



# **STUDENT HANDBOOK 2020**





# STATEMENT OF ACCREDITATION

Capital Community College is accredited by the Connecticut Board of Governors for Higher Education, and the New England Association of Schools and Colleges, Inc., Commission on Institutions of Higher Education, a non-governmental, nationally-recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering postgraduate instruction.

Accreditation of an institution by the New England Association indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer group review process. An accredited school or college is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the New England Association is not partial but applies to the institution as a whole. As such, it is not a guarantee of the quality of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding the status of an institution's accreditation by the New England Association should be directed to the administrative staff at the College. Individuals may also contact the Association at: Commission on Institutions of Higher Education, 3 Burlington Woods Drive, Suite 100, Burlington, MA 01803. (Telephone: 781-425-7700.)

The Associate Degree in Nursing program is accredited by the National League for Nursing Accreditation Commission and is approved by the State Board of Examiners for Nursing with the consent of the Commissioner.

The Emergency Medical Technician — Paramedic Certificate Program is accredited by the Commission on Accreditation of Allied Health Education Programs. The Radiologic Technology Associate Degree Program is accredited by the Joint Review Committee on Education in Radiologic Technology. The Physical Therapist Assistant Program is accredited by the Commission on Accreditation in Physical Therapy Education/APTA. The degree program in Medical Assisting is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

The Laboratory School of the Early Childhood Education Program is accredited by the National Academy of Early Childhood Programs, a division of the National Association for the Education of Young Children.

# WELCOME TO CAPITAL COMMUNITY COLLEGE!

Hello students and welcome to Capital Community College. I am glad you are here! Throughout your educational journey with us I promise that you are going to work and learn from dedicated staff and faculty. We are all passionate about providing you with the education and skills you need so that you can achieve your goals. To that end, this handbook is designed to help you get the answers to many of the most commonly asked questions. You will find that everybody in our building is ready to support you and I mean everybody. Our welcoming admissions staff, our campus safety officers, our maintainers, our professors...everybody.

Remember that sometimes college is tough. Anything worth doing has its challenges. During those most challenging parts of the semester remember why you are doing this. Maybe you are here to inspire your children or maybe you want to be the first person in your family to go to college. It is important to remember that motivation. Hold on to it. Let it motivate you. I promise, it is worth it in the end.

Again, welcome to Capital Community College!

Very Truly Yours,

Jason Scappaticci



Policies in this student handbook are applicable to all credit and non-credit students.

# BE INDEPENDENT

## Access Capital's Website:

**[www.capitalcc.edu](http://www.capitalcc.edu)**

### **Access General Information such as:**

- Semester Offerings
- Distance Learning
- Tuition & Fees
- College Library
- Admissions Information
- How to contact professors and other Capital staff

### **Visit MyCommNet to Access:** (You will need your NetID and Password)

- Grades • Your Semester Schedule
- Financial Aid History • Unofficial Transcripts
- Account Balance & Fee Info. • Course Availability
- Personal Information (Address, Social Security Number And Email)

### **Follow these instructions:**

- Go to MyCommNet.edu
- Enter your NetID and Password to login.

**If you have problems accessing this information, please contact the staff in Enrollment Services at (860) 906-5140**

### **Student Email Communication Policy**

Beginning Fall 2016, all official College email communication will be sent to students' Office 365 Student Email address.

You will not receive a reply to your email unless it comes from your Office 365 Student Email address.

For information on how to activate your Office 365 Student Email account, please go to myCommNet.edu.

