may petition the Student Services Appeal Committee via existing committee procedures; the committee's decision is final.

Any student who provides incomplete, false, and/or misleading information related to residency may have his/her residency classification reverted to its original classification and may be subject to disciplinary action pursuant to the Code of Student Conduct. If a reduced tuition rate was obtained as a result of the incomplete, false, and/or misleading information provided, the College reserves the right to retroactively adjust the correct tuition rate for each semester affected.

The Offices of Admissions and Registration and Student and Legal Affairs shall create procedures to implement this policy as it applies to their specific responsibilities. The procedures must be consistent, and all residency determinations must be documented and stored for no less than five years.

Students are required to notify the College of any address change.

The definitions noted below apply to this policy.

Definitions

DOMICILE is a student's permanent place of abode, where physical presence and possessions are maintained with the intention of remaining indefinitely, or the permanent place of abode of any person or persons contributing more than 1/2 of the student's financial support during the most recently completed year. (This definition is derived from COMAR.)

Requirements for domicile to be established:

1. The student* has made the new place of abode his/her permanent home;
 2. The student* has abandoned his/her former home state/county;
 3. The student* intends to reside in the new place of abode indefinitely; and
 4. The student* intends to reside in the new place of abode for a purpose other than attending Allegany College of Maryland.
- *or the person or persons contributing more than 1/2 of the student's financial support during the most recently completed calendar year.

FINANCIALLY DEPENDENT means another person provided 51% or more of the student's financial support and/or claimed the student on the most recent year's tax return.

COUNTY means a political subdivision of the State that supports a community college and the total of all counties that support a regional community college under Annotated Code of Maryland Education Article 16-302. (This definition is derived from COMAR.) (Allegany College of Maryland is not a designated regional community college.)

COUNTY RESIDENT means a student who has maintained a domicile in the county or region served by the college for at least 3 months before the date of enrollment at a college. (This definition is derived from COMAR.)

MARYLAND RESIDENT means a student who has maintained a domicile in Maryland for at least 3 months before the date of enrollment at a college. (This definition is derived from COMAR.) Special Provisions to qualify for Maryland residency unless the designation is changed by law or state regulation:

- Active duty military personnel and their dependents where the active duty member is stationed in Maryland, resides in Maryland, or is domiciled in Maryland;
- A dependent of an active military member who remains continuously enrolled after the active duty member no longer qualifies;
- Honorably discharged military veterans and their dependents within four years of the veteran's discharge and where the veteran can document (1) evidence of attending a public or private secondary school in Maryland for the last three years and graduated from a public or private secondary school in Maryland or received a high school equivalence diploma in Maryland and (2) resides or is domiciled in Maryland;
- National Guard member who is a member of the Maryland National Guard and who serves to provide a Critical Military Occupational Skill or is a member of the Air Force Critical Specialty Code;
- Military veterans in accordance with federal law and regulations;
- Individuals receiving veteran benefits in accordance with federal law and regulations;
- A student enrolled in a program designated by the Maryland Commission on Higher Education as a health manpower shortage or statewide designated program;
- A student from outside the State who enrolls as part of a reciprocity agreement negotiated between Maryland and another state;
- A student from outside the State who enrolls in an education program leading to licensure in nursing and who furnishes a surety bond or guaranteed promissory note in accordance with COMAR rules;
- A student who resides in Maryland but does not otherwise meet in-state residency requirements and is a full-time public school teacher employed by Allegany County Board of Education for less than one year and the course/program is required by the state or Allegany County to maintain the teacher's position with the Board of Education;
- A student who has moved to Maryland as an employee or family member of an employee as part of Base Realignment and Closure process;
- A student who is qualified under the Maryland Dream Act; and
- Any other designation pursuant to federal or Maryland law or regulation.

ENROLLMENT means a student has processed the registration forms and the [course] schedule is either provided to the student or made available to him/her online. (This definition is derived from the College's FERPA policy; however, the Office of Admissions & Registration may classify an applicant's residency upon receipt of the admissions application, and this classification becomes the formal designation when a course schedule is received.)

OUT-OF-STATE RESIDENTS shall be any other person for residency purposes. Students whose domicile is located anywhere except Maryland shall have their residency dictated by the laws of their respective state or commonwealth unless a special provision for Maryland residency applies.

REQUIRED TERM OF RESIDENCY: three (3) consecutive months immediately prior to enrollment.

BURDEN OF PROOF: the student has the burden of proving by clear and convincing evidence that he/she satisfies the requirements for the requested residency change.

CODE OF STUDENT CONDUCT

Allegany College of Maryland has a comprehensive Code of Student Conduct that is designed not only to preserve a safe living and learning environment but also to guarantee due process to students accused of misconduct on or off-campus. All disciplinary matters are handled in Student and Legal Affairs. Students are expected to be familiar with the Code prior to or soon after registering for classes. The complete Code may be read in the "Student Handbook" or online at www.allegany.edu/student-and-legal-affairs/student-discipline.html.

FINANCIAL AID

ALLEGANY COLLEGE OF MARYLAND GRANTS (ACM GRANT)

ACM Grants are institutional funds awarded by the Student Financial Aid Office to students showing high financial need. Students must complete a FAFSA (<https://studentaid.gov/h/apply-for-aid/fafsa>) and enroll for a minimum of 6 credits per semester for consideration.

AVAILABLE FINANCIAL AID RESOURCES

In addition to having its own funds, Allegany College of Maryland participates in most federal programs. Residents of Maryland, Pennsylvania, and the District of Columbia are also eligible to receive state scholarships from their respective states. Last year, Allegany College of Maryland disbursed more than \$17,782,788 in funds from local, state, and federal programs.

Students applying for financial aid are considered for all programs for which they are eligible. The amount of financial aid awarded is generally a combination of grant, loan, scholarship, and employment monies. The financial aid package is based on the financial need of the student and/or parents as determined by a federally mandated formula. Need is determined by subtracting the resources of the student and his/her parents from the total student expenses. All financial aid awards to students are determined by the Director of Financial Aid.

FINANCIAL AID POLICY

Admissions Status - Only students classified as “degree-seeking” or “certificate-seeking” are eligible for financial aid, except for the General Studies and Spanish Certificate programs which are not eligible for any type of Title IV Federal Financial Aid. “Non-degree” students, such as those classified as Early College, Transient, or Letter of Recognition are not eligible for student financial assistance.

Audited Courses - Audited courses cannot be paid for with financial aid funds.

Repeating Classes - Department of Education regulations state that federal student aid funds can only be used to pay for one repeat of a previously passed course. Successful completion includes grades of “D” and above. This regulation must be followed even though our academic policy allows some courses to be repeated for credit up to 3 times. Failed classes which are repeated will be paid for indefinitely. Attempts during a semester when no Federal Financial Aid was received are not counted in the Repeat rule.

Satisfactory Progress for Financial Aid - Students must be making satisfactory academic progress in order to receive financial aid. A copy of this policy may be obtained from the Student Financial Aid Office or on the web at <https://financial-aid/satisfactory-academic-progress.html>

Degree Audit - Financial Aid can only pay for courses that meet program graduation requirements. Students taking other non-required courses will not have the credits associated with those courses counted in their enrollment status when determining financial aid amounts.

