



Frederick Community College Board of Trustees

Monitoring Report: EL 8 – Access to Education

[Full Compliance]

Report Date: 3/18/2026

Reporting Period: 7/1/2024 – 6/30/2025

This is the annual report on compliance with the Board’s Executive Limitation Policy: “EL-8 Access to Education.” I certify that the information contained herein is true and represents compliance, within a reasonable interpretation of the established policy, unless specifically stated otherwise below. Please note that all of my interpretations of the policy remain unchanged from the previous report, unless otherwise noted.

A handwritten signature in cursive script that reads "Annesa Cheek".

3/18/26

Annesa Cheek, Ed.D.

Date

President

Note: Board Policy is indicated in bold typeface throughout the report.

The President shall not allow conditions that unnecessarily restrict student or potential student access to education.

Further, without limiting the scope of the above statement by the following list, the President shall not:

- 1. Cause or allow the setting of tuition and/or fees that do not provide for a reasonable balance of fiscal responsibility between students and taxpayers, that do not consider County and State appropriations, forecasted enrollment, major strategic initiatives, requirements for total cost recovery, or a contribution to the overhead of the College.**

Interpretation

Compliance will be demonstrated when, prior to setting tuition and fees:

- a. The College forecasted billing credit hours based on enrollment projections.*

Evidence

On 2/5/2026, the Chief Financial Officer and Vice President for Administration (CFO/VPA) confirmed that enrollment projections provided by the Vice President for Student Experience (VPSE) and Chief Foresight and Decision Support Officer (CFDSO) were used to forecast billing credit hours for the FY26 budget. The Board of Trustees approved the FY26 operating budget on 6/11/2025 that included an estimated 2% increase in enrollment over the prior year.

Status

In compliance.

Interpretation

b. The College estimated state and county appropriations.

Evidence

On 2/2/2026, the CFO/VPA confirmed the College’s use of county and state appropriations estimates via consult with state and county representatives. The Board approved the FY26 operating budget on 6/11/2025 that included estimated state and county appropriations.

Status

In compliance.

Interpretation

c. The College calculated the financial requirements to meet union contracts.

Evidence

On 2/5/2026, the CFO/VPA confirmed union contract requirements were funded via consult with the College’s Labor Relations Specialist. The Board of Trustees approved the FY26 operating budget on 6/11/2025 that provided funds to meet union contract financial requirements.

Status

In compliance.

Interpretation

- d. *The College projected costs for obligations, major strategic initiatives, and estimated requirements for total cost recovery.*

Evidence

On 2/2/2026, the CFO/VPA confirmed the review of departmental budgets, obligations and strategic initiative requests to project total cost recovery via consult with the AVP for Finance and the Finance team for the FY26 budget. The Board of Trustees approved the FY26 operating budget on 6/11/2025 that included these items.

Status

In compliance.

Interpretation

- e. *The College calculated contribution to overhead.*

Evidence

On 2/5/2026, the CFO/VPA confirmed that information provided by the College auditor, SB & Co., was used to determine the contribution to overhead. The Board of Trustees approved the FY26 operating budget on 6/11/2025 that included funds for overhead.

Status

In compliance.

Interpretation

- f. *The College completed tuition and fee comparisons against community colleges in Maryland.*

Evidence

On 2/5/2026, the CFO/VPA confirmed that a tuition and fee review, comparing FCC to all other community colleges in Maryland, was completed. In FY25, FCC's in-county tuition and fees were \$165/credit hour as compared to the state average of \$170/credit hour. FCC was the fourth lowest tuition and fees of the 16 Maryland Community Colleges.

Status

In compliance.

This interpretation is reasonable because it ensures an evidence-based process for determining an appropriate tuition and fee structure for the College and is a process used by peer institutions.

2. Fail to communicate to students and potential students plans for future tuition and/or fee increases to allow students to do financial planning.

Interpretation

Compliance will be demonstrated when:

- a. *The College communicates tuition and fees to students once the rates are approved by the Board of Trustees.*

Evidence

On 2/19/2025, the Board of Trustees approved the FY26 tuition and fees. On 2/5/2026, the CFO/VPA confirmed that the College published its [FY26 tuition and fees on the website](#) on 4/1/2025.

On 3/1/2026, the Interim Vice President for Student Experience confirmed that students also receive tuition and fee information through the following channels:

- Student account emails that display balance due amounts and payment confirmations
- Invoices issued by Student Accounts following course registration
- The course schedule, which directs students to detailed cost information
- In-person and direct communication with Admissions, Student Accounts, Financial Aid, and the Welcome Center
- Admissions presentations, which include a tuition and fees chart along with a QR code linking to the official webpage
- Orientation (Go2Orientation), which links students directly to the Tuition & Fees page

Status

In compliance.