## WHERE CAN I GET HELP?

FOR INFORMATION REGARDING	CONSULT
Academic programs	Counselors, Department/Division Chairpersons, Advisors
Veterans Affairs	Veterans Coordinator
Career Planning	Career Services
Change of major	Counselor, Dept. Chairpersons
Lost and found	Public Safety
Scholarships, loans, financial aid	Financial Aid Office
Transcripts	Enrollment Services Office
Student government	Director of Student Activities
Foreign Students	Enrollment Services Office
Transfer	Counselor
Withdrawal from College	Counselor/Enrollment Services
ID cards	Student Activities
Study and research	Library Staff
Talk over scholastic problem	Faculty or Counselor
Books and supplies	Bookstore
Talk over a personal problem	Counselor, Dean of Student Services
Stay abreast of what's going on	The Weekly Bulletin/Monitor in Lobby/Bulletin Boards/ CCC Website/ Facebook Page
See a faculty member	Office, during listed office hours
See a counselor	Counseling Office, no appointment necessary, but advisable
Clear general news release for public news media	Information & Marketing Office
Making photocopies	Library
Clear news releases or post bulletins	Dean of Student Services
Find a part-time job	Career Planning Office
State of CT Job Service	
Register for more than the normal 16 credit hours	Dean of Student Services
Change address or name	Enrollment Services Office
Obtain parking permit	Public Safety Office
Disability Disclosure	Disability Services Coordinator

# Tips for Scheduling Classes

## How Many Classes Should I Take?

The number of classes you choose to register for should reflect the amount of time you have to commit to the class expectations.

**1 Hour in Class**

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**2 Hours of homework, reading, studying, projects, etc.**

### CONSIDER:

- How many hours a week do you work?
- Do you have children or other family members to take care of?
- Do you have church or volunteer commitments either on or off campus?
- Do you have health problems or other issues that may interfere with your concentration?

**If YES** to any of these, you should avoid a full time load (take 1-3 classes) to avoid setting yourself up for failure and risk losing financial aid or getting placed on probation or suspended.

## What Time Should I Schedule My Classes?

Think about your **work and bus schedule**. How long do you have to get to or from? It's not appropriate to come to class late or leave early even if it is for work or to catch the bus.

Think about **when you learn best**. Are you a morning person or do you start "waking up" and being able to concentrate in the afternoon?

## When Should I be Scheduling Classes throughout the Week and Day?

Make sure your **workload has balance**. If you have 1 or 2 harder classes (subjects you don't enjoy or courses with heavier work load or labs), be sure to balance it out with 1 or 2 classes that you would consider easier.

Make sure your **schedule has balance**. Most classes at Capital meet twice a week for 1½ hours or once a week for 3 hours. Consider spreading your schedule out throughout the week to give you a balanced timeframe to

study. For example you can take 2 classes on a Monday & Wednesday (MW) schedule and 2 on a Tuesday & Thursday (TR) schedule so you can study for your MW classes on Sunday and Tuesday and your TR classes on MW.

Consider your **concentration level**. Do you have a difficult time staying focused for more than 2 hours at a time? If so, you should schedule classes with a break in between to give you time to study, re-energize, or grab a bite to eat. Other students prefer to have classes back to back to feel they have accomplished their day early and allow them to do other things.

Consider your **motivation level**. If you schedule classes too far apart, you may be tempted to go home or leave campus and not come back!

## Making the Most of Your Academic Advisor

Having a Counselor or a Faculty Advisor is a great resource to help you during your time at

Capital. You can make the most of your relationship with your advisor by considering a few tips:

**Contact your advisor throughout the year**, not just at course enrollment times. Let your advisor know if something particularly interesting or exciting has happened in your life, or if you have questions or concerns your advisor may be able to help with. Let your advisor know what you do outside of your classes — advisors receive grade reports, but they have no way to learn about any other aspect of who you are unless you share that with them.

**Ask your advisor what would be the best way to contact him or her.** Many faculty check their e-mail several times a day; others prefer a phone call, an appointment, or for you to drop in.

For meetings, **ask your advisor if he or she designates certain office hours** each week for drop-in visits, uses an open-door policy, or prefers that you call ahead to make an appointment. Ask how far in advance you should call to set an appointment.

**Always come prepared** to meetings with your advisor. If the agenda includes discussing course enrollment for the next semester, bring a completed copy of your program curriculum requirements worksheet indicating which requirements you have already met, and bring a tentative plan for courses for



the next semester. It's okay to include a list of several courses that you're thinking of selecting from; you and your advisor can pare down the list together.

