

STUDENT SERVICES—POLICIES AND PROCEDURES

POLICY ON STUDENT DISCIPLINE

Section 1: Policy Statement

The Board of Trustees of Community-Technical Colleges provides this policy on student discipline for the System of Community-Technical Colleges in recognition of the need to preserve the orderly processes of the colleges as well as to observe the students' procedural and substantive rights. As used herein, student means any person who is registered for a Community-Technical College course, program, or extension offering.

Section 2: Proscribed Conduct

A Community-Technical College may discipline a student in the following situations:

1. For conduct that damages or destroys, or attempts to damage or destroy, college property or property of others on college or college-related premises.
2. For conduct which constitutes a danger to the personal safety of other members of the college community, including guests or licensees of the college. Intentionally causing or attempting to cause injury is included within the meaning of this provision.
3. For conduct that obstructs or seriously impairs or attempts to obstruct or seriously impair college-sponsored or college-authorized activities on the college campus or other location where college-sponsored activity is carried on.
4. For unauthorized possession or attempted possession of college property or property of a member of the college community.
5. For acts which violate Board or College rules and regulations.
6. For acts of racism, violence, or harassment which violate Board policy on racism and acts of intolerance.
7. For making a knowingly false statement, either orally or in writing, to any employee or agent of the Board or the college with regard to a college-related matter.
8. For forging, altering, or otherwise misusing any college document or record.
9. For knowingly possessing, using, transmitting, selling, or being under the influence of any dependency-producing drugs, as that term is now defined or may hereafter be defined by law, (1) on the college campus or (2) off the college campus at a college-sponsored activity, function, or event. Use or possession of a drug authorized by a medical prescription from a registered physician shall not be a violation of the provision.
10. For academic dishonesty, which shall in general mean conduct which has as its intent or effect the false representation of a student's academic performance, including but not limited to (a) cheating on an examination, (b) collaborating with others in work to be presented, contrary to the stated rules of the course, (c) plagiarizing, including the submission of others' ideas or papers (whether purchased, borrowed, or otherwise obtained) as one's own, (d) stealing or having unauthorized access to examination or course materials, (e) falsifying records or laboratory or other data, (f) submitting, if contrary to the rules of a course, work previously presented in another course, and (g) knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination, or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.

Section 3: Discipline Procedures

The Board of Trustees of Community-Technical Colleges believes that all members of the academic community are entitled to expect compliance with the restrictions of Section 2: Proscribed Conduct. Accordingly, any student or employee of the college may initiate a disciplinary process in the manner specified by this section. Once the process has been initiated, as provided in paragraph one (1) herein below, all subsequent decisions concerning possible discipline of a student or students rest with appropriate college officials. The disciplinary record of a student may be considered in determining the disciplinary penalty which is appropriate.

1. A statement of possible violation must be filed in writing with the Dean of Student Affairs or other designee of the President (hereinafter referred to as the Dean) within thirty days of the date of the alleged violation or within thirty days of the date the alleged violation was known. Said statement must specify the student conduct in question and the part or parts of Section 2: Proscribed Conduct which it is alleged said conduct violates.
2. If the Dean concludes that the alleged conduct, taken as true, is violative of the provisions of Section 2: Proscribed Conduct, he or she shall provide written notice to the student of the statement of possible violation and the fact that the allegations will be investigated by the Dean. Said notice must inform the student that he or she has the right to explain his or her position as part of the informal investigation.
3. Following completion of the informal investigation specified above, the Dean may (a) determine that there is an insufficient basis in fact and dismiss the matter, (b) conclude that there is a sufficient factual basis for discipline and that discipline less than suspension or expulsion or removal of college privileges would be appropriate, or (c) conclude that there is a sufficient factual basis for discipline and that discipline, including the possibility of suspension or expulsion or removal of college privileges, would be appropriate.
4. If discipline less than suspension or expulsion or removal of college privileges is contemplated, the Dean may, after an informal hearing, impose such discipline specified in Section Disciplinary Penalties, except suspension or expulsion or removal of college privileges, as he or she believes appropriate. As used herein, informal hearing means the opportunity for the student to be informed of the basis for the conclusion of the Dean and to present argument and evidence in his or her behalf. Within fifteen days of the imposition of discipline under this provision, the student may request review of the action by the President. The President may confirm, reduce, or remove the disciplinary penalty.
5. If discipline including suspension or expulsion or removal of college privileges is contemplated, the Dean shall cause a statement of charges to be served on the student involved. Said statement shall contain (a) a concise statement of the facts on which the charge is based, (b) a citation of the rule or rules alleged to have been violated, (c) a statement of the maximum penalty sought, (d) a statement that the student may request a hearing by responding in writing within fifteen days and requesting a hearing, and (e) a statement that failure to request a hearing may result in imposition of the maximum penalty sought.
6. In the case of an emergency, the Dean may immediately suspend a student. An emergency means a situation under which the continued presence of the student at the college poses a danger to persons or property or constitutes an ongoing threat of disrupting the academic process. A student suspended as a result of an emergency shall be afforded