This interpretation is reasonable because it ensures prompt communication to students about tuition and fees allowing them to plan and budget more effectively, which aligns with best practices identified by the National Association of College and University Business Officers (NACUBO).

- 3. Be without a consistent method that provides for appropriate recognition of prior learning and/or demonstrated competency obtained outside of Frederick Community College provided educational programs.**

Interpretation

Compliance will be demonstrated when:

- a. The College has a procedure in place to recognize and award prior learning and competencies for students, using accepted higher education methods.*

Evidence

On 2/2/2026, the Provost and VP of Teaching, Learning, and Student Success confirmed that the College's [Prior Learning](#) procedures, based on frameworks and standards of the national Council for Adult and Experiential Learning (CAEL), are accessible on the College website and are administered and maintained by the

Articulation and Transfer Success Coordinator. In FY25, the number of instances credit was awarded in each of the seven pathways for credit of prior learning is shown below:

Portfolio assessment – none

Institutional department exams – 4

Certificate and licensure evaluation – 127

Credit by Examination (nationally recognized credit by exam programs, such as AP, IB, CLEP) – 127

American Council on Education (ACE) – 22

National College Credit Recommendation Service (NCCRS) – 1

Military Training and Service - 66

Status

In compliance.

Interpretation

- b. *The College has a procedure in place to recognize the transfer of credits into the College from other institutions.*

Evidence

On 2/2/2026, the Provost and VP of Teaching, Learning, and Student Success confirmed the College's credit transfer procedures are outlined in the academic catalog: [Transferring in Credits | Frederick Community College Academic Catalog](#) and in the [Academic Standards Policy](#). In FY25, 1,648 students transferred in 29,612 credits from 706 institutions.

Status

In compliance.

This interpretation is reasonable because the College takes into consideration a quality-based recognition of knowledge and competency that has occurred outside of the

College's own instructional programs in a manner that is broadly accepted in higher education and is based on frameworks and standards of the national Council for Adult and Experiential Learning (CAEL).

- 4. Permit academically qualified students from historically marginalized backgrounds, those with disabilities, or those with insufficient economic means to be without a supportive environment that enables them to complete their educational programs, while also not compromising academic standards, wherever possible.**

Interpretation

Compliance will be demonstrated when:

- a. The College provides support services for students with financial, mental, physical and other related barriers to ensure they have opportunities for academic success.*

Evidence

On 02/03/2026, the Interim Vice President for Student Experience confirmed that the College has a variety of established financial, mental health, and basic needs support services for students, including:

- **Emergency Grants and Scholarships**

Students had access to emergency grants and scholarships through the Financial Aid Office in Jefferson Hall. Information about available funding opportunities, eligibility criteria, and application processes were available on the [Financial Aid page of the College website](#). Students could apply for emergency assistance and scholarships by following the published instructions or by contacting the Financial Aid Office for guidance. In FY25, the college awarded \$9,505.09 in emergency grants and scholarships to 18 students.

- **Access to Financial Aid**

Students had access to federal, state, and institutional financial aid through the Financial Aid Office, located in Jefferson Hall. Students could receive assistance with FAFSA completion, award review, and eligibility questions by

visiting the Financial Aid Office or by accessing resources and contact information on the [Financial Aid page of the College website](#).

- **Grab 'n Go Pantry**

Students had access to food support through the Grab 'n Go Pantry in the LiveWell department, located in the Student Center. Information regarding pantry availability, hours of operation, and eligibility was provided on the [LiveWell page on the College website](#). Students could access pantry services during designated hours without cost to help address short-term food insecurity. This resource saw 10,219 student check-ins for FY25.

- **Counseling Services**

Students had access to mental health services through the Counseling & Wellness Services Office, located in the Student Center. Students could schedule an appointment with a licensed therapist at no cost by stopping by the office or by visiting the [Counseling & Wellness Services page of the College website](#). In FY25, 206 unique students engaged in appointments.

- **Interpreting Services**

Students had access to interpreting services through the Interpreting Services Office, located in Annapolis Hall, by contacting the office directly or by submitting a request through the [Disability Access Services page of the College website](#), in accordance with published procedures.

- **Disability Access Services**

Students had access to accommodations and support services through the Disability Access Services (DAS) office, located in Annapolis Hall. Students could request accommodations by engaging in the interactive process with DAS staff, either by contacting the office or by visiting the [Disability Access Services page of the College website](#) to review eligibility requirements and request procedures.

Status

In compliance.

Interpretation

- b. *The College provides clear communication to students about how they can receive financial aid assistance.*

Evidence

On 02/02/2026, the Interim Vice President for Student Experience confirmed that the Office of Financial Aid provided direct outreach and programming to students about financial aid resources, shared information in the weekly Student NewsBlast, and provided a wide array of student financial information on the College's [Consumer Information Disclosure](#) page.