**The 2- or 4-year plan....**with your advisor, **plan with the "whole picture" in mind** — consider how courses and activities (e.g., internships, travel abroad) might line up over your entire time at CCC and / or transfer plans, not just one semester at a time. Some courses are offered in alternate semesters; some programs have specific application deadlines. Planning ahead, with your advisor, will help ensure you minimize any unforeseen problems you could encounter.

**Submit forms and applications well ahead of the due date.** Don't leave things until the last minute and risk losing out on great opportunities.

**Use your advisor's knowledge** about your professions linked to your major to help you think more about your career options. Don't limit your advising meetings to talking about course enrollment. Share your career aspirations with your advisor, and ask for suggestions. If you learn that your career interests are somewhat different from your advisor's, you can still remain with that advisor for general advice in the major. The Career Department (Room 209) can meet with students who are not sure about their career path for Career Counseling.

**Your advisor is here to help** — take advantage of that resource!

# ACADEMIC CALENDAR

## FALL 2019

Thursday, August 23	New Student Orientation
Monday, August 27	Last Day for a Full Tuition Refund.
Tuesday, August 28	Classes Begin
Tuesday, August 28	First Day for Partial Tuition Refund. Fees are non-refundable.
Monday, September 3	Labor Day – College Closed, No Classes
Tuesday, September 4	Last Day to Add a Class
Monday, September 10	Last Day to Drop a Class
Monday, September 10	Last Day for Partial Tuition Refund. Fees are non-refundable.
Tuesday, September 11	Withdrawal Period Begins
Monday, September 24	Last Day to Change to/from Audit Status
Monday, October 8	Columbus Day – College Open, Classes Held
Tuesday, October 16	Reading Day – No Classes
Mon, Oct 22 – Mon, Oct 29	Mid Term Grades Due
Monday, November 5	Last Day to Resolve Incompletes from Previous Semester
Monday, November 12	Veteran's Day – College Open, Classes Held
Mon, Nov 12 – Fri., Nov 16	Academic Advising Week
Monday, November 19	Last day to Withdraw
Wednesday, November 21	College Open, No Classes
Thu, Nov 22 – Sun., Nov 25	Thanksgiving Recess – No Classes
Monday, November 26	Thanksgiving Recess Ends – Classes Resume
Saturday, December 8	Last Day of Classes
Monday, December 10	Final Exams Start
Saturday, December 15	Final Exams End
Monday, December 17	Final Exam Make-Up Day(For college being closed earlier in semester, e.g., weather)
Wednesday, December 19	Final Grades Due
Sunday, December 23	Semester Ends



# ACADEMIC CALENDAR

## Spring 2020

Monday, January 20	Martin Luther King Jr. Day – College Closed
Tuesday, January 21	Last Day for a Full Tuition Refund.
Wednesday, January 22	Classes Begin
Wednesday, January 22	First Day for Partial Tuition Refund. Fees are non-refundable
Tuesday, January 28	Last Day to Add a Class
Tuesday, February 4	Last Day to Drop a Class
Tuesday, February 4	Last Day for Partial Tuition Refund. Fees are non-refundable.
Wednesday, February 5	Withdrawal Period Begins
Wednesday, February 12	Lincoln's Birthday – College Open, Classes Held
Friday, February 14	College Open, No Classes
Saturday, February 15	College Closed, No Classes
Monday, February 17	Washington's Birthday – College Closed, No Classes
Wednesday, February 19	Last Day to Change to/from Audit Status
Monday, March 16 – Sunday, March 22	Spring Recess – No Classes
Monday, March 23	Spring Recess Ends – Classes Resume
Monday, March 23 – Monday, March 30	Mid Term Grades Due
Monday, April 6 – Friday, April 24	Academic Advising Weeks
Wednesday, April 8	Last Day to Resolve Incompletes from Previous Semester
Friday, April 10	Good Friday – College Closed, No Classes
Saturday, April 11	College Closed, No Classes
Wednesday, April 22	Last Day to Withdraw
Thursday, May 7	Reading Day – No Classes
Saturday, May 9	Last Day of Classes
Monday, May 11	Final Exams Begin
Saturday, May 16	Final Exams End
Monday, May 18	Final Exam Make-up day for College being closed in semester, e.g., weather
Tuesday, May 19	Final Grades Due
Thursday, May 21	Commencement
Monday, June 1	Semester Ends