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written reasons for the suspension and a statement that he or she is entitled to a formal hearing as soon as possible, but in no event longer than ten days.

7. If a formal hearing is requested, the student is entitled to the following: (a) to choose to be heard by either an impartial party or panel appointed by the President, (b) when a hearing before a panel is chosen, to have student representation on the panel, (c) to appear in person and to have a representative, (d) to hear and to question adverse witnesses, (e) to present evidence and testimony in his or her behalf, (f) to a written decision following the hearing, and to a review by the President of the hearing decision upon the request of the student made within fifteen days of the decision. As used herein, the term impartial shall mean that the individual was not a party to the incidents under consideration and has no personal interest in the outcome of the proceedings. The Chancellor may promulgate rules for the conduct of formal hearings.
8. The President is authorized to appoint college employees and students as the impartial party or panel specified herein and he or she may remove any appointee. Prior to the commencement of the hearing, the student subject to the discipline proceeding may challenge any such appointment on the ground that the person(s) is (are) not impartial. The challenge is to be made to the President and the decision of the President shall be final.
9. The written decision of the panel shall specify its findings and the penalty assessed, if any. In the case of an appeal, the President may confirm, reduce, or remove the penalty specified.
10. Except in the case of an emergency as defined in (6) above, no disciplinary penalty may be implemented during the fifteen days in which a student is entitled to request a review by the President of the decision of an informal or formal hearing, nor during the period in which any such review is being conducted by the President.

Section 4: Disciplinary Penalties

1. Disciplinary penalty shall mean any action affecting the status of an individual as a student taken by the college in response to student misconduct, including but not limited to the following:
2. Expulsion. Expulsion is permanent disciplinary separation from the college involving denial of all student privileges, including entrance to college premises.
3. Suspension. Suspension is temporary disciplinary separation from the college involving denial of all student privileges, including entrance to college premises.
4. Removal of College Privileges. This penalty may involve restrictions on student privileges for a definite period of time, not to exceed two semesters.
5. Disciplinary Probation. Disciplinary probation is a status which indicates either (a) serious misconduct not warranting suspension, expulsion, or removal of college privileges or (b) repetition of misconduct after disciplinary warning has been imposed.
6. Disciplinary Warning. Disciplinary warning involves written notice to the student indicating what specific behavior or activity is in violation of these regulations and that repetition of similar or other unsatisfactory behavior would likely result in more serious disciplinary action.
7. Community Service. Community service involves an obligation, agreed to by the student as an alternative to 1 through 5, above, for a given number of hours of service on the campus or in the community at large.