Code of Conduct - The Higher Education Opportunity Act of 2008 requires Allegany College of Maryland to adhere to a Student Financial Aid Code of Conduct which prohibits conflicts of interest between ACM staff and any of its agents with any lender, lender servicer, and/or guarantor. To view this code, please visit the website at: <https://allegany.edu/consumer-info-disclosure/index.html>.

Non-Discriminatory Statement - The Student Financial Aid Office of Allegany College of Maryland offers free financial aid counseling services to all persons who request such help. All students attending the College are awarded all of the student financial aid for which they are eligible. Students have the right to cancel/decline some or all of any student financial aid award. ACM's Student Financial Aid Office does not discriminate on the basis of curriculum, race, color, creed, national or ethnic origin, gender, religion, disability, age, veteran status, or citizenship status (except in those circumstances permitted or mandated by Federal law) when awarding or disbursing student financial assistance.

Pennsylvania Students - Students receiving a Pennsylvania State Grant, administered by the Pennsylvania Higher Education Assistance Agency (PHEAA), who are enrolled in more online courses than in-classroom courses, will not be eligible to receive any PA State Grant funds. In addition, in order for hybrid or blended course credits to count as in-classroom, the online instruction component cannot exceed 50 percent of the combined online and in-classroom contact hours. The actual eligibility requirements can be found online at: www.pheaa.org/funding-opportunities/state-grant-program/prepare.shtml.

In addition, PA students must be enrolled on at least a half-time basis (6 credit hours) in a PHEAA approved undergraduate program of study which is at least 2 academic years in length and seeking a first bachelor's degree. Credits required for minimum enrollment must count toward the student's degree/program for which he/she is enrolled. If a student is taking remedial courses, he/she must also take at least 3 non-remedial credits. If total remedial credits are more than non-remedial credits, the student's grant amount may be reduced. A student can only receive this “combined credit” payment, called “Remedial Exception,” for 2 full-time or 4 part-time semesters.

For more information on these policies, contact the Student Financial Aid Office.

Student Financial Aid Policies are subject to change in accordance with federal and state regulations.

NON-MARYLAND RESIDENT TUITION REDUCTION FOR COMMUNITY COLLEGE NURSING STUDENTS

This program is designed to provide tuition assistance to nursing students who are residents of a state other than Maryland. The amount of assistance provided is the difference between the amount of tuition paid by an out-of-state student and the amount paid by a Maryland-state student. Each recipient must complete a promissory note and agree to work at least two years on a full-time basis in a Maryland hospital or related institution.

To be eligible to participate in this program a student must:

1. Be a resident of a state other than Maryland;
2. Be accepted into the Nursing program at Allegany College of Maryland or be currently enrolled in the nursing programs;
3. Be registered for at least 6 credit hours per semester.

This award may be renewed annually as long as eligibility requirements are met. Students interested in participating in the Tuition Reduction program should contact the Financial Aid Office for application information.

Additional information and the application are available at <https://mhcc.maryland.gov/preparing/Pages/FinancialAid/descriptions.aspx> under Financial Aid Resources.

PROCEDURES TO FOLLOW WHEN APPLYING FOR FINANCIAL AID

Students need to complete the FAFSA (Free Application for Federal Student Aid) to apply for federal financial aid and add ACM's school code 002057 so that we receive the results. The FAFSA for 2025-2026 is available beginning December 1, 2024 at <https://studentaid.gov/h/apply-for-aid/fafsa>. In order for students to receive the maximum amount of federal and state financial aid monies, students should complete the FAFSA before March 1, 2025.

An email confirmation is sent to the student's ACM email account when ACM receives the FAFSA results. This email also provides important instructions on completing the financial aid process here at ACM.

A Financial Aid Offer Letter detailing all award decisions and giving additional information and instructions about the aid offered is sent to each student's ACM email account. Students accepting federal student loans must also complete the 2025-2026 Annual Student Loan Acknowledgment process at <https://studentaid.gov/asla/>. Allegany College of Maryland also provides to students the College Financing Plan, which is a comparative consumer tool designed by the federal government to simplify and standardize financial aid information. It can be accessed in the student's self-service.

A student must reapply for financial aid each academic year. However, aid usually continues at the same level each year, unless a student's resources or his/her parents' expected contribution changes. All students receiving aid automatically get information on how to apply for renewal awards. Other students should request applications as early as possible.

PURPOSE OF FINANCIAL AID PROGRAM

By distributing funds according to need, Allegany College of Maryland's financial aid program makes it possible for the greater number of students, regardless of their financial circumstances, to continue their education. Currently, 89% of all enrolled students at Allegany College of Maryland receive some form of financial aid.

SCHOLARSHIPS

Scholarship catalogs are available in November for the following academic year. Information regarding scholarship deadlines and application procedures is included in the scholarship catalog, which can be found online at www.allegany.edu/scholarships.

Scholastic Excellence Scholarship Awards

Allegany College of Maryland makes it even easier to achieve a higher education.

Scholastic Excellence Scholarship Awards (the Gilpin Freshman and the College Achievement Awards) help ease the financial burden of a college education by providing scholarships in amounts equal to up to one-half of the in-county tuition costs to students who meet the eligibility requirements.

The Gilpin Freshman Award

- Must be a graduate of a high school located in Allegany County, Maryland;
- Must have earned a cumulative high school grade point average of at least 3.5 at the end of their junior or senior year of high school;
- Must be full-time student at Allegany College of Maryland within two years of high school graduation;
- Must be considered a college freshman; i.e., one who has earned less than 28 semester credits. College developmental course credit-hour equivalents count toward this total;
- Must not have been previously enrolled full-time at another college or university;
- An application is required and a final official high school transcript must be provided;
- Deadline to apply is September 15th.

The College Achievement Award

- Must have been a Gilpin Freshman Award recipient and maintained at least a 3.25 cumulative grade point average at Allegany College of Maryland;
- Must have sophomore status; i.e., one who has earned 28 or more semester credits. College developmental course credit-hour equivalents count toward this total;
- No application is required.

The Scholastic Excellence Scholarships are available to eligible students for four consecutive semesters, providing the student successfully completes 12 or more credit hours per semester and maintains at least a 3.25 cumulative grade point average.

Extension of this scholarship beyond the four semesters is possible under certain circumstances with special approval and only for a maximum of two additional consecutive, full time semesters.

We reserve the right to reduce and/or eliminate scholarships or scholarship award amounts as necessary.

NOTE: If total scholarship awards exceed the overall semester cost to attend the college, the Scholastic Excellence Scholarships will be reduced and will thus be less than 50% of the in-county semester tuition.

Allegany County Opportunity Scholarship Program

The Allegany County Opportunity Scholarship Program has been established by the Allegany County Commissioners. This opportunity is only available to residents of Allegany County (minimum three years residency requirement). For additional information about the scholarships or to inquire about the Allegany County Opportunity Continuing Education and Workforce Development Scholarship or the Allegany County Opportunity Jump Start Early College Scholarship, contact the Allegany College of Maryland Foundation Office at 301-784-5200.