# CHAPTER 1

## General Information

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## GENERAL INFORMATION

### ACCIDENT AND INJURY INSURANCE

A group accident and injury insurance plan for treatment of injuries that occur at the College, college functions, or traveling to and from the College is in effect for all students. To file a claim, pick up a form in the Office of the Dean of Student Services on the second floor, Room 212 and mail with bills to the agency listed in the insurance pamphlet. The College does not process claims. If you do not have health insurance visit [www.accesshealthct.com](http://www.accesshealthct.com) to see available healthcare options.

### ANNOUNCEMENTS

Student announcements may be posted only in designated posting areas assigned to student activities. Postings of announcements require the approval of the Dean of Student Services, including all announcements for video monitors and emails regarding student events.

### BOOKSTORE

The College bookstore is operated by the Follett Higher Education Group of Oak Brook, Illinois. Bookstore hours are arranged to meet student needs, and are printed in the course catalog, weekly Bulletin newsletter and the College's website. In addition to textbooks and supplies, reference books, posters, giftware, and a large clothing line are also available. Other services include "book buyback" service. The bookstore has established an online textbook ordering program designed to enable students to electronically view, select and order new or used textbooks with convenient pick up in the campus bookstore. The Internet address is: <http://www.cctc.bkstr.com>.

The College accepts no liability for acts or claims arising from any action or lack of action by the bookstore company. A copy of the contract entered into by the College with Follett is available for review in the Business Office.

For back-to-school hours, please check the bookstore's website, [www.cctc.bkstr.com](http://www.cctc.bkstr.com).

### LABORATORY SCHOOL

The Laboratory School provides child care for 3 to 5 year olds & a Model Training Center for Early Childhood students.

The Lab School is open five days a week from 8:30am–3:30pm and follows the College calendar for the Fall and Spring semesters. A minimum of two morning sessions is recommended for enrollment.

The cost of attending the Lab School varies according to the status of the parent. Students pay the minimum rate and also are eligible for partial scholarships during each semester.

*For more information or an application, please contact the Lab School Director at (860) 906-5238.*

## STUDENT USE OF COLLEGE COMPUTER FACILITIES

Some computer labs are reserved for classroom instruction during certain parts of the day. In this case, ONLY students enrolled in that class are allowed to use the lab, except with the instructor's permission. "Open Labs" are scheduled times of the day when labs are not scheduled for classroom instruction.

Open Labs are available for academic use to the following groups in this order:

1. CCC Students
2. CCC Faculty and Staff
3. CCC (and HSTC and GHCC) Alumni
4. Retirees of the College

***Additional computers for student use are located in the library.*** All computer facilities shall be used solely for legitimate and authorized academic purposes. Students using computer resources for any unauthorized, illegitimate, or illegal use will be subject to appropriate disciplinary action, including, but not limited to, the loss of computing privileges, disciplinary action, and/or criminal prosecution. Policies and Procedures are as follows:

### IT ACCEPTABLE USE POLICY

#### 1. Introduction

This Policy governs the Acceptable and Responsible Use of Information Technology and related Resources of Connecticut State Colleges and Universities (CSCU). Information Technology (IT) resources are a valuable asset to be used and managed responsibly to ensure their integrity, security, and availability for appropriate academic and administrative use.

The usage of CSCU IT resources is a privilege dependent upon appropriate use. Users of CSCU IT resources are responsible for using IT resources in accordance with CSCU policies and the law. Individuals who violate CSCU policy or the law regarding the use of IT resources are subject to loss of access to IT resources as well as additional CSCU disciplinary and/or legal action.

