

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.

Students are not eligible for honors designation (listed in the commencement program) if they have not completed all degree requirements. A transcript will reflect honors, if received, at a later date once the audit has been certified by the Registrar.

SEMESTER HONORS

Dean's List

Students who earn a semester grade point average of 3.40 or higher are eligible for the Dean's List. Part-time students who pursue three credits or more in a semester shall be eligible for semester honors. A course withdrawal or Incomplete may make a student ineligible. Upon completion of an Incomplete, a student may be recognized retroactively.

College Scholars

Full-time students who have achieved a Cumulative Point Average of 3.40 or higher for a period covering two or more successive semesters are eligible for the designation College Scholar, and for each full-time semester thereafter.

Part-time students who have achieved a Cumulative Point Average of 3.40 or higher for 24 or more consecutive credits are eligible for the designation College Scholar and for each 12 consecutive credits thereafter.

To be eligible for placement on either list, in addition to the above Quality Point Ratio and credit requirements, students must also meet the following conditions:

1. There must be no "F" grades for the semester under consideration.
2. There must be no "I" grades for the semester under consideration.
3. A "W" notation is not disqualifying if the student's graded course load equals or exceeds 12 credits.

Grades received for developmental courses may be used to determine eligibility for semester honors. However, they cannot be used to determine eligibility for graduation honors.

HONORS AT GRADUATION

The Valedictorian is the graduating degree student, either full- or part-time, who at the time of graduation has the highest Cumulative Point Average.

The Salutatorian is the graduating degree student, either full- or part-time, who has earned the second highest Cumulative Point Average.

In awarding these honors, ties may be broken by a comparison of the number of credits earned by each student at CCC in relation to the number of transfer credits each has been awarded, if any.

To be considered for honors at graduation, candidates must have completed at least 30 credits of standard courses at this institution. Nonstandard courses include, but are not limited to, Credit by Examination, College-Level Examination Program, independent study, and telecourses.

All graduating degree students, full or part-time, are eligible for consideration for the following honors at the time of graduation:

A student who has earned a Cumulative Point Average of 4.00 shall be appropriately recognized as graduating with Highest Honors and receive the Board of Trustees' Medallion at Commencement.

Students with a Cumulative Point Average of 3.90 or higher may be graduated Summa Cum Laude.

Students with a Cumulative Point Average of 3.70-3.89 may be graduated Magna Cum Laude.

Students with a Cumulative Point Average of 3.40-3.69 may be graduated Cum Laude.

All honors bestowed at graduation will be recorded on the students' academic records.

Grades received for developmental courses may be used to determine eligibility for semester honors. However, they cannot be used to determine eligibility for graduation honors.

ASSOCIATE DEGREES - MULTIPLE

System Policy 3.3.5 of the Board of Trustees of Community-Technical College

1. A student who already holds an academic degree may earn a second degree in a different curriculum at a Community College. Such a student shall be treated similarly to a transfer student with respect to minimum number of credits he/she must take for the second degree. This will require that a student meet all program requirements and earn at least twenty-five percent of the minimum requirements for the new curriculum at the college through which the second degree is to be conferred.
2. A student may earn two degrees simultaneously at a Community College by fulfilling all requirements stated above.
3. Requests for additional degrees beyond the second require prior approval from the Academic Dean. Students who receive approval must then complete all program requirements, including earning at least twenty-five percent of the minimum requirements for the new curriculum at the college through which the degree is to be conferred.
4. Completion of the requirements of an additional program option does not constitute a different degree.

COLLEGE LEVEL EXAMINATION PROGRAM

The College Level Examination Program, designed by the College Entrance Examination Board, is a basis of granting credit for knowledge gained through non-traditional means, such as work experience or independent study.

College Level Examination Program examinations are of two types:

1. The General Examinations cover in a broad and generalized way five academic areas: humanities, mathematics, natural science, English composition, and social sciences/history. CCC will grant six credits in each of the five to any matriculated student who passes any of the general examinations.
2. The Subject Examinations measure the student's knowledge in specific academic fields. There are 40 or more such examinations, some of which carry three credits and some six.

In both the general and subject examinations, College Level Examination Program credits are similar to transfer credits: no grade is concerned; no quality points are involved, and, as a result, there is no effect on the student's Cumulative Point Average.

When College Level Examination Program credits are awarded, they will be recorded in terms of CCC equivalent courses. There will be a notation indicating that College Level Examination Program was the basis of credit award.

For further information about College Level Examination Program, consult the Registrar at (860) 906-5000.

CREDIT BY EXAMINATION

The College will grant academic credit for certain of its courses based upon the successful completion of an examination rather than traditional classroom experience. This Credit By Examination program is intended to complement College Level Examination Program and, therefore, Credit By Examination will be offered in subject areas not included in the College Level Examination Program.

The following rules govern Credit By Examinations:

Eligibility:

1. The applicant must be in a degree program and be currently admitted or registered at the college.
2. The student must evidence sufficient experience and knowledge in the subject area concerned to warrant undertaking the Credit By Examination.

Conditions:

1. The student must submit a formal application, which must be approved by an appropriate faculty member, the Registrar, and the division director or department chair concerned.
2. The examination will be entirely or in major part written. Exceptions may be approved by the Academic Dean in certain cases in which an oral examination better demonstrates the student's proficiency.
3. Credit By Examination is not considered part of the student's current semester academic load when determining that student's status as a full- or part-time student.
4. The course being requested by the student must be part of the College's regular course offering.
5. The student may not have completed, nor be currently enrolled in, a more advanced sequential course in the same discipline.
6. Credit By Examination may not be undertaken in a course which the student previously failed at the College, or in a course for which a student has already received credit.
7. Credit By Examination may be undertaken only once for the same course.
8. Examinations shall be scheduled within the first three (3) weeks of any academic term during the regular academic year.
9. No examination may be given to a student who is in the last semester before graduation.
10. A Credit By Examination may not be given if a College Level Examination Program is available.

Procedures:

1. A student interested in a Credit By Examination must petition the appropriate faculty member. The faculty member will interview the student and, if in agreement with the petition, the student must then submit a formal application, which must be signed and approved by the Registrar to ensure that the student has not previously attempted the Credit By Examination. The form is then forwarded for approval to the division director or department head.
2. An evaluation fee must be paid at the Business Office before the examination is administered.

All Credit By Examinations will be graded on a pass/fail basis, with a pass being a "C" or better. Pass/fail has no numerical value. A pass will be recorded as credits earned by Credit By Examination and will not affect the student's grade point average. A failing grade will not be recorded.

INDEPENDENT STUDY

An independent study project is the study of a particular topic or set of topics under the supervision of a full-time faculty member, who determines if the student is qualified to undertake the project. At least six earned credits in this discipline must have been taken at CCC (other independent study credits will not be counted as part of the prerequisite six).

A written study outline (a contract) must be submitted by the student, and approved in writing by the faculty member involved, the department/division head, and the Academic Dean, with a copy filed in the Counseling Center prior to registration. General Fund Fees and tuition will be charged.

The number of credits for which the student may register (one, two or three) will be determined by the faculty member and the other members of the department. Independent study credits in any department may be taken in more than one semester, but no more than six such credits may count toward an Associate Degree. Once the number of credits is determined by the student and faculty member, and the student is registered, the number of credits may be changed only with approval of the faculty member, the division director or department head, and the Academic Dean.

Registration for an independent study project must be completed within one week of the scheduled beginning of classes in any given semester. The project must normally be completed within a year of registration.