1. Allegany County Opportunity Tuition Subsidy for Credit Students

Tuition subsidies will be provided to help support the cost of tuition that is not covered by federal or state aid and scholarship support. This scholarship fund will provide up to 50% of the in-county tuition rate per credit hour. At least a 2.0 grade point average is required to receive the tuition subsidy. You must complete the FAFSA and ACM scholarship application to apply for this award.

2. Allegany County Opportunity Merit Scholarship Award

Merit scholarships for \$1,000 will be awarded each academic year. Students must have at least a 3.0 grade point average and meet all other eligibility criteria. Special consideration will be given to students who intend to transfer to Frostburg State University upon graduation from Allegany College of Maryland.

Allegany College of Maryland Presidential Scholarships for Out-of-County and Out-of-State Students

The Foundation will provide a \$1,000 Presidential Scholarship (\$500 each semester) to one graduate from each school listed below. This award is available only to high school seniors planning to enroll full-time at Allegany College of Maryland. Students must have a GPA of 3.0 or higher at the end of first semester at Allegany College of Maryland to continue the award for the second semester.

Altoona Area High School	Mineral County Technical Center
Bedford County Technical Center	North Star High School
Bedford High School	Northern Bedford County High School
Berlin Brothersvalley High School	Northern Garrett High School
Boyd J. Michael, III Technical High School	Paw Paw High School
Central High School, Pennsylvania	Rockwood Area High School
Chestnut Ridge High School	Salisbury-Elk Lick High School
Claysburg-Kimmel High School	Shade Central City High School
Everett Area High School	Shanksville-Stoneycreek High School
Forbes Road High School	Somerset Area High School
Frankfort High School	Somerset County Technology Center
Hancock High School	Southern Fulton High School
HOPE for Hyndman Charter School	Southern Garrett High School
Keyser High School	Turkeyfoot Valley High School
McConnellsburg High School	Tussey Mountain High School
Meyersdale Area High School	Windber Area High School

Application:

Contact your high school guidance counselor for information about this scholarship by March 1st. The guidance counselor must make a written recommendation and forward the Presidential Scholarship Recommendation Form to the Allegany College of Maryland Foundation before March 31st.

For scholarships information, please contact the Allegany College of Maryland Foundation Office at 301-784-5200.

All of the above scholarships and awards are subject to the amount of contributions and interest received from endowment revenue.

STUDENT AFFAIRS AND SERVICES

ACADEMIC ACCESS & DISABILITY RESOURCES

Students who had an IEP or 504 plan in high school or have been diagnosed with a learning disability, ADHD, or a chronic medical or mental health disorder may qualify for academic accommodations. Those students who provide appropriate documentation of their condition to the Academic Access and Disability Resources Office (AADR) will have a set of academic accommodations established that uphold equal access to educational opportunities at ACM, such as extended time on tests, a reader for tests, or testing in a quiet environment. To assure timely acquisition of services, students should contact AADR at least four weeks prior to the start of the semester. Maryland residents who are retired from the workforce by reason of total and permanent disability as defined by the Social Security or Railroad Retirement Act may be eligible for a disability-based tuition waiver and

should contact the AADR on the Cumberland Campus, located in the Humanities Building, Suite H-1 through H-3, by calling 301-784-5234 or emailing ADR@allegany.edu. Individuals who need assistive calling may place a call through Maryland Relay by dialing 711.

American with Disabilities Act of 1990, Title II prohibits discrimination on the basis of disability; this legislation established comprehensive standards that were expanded per 2008 Amendments. Rehabilitation Act of 1972, Section 504 prohibits discrimination against any person on the basis of a "handicap" by entities receiving federal funds.

- Allegany College of Maryland will provide access to its programs and activities to disabled persons. Discrimination against an actual or perceived disability is prohibited.
- The person must be otherwise qualified for the program or activities, accommodations must be reasonable; and accommodations may not fundamentally alter the program of service.
- Students who have a documented disability that affects learning for which reasonable accommodations are needed should contact Academic Access and Disability Resources. (See above)
- Employees who have a documented disability for which reasonable accommodations are needed during employment should contact Human Resources.
- Any person with a documented disability for which reasonable accommodations are needed for other programs or activities should contact the ADA/504 Coordinator.
- Any person who experiences discrimination on the basis of a disability may file a complaint under the College's grievance process; retaliation for filing a complaint is prohibited.

For instructional accommodations, contact <https://allegany.edu/academic-access-and-disability-resources/index.html>. For non-instructional accommodations or if you need to make a complaint, contact ACM's ADA/504 Coordinator, Dr. Renee Conner in CC-12, by email at rconner@allegany.edu or by phone 301-784-5206. For detailed information about policy, procedures, and prevention education, see <https://allegany.edu/student-and-legal-affairs/>.

ACM LEARNING COMMONS - LIBRARY / TESTING / TUTORING

The ACM Learning Commons provides the services of the Library, Testing Center, and Tutoring in one centralized location. Our mission is to support the diverse learning needs of our students and community.

Learning Commons - Donald L. Alexander Library

The Donald L. Alexander Library is considered as much a place for learning as the classroom. Our Library staff is prepared to assist students and college personnel with their learning and information needs.

Named for the College's third president, the Library is a comfortable place for students to study, both individually and in groups. The space has multiple seating and study areas, including small study group rooms and booth-style white board tables.

The Learning Commons / Library includes the Appalachian Collection, the popular repository of genealogy and regional history materials. The Allegany County Genealogical Society's offices and its collection are also housed in this area. There is a collection of materials related to celebrated American author Willa Cather and other revered American and British authors. These impressive items, gathered by Dr. Gary Cook in name and memory of his late wife, Janet, an ACM English professor, are housed in the Janet Zastrow Cook Willa Cather and Rare Book Collections.

Library resources on the Cumberland campus include printed and digital books, periodicals, DVDs, and access to multiple academic databases. Materials are selected for their relevance to the instructional programs and for their potential to serve the cultural and recreational interests of the College community. Materials from other libraries may be obtained, free of charge, through interlibrary loan. Adult residents of Allegany County and the surrounding area are encouraged to use the library and may borrow materials.

Desktop and laptop computers with internet access and Microsoft products allow students to work effectively in the library. To aid students and faculty in research, the library subscribes to online databases of journal articles and other electronic resources that may be accessed on or off campus by all faculty, staff, and students. In support of the College Information Literacy program, individual and class sessions taught by Librarians are offered on the efficient and appropriate use of resource materials.

Library resources are also available at the Bedford County Campus. The Bedford County Campus offers computer stations that give access to the library online catalog and databases, and electronic resources, which are accessible through the college library webpage. These databases, online books, and select websites have thousands of periodical articles, books, and other forms of information on a wide variety of topics from nursing, psychology, science, and other disciplines.

Learning Commons - James Zamagias Testing and Tutoring Centers

The James Zamagias Testing and Tutoring Centers are dedicated to providing academic support services for students enrolled at Allegany College of Maryland. In-person, walk-in study labs are provided on the Cumberland campus, with virtual and online tutoring options available. The Center works closely with staff of the Bedford County Campus Student Services office to provide similar support to all Allegany College of Maryland credit students. The offices share the common mission to assist students in achieving their educational goals by providing support services in a nurturing and respectful environment.