#### 2. Purpose

The purpose of this policy is to provide the CSCU community with common rules for the usage of IT resources.

The intent of this policy is to provide information concerning the appropriate and inappropriate use of CSCU IT systems to:

- Ensure CSCU IT resources are used for purposes consistent with CSCU mission and goals;
- Prevent disruptions to and misuse of CSCU IT resources;
- Ensure CSCU community is informed of state and federal laws and CSCU IT policies governing the use of CSCU IT resources and;
- Ensure IT resources are used in a manner, which comply with such laws and policies.

#### 3. Scope

This Policy applies to:

- All IT resources owned or managed by the CSCU;

- All IT resources provided by the CSCU through contracts and other agreements with the CSCU; and
- All users and uses of CSCU IT resources.

#### 4. Policy Authority

This policy is issued by the Board of Regents for Higher Education for the Connecticut State Colleges & Universities.

#### 5. Definitions

Knowledge of the following definition is important to understanding this Policy:

- IT Resources: This includes, but is not limited to, computers, computing staff, hardware, software, networks, computing laboratories, databases, files, information, software licenses, computing-related contracts, network bandwidth, user names, passwords, documentation, disks, CD- ROMs, DVDs, magnetic tapes, and electronic communication.

#### 6. Provisions

To adhere to the Acceptable and Responsible Use policy, users of CSCU IT resources must:

- Use resources solely for legitimate and authorized administrative and academic purposes.
- Ensure that any personal use of CSCU IT resources be limited and have no detrimental impact on institution operations, job performance or CSCU IT resources.
- Protect their User ID and IT resources from unauthorized use. Users are responsible for all activities on their User ID or that originate from IT resources under their control.
- Access only information that is their own or is publicly available or to which authorized access has been given.
- Use only legal versions of copyrighted software in compliance with vendor license requirements.
- Use shared resources appropriately. (e.g., refrain from monopolizing systems, overloading networks with excessive data, degrading services, or wasting computer time, connect time, disk space, printer paper, manuals, or other resources).

To adhere to Acceptable and Responsible Use policy, users of CSCU IT resources must **NOT**:

- Use CSCU IT resources to violate any CSCU policy or state or federal law.
- Use another person's credentials, User ID, or password to access resources.
- Use another person's files or data without permission.
- Gain unauthorized access or breach any security measure including decoding passwords or accessing control information, or attempt to do any of the above.



- Engage in any activity that might be harmful to IT resources or to any information stored thereon, such as creating or propagating viruses, disrupting services, damaging files or making unauthorized modifications to computer data.
- Make or use illegal copies of copyrighted materials or software, store such copies on CSCU IT resources, or transmit them over CSCU networks.
- Harass or intimidate others or interfere with the ability of others to conduct CSCU business.
- Directly or indirectly cause strain on IT resources such as downloading large files, unless prior authorization from the appropriate CSCU authority as determined by the institution is given.
- Use CSCU IT resources for unauthorized purposes which may include, but are not limited to, the conduct of a private business enterprise, monetary gain, commercial, religious or political purposes.
- Engage in any other activity that does not comply with the general principles presented above.

## **7. No Expectation of Privacy**

All activities involving the use of CSCU IT systems are neither personal nor private. Therefore, users should have no expectation of privacy in the use of these resources. Information stored, created, sent, or received via CSCU IT systems is potentially accessible under the Freedom of Information Act.

Pursuant to Communications Assistance for Law Enforcement Act (CALEA), Public Act 98-142, and the State of Connecticut's "Electronic Monitoring Notice", the Board of Regents reserves the right to monitor and/or log all activities of all users using CSCU IT systems without notice. This includes, but is not limited to, files, data, programs and electronic communications records without the consent of the holder of such records.

## **8. Assurance**

Each CSCU institution shall incorporate the Acceptable and Responsible Use Policy as part of the terms and conditions for issuing institution computer network accounts. Each CSCU institution shall have all full-time and part-time employees, including student employees, acknowledge that they have read and understand the Acceptable Use Policy. Each CSCU institution shall make the Acceptable Use Policy accessible to all employees and students.