POLICY ON STUDENT RIGHTS

Section 1: Rights of Students

It is the policy of the Board of Trustees of Community-Technical Colleges that the educational offerings of the Community-Technical Colleges be available to students without regard to the individual's race, color, religious creed, sex, age, national origin, ancestry, present or past history of mental disability, marital status, genetic information, mental retardation, sexual orientation, learning disability or physical disability, including, but not limited to, blindness, or prior criminal record (unless the provisions of sections 46a-60(b), 46a-80(b), or 46a-81(b) of the Connecticut general statutes are controlling or there is a bona fide educational qualification excluding persons in one of the above protected groups). With respect to the foregoing, discrimination on the basis of sex shall include sexual harassment as defined in Section 46A-60(8) of the Connecticut General Statutes. Further, the system will not discriminate against any person on the grounds of political beliefs or veteran status.

Students are entitled to an atmosphere conducive to learning and to impartial treatment in all aspects of the teacher-student relationship. The student should not be forced by the authority inherent in the instructional role to make particular personal choices as to political action or his or her own part in society. Evaluation of students and the award of credit must be based on academic performance professionally judged and not on matters irrelevant to that performance, whether personality, race, religion, degree of political activism, or personal beliefs. Students are free to take reasoned exception to the data or views offered in any course of study, but they are responsible for learning the content of the course of study as defined by official college publications.

Community-technical college students are both citizens and members of the academic community. As citizens they enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy, and as members of the academic community they are subject to the obligations which accrue to them by virtue of this membership.

Section 2 : Student Grievance Procedure

1. Definition: A grievance is an allegation by a student that, as to him or her, an agent of the college has violated Board or college policies relating to students other than assignment of grades or other academic evaluation (see Section 3: Review of Academic Standing).
2. How to file a grievance: A grievance is to be submitted in writing to the Dean of Student Affairs or such other college official as the President may designate (hereinafter, the Dean of Student Affairs), within thirty days of the date the grievant knew or reasonably should have known of the alleged violation. The written grievance shall specify the right claimed to have been violated and state briefly the underlying facts.
3. Procedure for grievance resolution: The Dean of Student Affairs shall investigate the grievance and, within thirty days from the time the grievance was submitted, recommend to the President a disposition of the grievance, except as provided hereinafter:
 - a. In the course of each investigation, the Dean of Student Affairs shall consult with the Dean responsible for the area of college operations in which the grievance arose.
 - b. In the case of a grievance alleging discrimination based on race, color, religious creed, sex, age, national origin, ancestry, present or past history of mental disorder, marital status, mental retardation or physical disability, prior conviction of a crime, political beliefs, veteran status, or sexual preference, the Dean of Student Affairs shall consult with the college's affirmative action person during the course of the investigation.
 - c. In the case of a grievance against a Dean, the grievance shall be filed with the President.

The President may accept or reject the recommendation, or direct such further investigation as he or she deems appropriate. The President shall notify the student of the final disposition of the grievance within fifteen days of receiving the recommendation, except for good cause or as provided in 4., below.

4. **Advisory Committee:** The President may establish an advisory committee of students and staff which may be charged with the responsibility of making recommendations at either the level of the Deans or the President. The President may appoint and remove members of the committee. If an advisory committee is appointed, the President shall establish a reasonable time frame within which the committee must make recommendations.

Section 3: Review of Academic Standing

A student may seek review of the assignment of a grade or other decision affecting academic status in accordance with the following procedure:

1. The grade or academic decision affecting academic status should be discussed informally with the instructor or official responsible for the decision within fifteen calendar days of the student's awareness of the decision.
2. If the matter is not satisfactorily adjusted within ten calendar days of this appeal or the instructor is not available, the student may refer the matter to the Academic Dean by filing a written appeal. The appeal must be filed with the Academic Dean within thirty calendar days of the student's awareness of the decision which is being appealed.

Upon receipt of such appeal, the Dean shall meet with the instructor, if he or she is available, to determine that step 1 has taken place or is not possible and to receive relevant information from the instructor responsible for the decision. The Dean may then refer the matter to the academic supervisor for informal consideration prior to step 3 below.

3. The Academic Dean or other designated official(s) shall afford review as provided below. The President may designate an official or an academic appeals committee to provide review at this step in lieu of the Academic Dean.