Learning Commons-Testing/Tutoring (Cumberland Campus)

301-784-5554 (LC Testing)

301-784-5669 (LC Tutoring)

Bedford County Campus Student Services 814-652-9528, ext. 1-6200

[Assessment/Testing](#)

As part of the registration process, students planning to pursue a degree or take courses requiring a prerequisite may need to complete a college placement assessment. The assessment consists of three sections: Reading, English (writing) and mathematics. Students who speak English as a second language have the option to take the ESL Writing and Reading sections. Results of the placement evaluation are used to determine a student's readiness for college-level coursework and to increase the student's opportunity for academic success. Students should contact the Advising Center to determine which section(s) of the placement test are required.

Placement Exemptions

Multiple measures are considered as possible exemptions to taking the college placement assessment.

Students who transferred in a college-level English composition course or College Algebra course from an accredited college/university are exempt from taking the respective portion of the assessment. Students transferring in more than 6 credits of general education courses are exempt from taking the reading portion.

Students must provide documentation for one of the approved multiple measures to determine course placement.

Classroom Testing

Learning Commons Testing Services accommodates classroom, correspondence, online, and make-up exams, in addition to national standardized testing and special accommodations testing. Students will work with their instructors to arrange testing in the lab.

Tutoring

A variety of tutorial services are offered to assist students in achieving academic success. Walk-in tutoring labs are available on the Cumberland Campus in subjects such as English, reading, computer science, mathematics, and natural sciences. For subjects not covered by a tutoring lab, individual peer learning specialists may be available. Students are encouraged to contact the Tutoring Coordinator to request individual tutoring early in the semester. Online tutoring is available through a contracted service provider in mathematics, from basic math through introductory calculus, biology, chemistry, physics, writing, economics, accounting, medical terminology, nursing, and other topics.

Tutoring services are intended to provide a review of subject matter and to assist the students' improvement of study skills and self-confidence resulting in a more independent learner. Students with excellent academic and communication skills that are interested in serving as tutors are requested to file an application with Learning Commons/Tutoring or the Student Services office at the Bedford County Campus.

ALUMNI ACTIVITIES

Allegany College of Maryland invites all graduates and former students to continue their connection to the college by joining our Alumni Association. Membership in the Alumni Association is open to all graduates, as well as students who have completed one credit or non-credit class. Under the leadership of our association officers, we are able to offer certain benefits and organized activities for alumni. The annual business meeting of the Alumni Association is open to all members. For more information on alumni activities, please visit the College's website at www.allegany.edu/alumni.

ATHLETICS

Allegany College of Maryland offers an athletic program of intercollegiate and intramural sports activities. Allegany College of Maryland is a member of the Maryland JUCO Conference, which is composed of member institutions of junior and community colleges throughout the State and Region 20, which comprises Maryland, West Virginia, and western Pennsylvania junior colleges. Allegany College of Maryland plays a full schedule of intercollegiate competition in basketball (men's and women's), volleyball, baseball, softball, soccer (men's and women's), and cross country (men's and women's). The Physical Education Building provides excellent facilities in support of athletics and physical education instruction. Bob Kirk Arena is the home court for basketball and volleyball teams. The Fitness Center holds a full complement of cardio equipment, such as treadmills, stair climbers, Jacob's ladder, rowing machines, and elliptical trainers, as well as free weights and premium weight lifting machines. Outdoor on the Cumberland campus are sand volleyball courts, tennis courts, running/walking tracks, and playing fields for intramural sports. The College provides a variety of competitive athletic activities and encourages student participation in its sports programs. More information on Allegany College of Maryland's athletic programs can be found on the College's website at <https://acmtrojans.com>.

For information regarding the graduation rate of student athletes, see the "Admissions" section of this catalog. Additional information about the Athletics program is available by contacting the Athletics Office at 301-784-5265, or consulting the "Student Handbook", which can be found online at www.allegany.edu/student-and-legal-affairs (Student Handbook tab).

CAMPUS STORE

The Allegany College of Maryland Campus Store provides students, faculty, and staff with convenient and affordable access to academic supplies and campus life merchandise. Textbook orders are fulfilled through a partnership with Books by eCampus to provide students with a variety of purchasing options and competitive pricing. Students receive free shipping on textbook orders to the Cumberland or Bedford County Campus. Visit <https://allegany.ecampus.com/> to order your textbooks.

To purchase ACM apparel, gifts, meal vouchers, and school supplies, visit the Campus Store website at <https://campus-store.allegany.edu/>.

Contact the Campus Store at 301-784-5348 for information on hours and services.

CAMPUS COMPUTER LABS

The Information Technology Department supports computer laboratories spread across the college campuses. The Cumberland Campus labs are located in the following campus buildings: Technology, Science, Allied Health, Humanities, Automotive Technology, and Continuing Education. An additional campus lab is located at the Gateway Center in downtown Cumberland; the Bedford County Campus labs are located in Room 19 and 21. Although priority is given to scheduling labs in accordance with the courses taught in the respective buildings, any lab can be scheduled for use by any

department. Internet access is available in all computer labs and in the Library at the Bedford County Campus. In addition to the computer laboratories noted above, the Learning Commons, and various academic departments have personal computers available for use.

Additional information on lab locations and availability can be found at www.allegany.edu/computer-labs.

Wireless Network Access

Students may access wireless network services at the Bedford County Campus, Cumberland Campus, Willowbrook Woods, and Gateway Center. Students connect via the "ACM" wireless SSID and must login using their Self-Service username and password. Additional information on accessing the wireless network can be found at www.allegany.edu/wifi.

Student Email

Per the Student Communication Policy, all students are required to monitor their college-issued student email frequently and regularly; it is the students' responsibility to read all communications and to respond as necessary.

Students can access their student email accounts by visiting www.allegany.edu/students. Lost or forgotten email addresses and passwords can be retrieved by contacting the Student IT Help Desk at 301-784-4357.

Student Helpdesk

Students from both campuses and the Gateway Center can call the Student IT Help Desk using the ACM Technology Help Line.

The Technology Help Line can be reached in the following ways:

- By dialing extension 5444 from any on-campus phone
- By dialing 301-784-5444 from cell phones or
 - Bedford County Campus 814-652-9528, ext. 5444

For on-campus assistance, students can contact the Technology Help Line or send an email to ithelpdesk@allegany.edu.

CLUBS/ORGANIZATIONS

The Student Government Association (SGA) funds a wide variety of student organizations/clubs. Clubs listed below are either nonacademic, which means that they are open to all students, regardless of the student's program of study or academic, which means that membership is based on the student being enrolled in that specific program of study. Groups that been funded in the past include Advocates 4 Christ, Alpha Sigma Lambda, C2J, Choir, Cyber Security Club, Fellowship of Christian Athletics, Forestry Club, Gaming Club, Honors Program, Human Service Club, Medical Assistant Club, Medical Laboratory Technology/Biotechnology Club, NAACP Club, Nurse's Christian Fellowship Club, Paralegal Student Association, Peace Club, Phi Beta Lambda, Phi Theta Kappa, Physical Therapy Assistant Club, P.R.I.D.E., Psi Beta, Psychology Club, Respiratory Therapy Club, SADHA (Student American Dental Hygienists' Association), Science Club, Student Nurses Association, Student Occupational Therapy Assistant Club, TEACH, Veteran Support Club, and the Volunteer Club. Whether a student organization/club funded by SGA in a given year depends on whether it is active/inactive which depends upon student interest/availability. New groups are welcomed, too!