In FY25, both Financial Aid Information Nights and hands-on FAFSA Finish Nights were held at each of the ten FCPS high schools from October 30, 2024, through January 13, 2025.

Status

In compliance.

Interpretation

- c. *The College leverages additional resources from the College's Foundation, and other sources to assist students with limited means.*

Evidence

On 2/2/2026, the Executive Director for Development and the FCC Foundation confirmed that the Foundation maintains 120 endowed scholarships, 89 direct funds, and a student emergency assistance fund. In FY25, \$1,021,287 in scholarship funds were awarded to 1,185 students with an average award of \$862.

On 2/27/2026, the Interim Vice President for Student Experience confirmed that additional resources to assist students with limited means were provided by [Student Homelessness Initiative Partnership](#) (SHIP) of Frederick County, [Women's Giving Circle of Frederick County](#) grants, and The [Community Foundation of Frederick County](#).

Status

In compliance.

This interpretation is reasonable because it is based on research by the Community College Research Center (CCRC) that shows support services enhance success for students who lack supportive environments.

- 5. Permit activities, circumstances, or decisions that jeopardize the ability of students to enroll in and complete available courses, programs, or assessments, or to obtain the instructional hours required to complete their program of study.**

Interpretation

Compliance will be demonstrated when:

- a. The College has ‘teach-out plans’ when programs of study are cancelled which ensures that no student is academically/instructionally stranded.*

Evidence

On 2/2/2026, the Provost and VP of Teaching, Learning, and Student Success confirmed that students in any discontinued degree or certificate programs are offered a teach-out plan per [Academic Standards Policy and Procedures](#) section V.J.8.

In FY25, 9 certificates and 2 areas of concentration, and 1 degree program were discontinued. Students enrolled in these programs were informed of their options to complete their program of study within the specified five year teach-out period. In the case of the discontinuation of the A.A.S. in Medical Assistant, students were provided with an alternative educational pathway through non-credit training more appropriate to the field.

Status

In compliance.

Interpretation

- b. *Students are offered alternative courses when a course is cancelled.*

Evidence

On 2/2/2026, the Provost and VP of Teaching, Learning, and Student Success confirmed that when courses are cancelled or modalities are changed, the appropriate academic dean or assistant dean ensures that students receive a course cancellation or change notice via email. This message includes the section and name of course cancelled, suitable course alternatives when appropriate, contact information for an academic administrator or advisor who can assist the student, and information and links related to potential impacts to financial aid and/or student billing.

The College participates in the MarylandOnline Seat Bank, a statewide collaboration that enables students to take an equivalent course at another participating Maryland institution when a required course is cancelled or otherwise unavailable for timely degree progression.

In FY25, less than 5% of course offerings were cancelled due to low enrollment prior to the start of the semester.

Status

In compliance.

Interpretation

- c. *The College has policies in place that provide students, with extenuating circumstances, support and guidance to withdraw from classes and/or complete courses.*

Evidence

On 2/2/2026, the Provost and VP of Teaching, Learning, and Student Success confirmed that the College has a [Student Absence and Withdraw Policy](#) that includes guidelines and support for withdrawing, or requesting a short-term leave of absence, due to extenuating circumstances.

FY25 was the first year in which the short-term leave of absence was available to students. Per the policy and procedure, a student can request a short-term leave of absence if they expect to miss an extended amount of class time, up to twenty percent of the academic session, for reasons outlined in the policy (e.g., military service, bereavement, medical). If approved, faculty work with students to develop a plan for how instruction and assignments during their absence can be completed.

Status

In compliance.

Interpretation

- d. *Prior learning and/or competency assessments are available to students.*

Evidence

On 2/2/2026, the Provost and VP of Teaching, Learning, and Student Success confirmed that the College's [Prior Learning](#) procedures allow student's work experiences, workplace training, professional licensure and certifications, military training and service, life experiences, competency assessment, and volunteer and/or community service activities to be evaluated for prior learning credits.

Status

In compliance.

Interpretation

- e. *The College provides a wide variety of instructional modalities for students, including in-person, online, and hybrid options.*

Evidence

On 2/6/2026, the Provost and VP of Teaching, Learning, and Student Success confirmed that courses were available to students during FY25 in the modalities of in-person, hybrid (a blend of in-person and online), fully online, and hyflex (student

can attend in-person and remote simultaneously). During FY25, 2,881 total courses were offered in the following proportions:

- 60% in-person
- 27% online
- 12% hybrid
- <1% hyflex

Status

In compliance.

This interpretation is reasonable because it provides options consistent with peer institutions for students on those occasions where learning may be disrupted and is consistent with Maryland Higher Education Commission (MHEC) requirements to provide teach out plans when discontinuing degree and certificate programs.