The student shall be afforded the right to present a statement of appeal and relevant information in support of it. It is the student's responsibility to show that the decision in question is arbitrary, i.e., without a reasonable basis, or was made for improper reasons in violation of section 1 of this policy. The student is entitled to a written response within thirty days of the completion of his or her presentation. A decision to change the grade or modify the decision which has been appealed is advisory to and subject to the approval of the President.

4. The foregoing decision may be appealed to the President by filing a statement of appeal within ten calendar days of the date of the decision. Review by the President shall be on the basis of the written record unless he or she decides that fairness requires broader review. The decision of the President shall be final.
5. The time frames provided herein may be modified by the President for good cause shown.

PEOPLE WITH DISABILITIES IN THE COMMUNITY COLLEGES

The Board of Trustees of Community-Technical Colleges and all of the colleges under its jurisdiction are committed to the goal of achieving equal educational opportunity and full participation for people with disabilities in the Community Colleges. To that end, this statement of policy is put forth to reaffirm our commitment to ensure that no qualified person be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity on a Community College campus or in the Chancellor's Office of the Board of Trustees.

The Board recognizes that a physical or functional impairment is a disability only to the extent that it contributes to cutting the person off from some valued experience, activity, or role. Higher education is therefore especially important to people with disabilities, since it aims to increase every student's access to valued experiences, activities, and roles. Improving access for students and employees means removing existing barriers that are physical, programmatic, and attitudinal; it also means taking care not to erect new barriers along the way.

The efforts of the Community Colleges to accommodate people with disabilities should be measured against the goals of full participation and integration. Services and programs best promote full participation and integration of people with disabilities when they complement and support, but do not duplicate, the regular services and programs of the college.

Achieving the goal of full participation and integration of people with disabilities requires cooperative efforts within and among colleges and universities. The Board of Trustees will work with the Board of Governors to achieve a higher level of services and appropriate delivery methods at all Connecticut Community Colleges.

This statement is intended to reaffirm the Board's commitment to affirmative action and equal opportunity for all people and in no way to replace the equal opportunity policy statement.

ADA Grievance Procedure for the General Public

A grievance is an allegation that an agent of the college has discriminated against the grievant on the basis of disability in violation of the Americans with Disabilities Act, 42 U.S.C. 12101 et. seq. (ADA). The following procedure shall apply only to members of the public.

1. **How to file a grievance:** A grievance must be submitted in writing to the ADA coordinator or such other college official as the President may designate within thirty days of the date the grievant knew or reasonably should have known of the alleged violation. The written grievance shall describe the discriminatory action and state briefly the underlying facts.
2. **Procedure for grievance resolution:** The ADA Coordinator shall investigate the grievance in consultation with the college's affirmative action person and, within thirty days from the time the grievance was submitted, recommend to the President a disposition of the grievance. The President may accept or reject the recommendation or direct such further investigation as he or she deems appropriate. The President shall notify the grievant of the final disposition of the grievance within fifteen days of receiving the recommendation.

(Members of the public include all those who are not employees or students of the Connecticut Community College system. Employees shall use the affirmative action grievance procedure and students shall use the student grievance procedure.)

ACADEMIC POLICIES

APPEALS ON ACADEMIC DECISIONS AND GRADES

A student who believes he/she has been evaluated or graded inaccurately and wishes to appeal should take the following action:

The student should first confer with the faculty member concerned, no later than 15 days after the student has become aware of the decision or grade. If the student is not satisfied with the outcome of that conference, or if the faculty member is not available, the student may submit a written appeal within 30 days to the Academic Dean, who will consult with the faculty member and the relevant academic division director or department chair. Further appeal may later be made, if the student wishes, to the President of the college, whose decision shall be final.

The appeals process is described in detail, including deadlines and other requirements, in Section 3: Review of Academic Standing in the Policies on Student Rights and Discipline section of the CCC Student Handbook.