For more information regarding Student Life, log onto www.allegany.edu/student-life,

FOOD SERVICES

The Café, located in the College Center on our Cumberland Campus, offers convenient and delicious food. In addition to offering reasonably priced food, we offer additional savings for students through our pre-payment plan. Pre-payment plans are available for purchase in the cafeteria.

Café hours are 8:00 a.m. to 2:30 p.m. Monday through Friday. The College reserves the right to change these hours when it is deemed necessary.

In addition, numerous vending machines are located in the following buildings on the Cumberland Campus: College Center, Learning Commons, Automotive Technology, Humanities, Science, Technology, Continuing Education, Physical Education, Allied Health, and the Western Maryland Works location. Vending machines are also available in the student lounge area at the Bedford County Campus. Fresh supplies of snacks, hot and cold beverages, candy, and many other items are available daily.

MENTAL HEALTH SUPPORTS AND RESOURCES & COUNSELING

1. Personal Counseling – Allegany College of Maryland contracts with UPMC Western Maryland (Cumberland) to provide counseling to individual students. Individual counseling is the primary service. (Couples and family counseling are also available) All services provided by UPMC are completely confidential and provided by qualified, licensed mental health professionals. We offer 2 locations for students to see a professional counselor; on campus and at UPMC outpatient services.

On-site: UPMC Counselor is on campus when classes are in session during the Fall and Spring semesters at the Nurse Managed Wellness Clinic (Allied Health #115) weekdays. Students are urged to make an appointment by calling UPMC-WM Behavioral Health at 240-964-8585. "Walk-ins" are accepted if UPMC Counselor is available.

Off-site: Multiple counselors are available by appointment in the following situations: (1) students prefer to go off-campus to see or (2) students need counseling on days/times outside the on-site schedule above. Any eligible student is entitled to receive up to seven* (7) hours of counseling per semester for any mental health issues with which s/he needs assistance.

*14 sessions per year are paid by ACM.

(7 during the period July 1 – December 31; 7 during the period January 1 – June 30)

To schedule an appointment with a counselor at UPMC Western Maryland call 240-964-8585.

Crisis Counselors are also available to speak to students over the phone and can be reached at 240-964-1399.

The Pennsylvania campus contracts separately with Bedford-Somerset Developmental and Behavioral Health Services 814-623-5166; for more information, contact the Student Services offices at the Bedford County Campus at 301-784-6200.

2. **STUDENT SUPPORT COORDINATOR** - Students experiencing a personal problem/concern or are in need of crisis support should reach out to the Student Support Coordinator. While the Coordinator's is located on the ground floor of the College Center, CC12, he/she is readily accessible to provide confidential support, guidance, and resources to students in high-population locations, such as Willowbrook Woods, Athletics, Allied Health, and The Learning Commons. Connect with the Coordinator by calling 301.784.5115, or visiting one of the mobile locations.

KOALAs - Koala stickers that read, "Hello, I can help!" can be located on office doors throughout campus. Individuals who have a Koala sticker have completed a Mental Health First Aid Training and are available to offer a listening ear, guidance, and/or guide students to other campus resources to better support them.

Additional support services provided by the Director of Student Support & Education and the Student Support Coordinator include: intake/screening for students in crisis with a mental health need, or experiencing a personal problem; provide education and outreach to students, faculty, and staff; confer with faculty/staff about students who may need mental health support and about student mental health generally. Additionally, the Director of Student Support & Education oversees ACM's Ix3 Team, which identifies at-risk students and works with faculty/staff to develop intervention plans as needed regarding non-academic concerns; provide annual Cley mandated statistics and end of year report, oversee the Student Counseling Program, including distributing information, tracking usage of online screening tool, and aiding off-site counseling

Visit the Mental Health Supports & Resources webpage for more information: <https://www.allegany.edu/counseling-services/index.html>

3. **Holistic Mental Health Network**- Life can be challenging. Academic, work, and personal issues can interfere with our success. Allegany College of Maryland is committed to supporting students, faculty, and staff by offering comprehensive mental health services. This holistic network focuses on the wellbeing and resilience of each individual person, and is built upon a foundation of self-care. Picture it as a staircase; the first step begins with self-care (bottom) and builds toward crisis care (top), with steps of more help from others in-between. We urge you to see where you are on the continuum of care. Click on each "step" to see all the suggestions and resources available to you.

For Bedford County Campus Information:

- visit the BCC Holistic Mental Health Network page
- Printable PDF

For Cumberland Campus Information:

- visit the ACM Holistic Mental Health page.
- Printable PDF

4. **Online Therapy for Veterans** - Active duty military members and veterans experience a high rate of PTSD with as many as 34% suffering from this debilitating condition as well as other mental health issues, including addiction, anxiety, and depression. Given the troubling statistic that veterans are two times more likely than civilians to commit suicide, it's clear that not enough is being done to support our veterans and to ensure they receive the care that they deserve.

To learn more about online therapy services for veterans visit <https://www.onlinetherapy.com/therapy-for-veterans/>.

(Costs associated with Online Therapy are borne by the user.)

5. **Family Crisis Resource Center** – Allegany College of Maryland has partnered with the Family Crisis Resource Center (Cumberland) to provide easily accessible domestic violence and sexual assault support services to students. FCRC is a non-profit, nongovernmental sexual assault and domestic violence victim services organization. FCRC is available by appointment and in emergencies to help any student (or employee). All FCRC services are free.

FCRC can be reached by calling (301) 759-9244. To learn more about Family Crisis Resource Center, visit <http://www.familycrisisresourcecenter.org/>

6. **Screening for Mental Health** – ACM recognizes that brief online screenings are the quickest way to determine if you, or someone you care about, should connect with a licensed professional. Think of these as a checkup from your neck up. Screenings include, depression, anxiety, alcohol & substance use, post-traumatic stress, eating habits and more. Immediately following the brief questionnaire, your results, recommendations, and key resources will be provided to better understand what you are feeling or experiencing.

Curious about your mental health? Take a free, anonymous and confidential Mental Health screening today.

7. **Emergencies** – Anyone who witnesses a medical or mental health emergency requiring immediate intervention should CALL 911 AND THEN CALL CAMPUS SECURITY @ X.5555. Health and safety are too important to hesitate, and you do not need permission to call 911. (NOTE: ACM does not provide transportation and/or hospitalization costs.)

UMPC Western Maryland Crisis Counselor: Dial 240-946-1399: Counselors are available 24/7 to address urgent or emergency needs.

988 Suicide and Crisis Lifeline: Dial 988 or chat online: 24/7 free and confidential support for people in distress, prevention and crisis resources for you or your loved ones, and best practices for professionals.

Crisis Text Line: Text "HOME" to 741741 (Free/confidential) A global not-for-profit organization providing free mental health texting service through confidential crisis intervention via SMS message. Available 24/7

Maryland Crisis Connect: 1-800-422-0009 / 1-866-411-6803 (or Dial 211 select option 1, for crisis help or resources.) Offers crisis intervention & linkage with local community resources, information and referral and telephone support for anyone experiencing a crisis. Assistance is available by phone, text, and chat.

Veteran's Crisis Line: 1-800-273-8255 or 1-877-VET2VET If you're a Veteran in crisis or concerned about one, caring & qualified VA responders are standing by to help 24/7. The Veterans Crisis Line is a free, anonymous, and confidential resource that's available to anyone, even if you're not registered with VA or enrolled in VA health care.

The Trevor Project: 1-866-488-7386 or text "START" to 678-678 A national organization providing crisis intervention and suicide prevention services to lesbian, gay, bisexual, transgender, queer & questioning (LGBTQ) young people under 25.

National Domestic Violence Hotline: 1-800-799-7233 Available 24/7 to talk confidentially with anyone experiencing domestic violence, seeking resources or information, or questioning unhealthy aspects of their relationship.

RAINN (Rape, Abuse, and Incest Natl. Network): 1-800-656-4673 The nation's largest anti-sexual violence organization. Available 24/7. RAINN also carries out programs to prevent sexual violence, help survivors, and ensure that perpetrators are brought to justice.

Doctors on Demand: 24/7 access to doctors, psychiatrists, psychologists, therapists and other medical experts. Select and see your favorite providers right from your smartphone, tablet or computer. (While it's free to sign up and check your coverage when you register, students are responsible for any costs associated with virtual care.)

8. Mental Health Resources - Resources at your fingertips! These resources will help you better understand mental health, suicide, substance use and more.

Feeling anxious, stressed, or down? Check out the Mental Health & Stress Management apps that can help to reduce stress, anxiety, and improve your mood through positive affirmations, motivational and inspirational quotes, breathing techniques, and more!

9. Private Referrals - local providers – A list of local mental health providers (Cumberland Campus) is available by contacting the Office of Student & Legal Affairs or the Nurse Managed Wellness Clinic. Selecting a private provider is the student's choice; payment is the student's responsibility.

NURSE MANAGED WELLNESS CLINIC

The Nurse Managed Wellness Clinic offers health and wellness services to students, and the local ACM and surrounding community. Services offered include Allied Health program and sports physicals, influenza vaccinations, Tuberculosis (PPD) screenings, immunity titers, cholesterol and blood sugar screenings as well as health education clinics on a variety of topics. The NMWC is staffed with Certified Nurse Practitioners on Tuesdays, Wednesdays, and Thursdays. The NMWC serves as a clinical site for nursing and allied health students, providing opportunities for hands on learning during supervised clinics. The NMWC is located on the first floor of the Allied Health Building (room 115). A full list of services with dates and times is available at NMWC 301-784-5670 and on the College website at allegany.edu/health-clinics/nmwc.

ORIENTATION

All incoming first semester students are expected to participate in an orientation program. The purpose of these orientations is to inform students about academic, social, and general College policies affecting their growth and success at the College. Orientation is hands-on, interactive, and conducive to making new connections. Interested students may register online; additionally, orientation programs are available to students attending the Bedford County campus.

For more information regarding Orientation, log onto www.allegany.edu/student-orientation/index.html.

PATHWAYS FOR SUCCESS PROGRAM (TRIO/STUDENT SUPPORT SERVICES)

The Pathways For Success Program at Allegany College of Maryland (ACM) is a TRiO Student Support Services (SSS) project funded through a grant from the U.S. Department of Education. Pathways For Success provides a supportive environment on campus for first-generation, income-eligible students and students with disabilities. To assist Pathways For Success students in achieving their academic goals, the program offers services such as academic and transfer advising, tutoring, career advising, and financial aid advising/literacy, among other services. Pathways For Success serves 140 eligible, enrolled students annually at ACM.

To be eligible for Pathways For Success (TRiO SSS), a student must:

1. Be a citizen or national of the United States OR meet residency requirements for federal student financial aid;
2. Possess a GED or high school diploma;
3. Be currently enrolled at Allegany College of Maryland, OR be accepted for enrollment in the next academic term;
4. Have a need for academic support in order to successfully pursue a post-secondary educational program;
5. Be income-eligible OR a first-generation college student, OR a student with a documented disability; and
6. If applicable, successfully completed English 92.

Please check with the Pathways For Success office for additional eligibility and participation criteria.

The Pathways For Success program office is located in the Humanities Building, room H-57, on the Cumberland Campus. For more information, please contact the Pathways For Success office at 301-784-5630, or go to www.allegany.edu/pathways-for-success.

RESIDENCE LIFE

Allegany College of Maryland offers on-campus student housing for full-time students. Willowbrook Woods is a garden-style apartment complex comprised of five apartment buildings of three floors as well as a Clubhouse. Each apartment includes a kitchen, living room, balcony, four private bedrooms, and two bathrooms. The Clubhouse has a lounge area with TV, vending machines, and laundry facilities for residents. Residence Life staff offer a multitude of services for on-campus residents such as educational and social programs, academic support, campus and community referrals, and more. Residents and eligible guests are permitted to enter Willowbrook Woods via the Gatehouse, which is staffed 24 hours a day by Campus Security staff when the complex is open. Tobacco, alcohol, and other drugs are prohibited at Willowbrook Woods. Additional information is available by visiting allegany.edu/student-housing or visiting our office in the College Center.

Applications are available by visiting allegany.edu/student-housing or visiting our offices in the College Center.

STUDENT AND LEGAL AFFAIRS

The Mission of the Office of Student & Legal Affairs is to provide direct, non-instructional support services to students, to cultivate a safe learning environment, and to support institutional compliance with laws and regulations. This mission is accomplished in numerous ways every day. Direct services to students include managing the Student Counseling Program, off-campus housing list, residency petitions, background checks (employment and college transfer), student discipline, financial aid termination appeals, support/outreach in times of crisis, intervention plans, and information/referral. The Office also assists faculty/staff with student issues and works closely with Campus Safety and Special Police; the Dean of S&LA receives all Security reports, directs any appropriate follow-up, and manages both the Willowbrook Woods No Trespassing List and the Campus Ban List. In addition to managing legal issues related to students, the Office is responsible for multiple state/federal compliance matters including drug/alcohol, non-discrimination, and the Clery Act. The Dean of S&LA serves as ACM's Title IX Coordinator, ADA/504 Coordinator, and FOIA Officer. Additionally, the Dean is responsible for implementing the College's First Amendment Policies, and Student Affairs maintains the First Amendment Religious Freedom Policy's Reflection Room which is open to all students and employees and is located in CC-19. Various publications and brochures are produced by the Office including the Student Handbook, Student Services Booklet, and the Alcohol & Drug Resource Manual. Lastly, the Dean of S&LA supervises Residence Life, Student Life, and Student Support.

STUDENT GOVERNMENT ASSOCIATION

At Allegany College of Maryland, the Student Government Association (SGA) functions as the governing organization of the student body. It serves as a means of participation in College governance with the faculty and administration, and it acts on behalf of the students. Additionally, SGA allocates student activity funds, supervises elections, coordinates campus social activities, and approves new campus student organizations.

Any student of Allegany College of Maryland who plans to seek office or serve on the Student Government Association must maintain a cumulative grade point average of 2.5 or higher. In addition, a minimum of six hours of credit instruction must be attempted and successfully completed each semester in order to serve.