A STATEMENT ON PLAGIARISM

Using someone else's ideas or phrasing and representing those ideas as your own, either on purpose or through carelessness, is a serious offense known as plagiarism.

"Ideas or phrasing" includes written or spoken material, of course—from whole papers and paragraphs to sentences, and, indeed, phrases—but it also includes statistics, lab results, art work, etc. "Someone else" can mean a professional source, such as a published writer or critic in a book, magazine, encyclopedia, journal, or in an electronic resource you discover on the World Wide Web or digital library; another student at your school or anywhere else; a paper writing "service" that offers to sell written papers for a fee.

PENALTY FOR PLAGIARISM

The penalty for plagiarism is usually determined by the instructor teaching the course involved. In many schools, including Capital, it could mean failure for the paper, failure for the entire course, and expulsion from school (see Policy on Student Discipline on page 11).

Students who do not thoroughly understand the concept of plagiarism and methods of proper documentation should request assistance from their teacher, Learning Center tutors, or librarians.

AUDITS

A student may request audit status from the Registrar at the time of registration. An audited course confers no credit, grades or quality points. Auditors pay for the course at the same rate as students taking the course for credit.

A student wishing to change from credit status to audit or from audit to credit after the second week of classes has begun must first obtain and complete the appropriate form from the Registrar and seek written permission of the faculty member of the course.

Changes from credit to audit or audit to credit are not permitted after the fourth week of classes.

Although auditors customarily do not take the examinations or other academic exercises required in the course, details of the auditor's participation in class activities may be determined by prior agreement between the student and the faculty member.

WITHDRAWALS

A student may withdraw up to the final day of the eighth week of class. After that, he/she may withdraw with written permission of the instructor until the last day of class. The final examination period is not considered as a class day.

A student should take the responsibility for initiating a withdrawal by using the applicable form. This form may be obtained from a Counselor, Academic Advisor or the Registrar's Office. It is in the best interest of the student to discuss a withdrawal with a Counselor and/or the instructor and obtain their signature on the withdrawal form. The completed withdrawal form is turned in to the Registrar's Office.

The student transcript will reflect a "W" for each course from which he/she withdraws. If the course is a graduation requirement, it must be taken and passed.

The student who does not complete a withdrawal form or who exceeds the absence limit or who is a no-show (not attending class), may be assigned a grade of "W" at the discretion of the instructor. The student who does not initiate a withdrawal and who, in the instructor's judgment, should not be given an "W" will be assigned a performance grade (A-F or I) based on work completed.

Please note that Financial Aid recipients can jeopardize their current or future aid award by withdrawing from any classes.

CREDIT BANK

High school students have the opportunity to bank credits for future enrollment in a Connecticut Community College. See the section on the High School Partnership Program, page 20.

GRADUATION REQUIREMENTS

DEGREES

Capital Community College is authorized by the State of Connecticut to award the degrees of Associate in Arts (AA) and Associate in Science (AS).

To be considered eligible for graduation, a student must be enrolled in a degree program and have completed all requirements of the program, with an overall Grade Point Average of 2.00 or higher.

In computing a Grade Point Average for awarding a degree, grades in all courses taken at CCC are averaged.

(See **Transfer – Acceptance of Credit at Community Colleges** on page 19 of this catalog.)

CERTIFICATES

Students enrolled in certificate programs must achieve a Grade Point Average of 2.00 or higher only for those courses required for the certificate.

APPLICATIONS

Applications for graduation, whether for a degree or a certificate, must be filed with the Counseling Center during the spring semester before the degree is awarded. The application must be accompanied by a non-refundable graduation fee of \$33.00. Students must have fulfilled all financial obligations to the College.

GRADUATION

A student may attend the graduation program with one remaining course requirement towards degree completion. This requirement must be completed during the summer or Fall semester of the graduation year. The course can be taken at Capital Community College or another institution. If a course is not taken at Capital, a transcript must be sent to the college to validate the grade of the course. If a student does not complete the missing requirement during the designated time period, the audit is invalidated and the student must reapply for graduation next year.