Students elected to serve must not be on academic or disciplinary probation.

STUDENT GRIEVANCE PROCEDURE

Any student who has a grievance against the College must be able to communicate the complaint with confidence that it will be heard and acted upon appropriately – without risk of retaliation. Information on the College's grievance policies and procedures for students and which office(s) a student may contact to file a complaint can be found in the "Student Handbook". A copy is available through the Office of the Dean of Student and Legal Affairs, Bedford County Campus Student Services Office, and on the College's website under "Student and Legal Affairs".

STUDENT HEALTH CARE

While Allegany College of Maryland offers a variety of resources related to student health/wellness, the College does not offer a clinic or other on-campus health care. Students are encouraged to use the many off-campus medical facilities – including UPMC Western Maryland located across the street from the Cumberland Campus. Allegany County Health Department (located next to the Cumberland Campus) maintains a list of local emergency and urgent medical care providers. Nurse Managed Wellness Clinic and the Campus Safety/Special Police stock multiple first aid kits on campus; additionally, the College has multiple Automated External Defibrillators (AED) on campus, and many College employees have been trained in their use. For mental health needs, see Counseling Services in this section.

STUDENT LIFE

Student Life incorporates a broad range of social, cultural, and educational programs in an attempt to meet the needs of the diverse student population at Allegany College of Maryland. The Director of Student and Residence Life serves as a liaison between the Student Government Association and other areas of the College community including the administration, faculty, and staff members. Each year the Office of Student Life distributes funds to support the following areas: recognized clubs/organizations on campus, athletics, intramurals, scholarship programs, tutorial services, and numerous student activities sponsored throughout the school year. Additionally, the Office of Student Life coordinates: New Student Orientation programs, Red Cross Blood Drives, Drug, Alcohol and AIDS Awareness programs, and more. All student activities sponsored by the Student Government Association and the Office of Student Life are offered for free or at a reduced cost with a valid ACM student ID.

STUDENT PHOTO IDENTIFICATION (ID) CARDS

Students at all physical campus locations/instructional sites are required to obtain an official Allegany College of Maryland Photo ID by the end of the second week of classes of their first semester of attendance and must display or be able to immediately produce their College-issued photo ID card upon request by an authorized College official. This policy does not apply to the following ACM students: those taking exclusively online, remote or virtual classes, or early college students taking courses exclusively in local high schools.

To obtain your ACM Student ID, simply bring a current photo ID (such as a driver's license) and a current class schedule to the Office of Student Life (Cumberland Campus, room CC-12) or Student Services (Bedford County Campus).

The first ID card is free and provides access to many student services, activities, sporting events, etc. Also, students who show their ACM ID receive discounts at some local businesses.

To learn more, go to www.allegany.edu/photo-id/

SUBSTANCE ABUSE TRAINING

Allegany College of Maryland is required to provide heroin/opioid training to all new, full-time students, as well as educational information to part-time students. Allegany College of Maryland has created educational training for all students via Brightspace, and all incoming students must complete the training before the end of their first semester of enrollment. The college urges everyone to be informed and offers educational resources (including treatment information) at www.allegany.edu/drug-and-alcohol-information/index.html.

*Allegany College of Maryland prohibits the possession and use of drugs and alcohol on all college property and in all college-affiliated activities without the express permission of the College President.

VETERANS SERVICES

The Office of Veterans Services serves the needs of individuals eligible for educational benefits through the Department of Veterans Affairs (VA). The Veterans Service's office is here to serve all veterans, military service members, veteran's dependents and others eligible for educational benefits with concerns or questions regarding military educational benefits, enrollment certification or other matters relating to VA educational benefits. The office is located in College Center, in the Advising Center on the Cumberland Campus. The Veterans Services phone number is 301-784- 5209. It is prudent for new, re-entering or returning students, who are or may be eligible for VA benefits, to contact the Office of Veterans Services prior to registration to ensure that all necessary VA paper-work is properly initiated. Please keep in mind, eligibility for military educational benefits is determined solely by the VA. Eligibility for VA educational benefits bears no relationship to an individual's indebtedness to Allegany College of Maryland.

Allegany College of Maryland, which has a long history of helping military veterans transition to rewarding civilian careers, has a Veterans Center on the main campus that gives these students a place to call their own. The Veterans Center is located in the Humanities Building and features several Internet-linked computer stations, a seating lounge and a small kitchen.

TUITION AND FEES

FINANCIAL OBLIGATIONS

If a student fails to meet his or her financial obligations, he or she will be subject to being dropped from classes. Registration for future classes will not be permitted until all outstanding financial obligations have been satisfied. Unpaid accounts will be turned over to an outside collection agency.

For covered individuals who are entitled to educational assistance under Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post-9/11 GI Bill® benefits:

These individuals must follow the published beginning and ending dates of the academic calendar. These individuals will be able to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under Chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' website e-Benefits, or a VAF 28-1905 form for Chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

These covered individuals will not be imposed any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under Chapter 31 or 33. This does not include any amount that is the difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement. This amount is the responsibility of the student and is subject to late fees and denying registration for future classes.

OTHER FINANCIAL ASSISTANCE

In addition to tuition subsidies and other special rates, students can qualify for Federal Financial Aid and for Foundation Scholarships.

Please contact:

The Financial Aid Office	301-784-5213
The Allegany College of Maryland Foundation	301-784-5200
The Bedford County Regional Education Foundation	814-652-9528, ext. 6223

SEMESTER FEE SCHEDULE

Registration Fee (non-refundable after classes start)	\$40.00
Student Fee per Semester Hour	\$10.00
Technology Fee per Semester Hour	\$10.00

Sustainability Fee per Semester Hour	\$6.00
Placement Test (first-time students only; non-refundable after classes start)	\$20.00
Transcripts (official copy)	\$5.00
Automotive Technology Tool Usage Fee	\$50.00
Automotive Technology ASE Testing Fee (Fall semester)	\$45.00
Automotive Technology Uniform Fee (Fall semester)	\$53.00
Departmental Challenge Examination	\$25.00
Late Payment Fee (assessed on any balances owed after last payment plan date)	\$50.00
Cengage Subscription (Various Courses)	\$138.00

- Criminal Background Check Fee – required for certain courses; check course description.
 - Course Fees – required for certain courses; check course description.
 - Special Insurance Fees – ranging from \$3.00 to \$10.00 are required for certain programs.
- These fees will be added to the student's account at registration. A student deductible may apply for any insurance claims.
- Breakage Deposits – required for certain courses; check course description.
 - Books and Supplies – Students may determine charges for specific courses by contacting the Campus Store at 301-784-5348 or using the "shop by course" tool at <https://allegany.ecampus.com/>.
 - Cengage Subscription - fee per semester. Only charged once per semester for multiple courses.

SEMESTER TUITION, FEES AND OTHER CHARGES

All tuition, fees, and other applicable charges not covered by student financial aid are due in full to Allegany College of Maryland at the time of registration. Payment can be made by cash (Cumberland Campus), check, or money order. Credit card payments can be made online through our website (www.allegany.edu) or on-site at the Cumberland Campus. The College accepts VISA, Master Card, and Discover payments. A payment plan is available. There is a \$35 fee per semester to sign up for the payment plan. If payment arrangements are not made by the posted dates, students will be de-registered from classes.

The following tuition schedule may change for the 2025-2026 academic year. The tuition rates for the upcoming academic year are finalized in June. Most of the fees listed in this catalog will remain the same for 2025-2026. Please check with the Business Office at the time of registration for current rates.

The Allegany College of Maryland Board of Trustees reserves the right to adjust this tuition and fee schedule without prior notification when it is deemed necessary.

SEMESTER TUITION SCHEDULE

Tuition Rate Per Credit Hour

Resident Status*	STANDARD RATES	Regional Tuition Waiver	PA State Subsidy	STUDENT PAYS
Allegany County Resident	\$136			\$136
Maryland Resident (other than Allegany County)	\$288			\$288
Cumberland Campus (other than Maryland Resident)	\$392			\$392
Cumberland Campus (Somerset, Bedford, and Fulton, PA Counties - Mineral, Hampshire, and Morgan, WV Counties)	\$392	(\$78)		\$314

Bedford County Campus (Somerset, Bedford, and Fulton, PA Counties)	\$392	(\$39)	TBD	\$353
Bedford County Campus (Mineral, Hampshire, and Morgan, WV Counties)	\$392	(\$39)		\$353
Bedford County Campus (PA Residents of Other Counties)	\$392		TBD	\$392

*For process used for determination of legal residence, see Admissions, Student Residency Classifications for Tuition Purposes.

Pennsylvania State Subsidy: Residents in certain counties of Pennsylvania are assisted by the Commonwealth of Pennsylvania for credit hours taken at the Bedford County Campus and web classes. These amounts are calculated each semester based on funding from the State of Pennsylvania. This funding is not guaranteed.

SPECIAL RATES

EARLY COLLEGE STUDENTS

All Early College students receive a discounted tuition rate based on their residency. Please contact the Business Office for current Pennsylvania Early College subsidy rates. Early College students are those who are currently in high school, are 16 years of age or older, and are taking courses at Allegany College of Maryland.

Health Manpower Shortage Program

The Maryland Higher Education Commission, in consultation with the Maryland Department of Health and Mental Hygiene, has designated certain academic programs as Health Manpower Shortage Programs. These designated programs respond to Maryland work force needs and shortages in health related fields. Maryland residents from counties other than Allegany who register in these eligible programs are charged the out-of-county tuition rate. However, these students may be eligible to receive reimbursement for a portion of the cost difference between the in-county and out-of-county tuition rates.

Only students who meet the following criteria are eligible:

1. The student must be enrolled in an approved Health Manpower Shortage Program;
2. The student must be a Maryland resident in a Maryland county other than Allegany County.

There are some restrictions to the Health Manpower Shortage Program.

Note: The list of programs eligible for the Health Manpower Shortage Program changes periodically. In addition, funding availability for this program is based on funding from the State of Maryland and is thus subject to change. Please contact the Admissions/Registration Office for more information.

Certificate:	
Addictions	Medical Laboratory Technology - Biotechnology*
Nursing Assistant/Geriatric Aide	Phlebotomy/Laboratory Assistant
Medical Coding and Billing	<i>Medical Scribe Specialist - Suspended</i>
Pharmacy Technician	Practical Nursing*

*Selective Admission

Associate Degree:	
Dental Hygiene*	Physical Therapist Assistant*
Nursing*	Medical Assistant*
Human Service Associate*	Respiratory Therapist*.
Occupational Therapy Assistant*	Medical Laboratory Technology*
Massage Therapy*	

*Selective Admission

For a list of other Health Manpower Shortage Programs available at other Maryland public community colleges, visit the Maryland Higher Education Commission's website at <https://mhec.maryland.gov>.

STATEWIDE DESIGNATED PROGRAM

Maryland residents from counties other than Allegany who are registered in these eligible programs are charged the out-of-county tuition rate. However, these students may be eligible to receive reimbursement for a portion of the cost difference between the in-county and out-of-county tuition rates. Funding availability for these programs is based on funding from the State of Maryland and is thus subject to change each semester. Some restrictions apply.

Only students who meet the following criteria are eligible:

1. The student must be enrolled in an approved statewide Designated Program;
2. The student must be a resident in a Maryland county other than Allegany County;
3. The program must be unavailable in the student's home community college, or, if available, a qualified student cannot be admitted due to the program's meeting or exceeding enrollment capacity;
4. The student's home community college must provide documentation that the program has reached capacity and cannot enroll the student.

The following is a list of the eligible programs:

Statewide Designated Programs:		
Automotive Service Attendant	Culinary Arts	Hospitality Management
Automotive Technology	Forest Technology	Tree Care Technician

The list of eligible programs changes frequently for the Statewide Designated Program. Funding availability for the program may change each semester. Please contact the Admissions/Registration Office for details and information concerning the current list of eligible academic programs.

TUITION AND FEE REFUND POLICY - WITHDRAWAL FROM CLASSES

In order to be eligible for a refund, a student must officially withdraw from the college through the registration department. If the account is unpaid, an official withdrawal is still necessary to be eligible for a deletion of the appropriate charges. Non-attendance of classes or termination of attendance of classes does not constitute official withdrawal.

All tuition charges and fees are refundable if the student officially withdraws or drops a class or classes before the first day of the semester. If the account is unpaid, a deletion of the appropriate charges will be made instead of a refund.

Eighty percent (80%) of the tuition charges and fees (less non-refundable fees) are refundable if a student officially withdraws or drops a class or classes prior to the end of the third week of classes for fall and spring semesters; for summer, it is before twenty percent of the semester is completed. If the account is unpaid, a deletion of the appropriate charges will be made instead of a refund.

For a course that starts before or after the normal semester starting date, the refund deadlines would shift based on the starting date of the course. A student is eligible for a full refund, as described above, if he or she withdraws before the first day of the course. After the course starts, the student is eligible for an eighty percent (80%) refund if he or she withdraws before twenty percent of the course schedule is completed. Please request specific dates from the Business Office.

No refund or deletion of charges is made if a student withdraws or drops a class or classes after the deadline dates specified above; however, refunds may be considered if the student can verify that he or she never attended classes or stopped attending classes before the refund deadlines. In these cases, since the student did not officially withdraw before the refund deadlines, and since a position was held open in the class, the refund or deletion of charges will not exceed eighty percent (80%). The remaining twenty percent (20%) is considered to be a non-refundable charge.

For the following reasons, tuition and fees (less non-refundable fees) are refundable beyond the refund deadline on a pro-rated basis (from 100% to 0%) according to the number of class dates remaining in the semester:

1. Medical reasons with documentation dated and certified by a physician or mental health professional; or
2. Job transfer with documentation dated and certified by the employer; or
3. Job schedule (shift) change, which causes a conflict with class schedule with documentation, dated and certified by the employer; or
4. Military transfer dated and certified by documentation (copy of orders) from the military unit.

Extenuating circumstances such as illness, injury, hospitalization, and mental health and wellness will be evaluated in accordance with the Cameron Carden Act of 2024. This Act provides a refund of tuition and fees, paid by the student, for the semester in which they withdraw, if the extenuating circumstances inhibit their ability to continue their education at the institution.