## **9. Enforcement**

Violations of CSCU Acceptable and Responsible Use policy may result in appropriate disciplinary measures in accordance with local, state, and federal laws, as well as CSCU Policies, general rules of conduct for all college and university employees, applicable collective bargaining agreements, and CSCU student conduct codes.

For purposes of protecting the CSCU network and information technology resources, the BOR Information Security Program Office, in conjunction with college/university IT department, may temporarily remove or block any system, device, or person from the CSCU network that is reasonably suspected

of violating CSCU information technology policy. These non-punitive measures will be taken to maintain business continuity and information security; users of the college/university information technology resources will be contacted for resolution.

## **10. Exception Process**

CSCU recognizes that some portions of the Acceptable and Responsible Use of Information Technology Resources Policy may have to be bypassed from time-to-time because of technical or business reasons.

Accordingly, exceptions may be made provided:

1. The need for the exception is legitimate and approved by the BOR CIO or designee.
2. The exception does not disrupt or compromise other portions of the CSCU service delivery capability.
3. The implementation of the exception is vetted through the Change Management Process.
4. The BOR Information Security Program Office, in conjunction with college/university IT department, is able to establish a monitoring function to assess the operations of the implementation exception.
5. The exception has a defined lifecycle, in that the “retirement” of the exception is scheduled (e.g., “when Release 4.9 is implemented,” “at contract termination,” etc.)

## **11. Exception Request**

To request an exception, please submit the Information Security Exception request to [SecProg@ct.edu](mailto:SecProg@ct.edu)

The requestor and BOR Information Security Program Office will define the approved alternative configuration if different than the original proposal of the requestor.

The exception process is NOT an alternative to the Change Control Management process.

## **12. Disclaimer**

CSCU disclaims any responsibility for and does not warrant information and materials residing on non-CSCU systems or available over publicly accessible networks. Such materials do not necessarily reflect the attitudes, opinions or values of CSCU, its faculty, staff or students.

## **13. Related Publications**

Related Policies

- Security Policy will be posted when approved by the Board of Regents. Related Standards and Procedures

- [Supportcenter.ct.edu](http://Supportcenter.ct.edu)

Web Sites

- [www.ct.edu/it/a2z](http://www.ct.edu/it/a2z)

# IT Electronic Communication Policy

## 1. Introduction

The Connecticut State Colleges and Universities (CSCU) encourages the use of electronic communications to share information and knowledge in support of CSCU mission and goals. To this end, CSCU provides and supports interactive, electronic communications resources and services.

## 2. Purpose

The purpose of this Policy is to:

- Promote the use of electronic communication as an official means of communication within CSCU;
- Ensure that CSCU electronic communications resources are used for purposes appropriate to the CSCU mission and goals;
- Prevent disruptions to and misuse of CSCU electronic communications resources and services;
- Ensure that the CSCU community is aware that use of CSCU electronic communications resources is subject to state and federal laws and the CSCU policies; and
- Ensure that electronic communications resources are used in compliance with those laws and the CSCU policies.

## 3. Scope

This Policy applies to:

- All electronic communications resources owned or managed by CSCU including the content of electronic communications, electronic attachments and transactional information associated with such communications;
- All electronic communications resources provided by CSCU through contracts and other agreements with CSCU;
- All users and uses of CSCU electronic communications resources; and
- All CSCU electronic communications records in the possession of CSCU employees or other users of electronic communications resources provided by CSCU.

## 4. Policy Authority

This policy is issued by the Board of Regents for Higher Education for the CSCU.

## 5. Definitions

The following terms are used in this Policy. Knowledge of these definitions is important to an understanding of this Policy:

**Electronic Communication:** Any communication that is broadcast, created, sent, forwarded, replied to, transmitted, stored, held, copied, downloaded, displayed, viewed, read, or printed by one or several electronic communications services, including but not limited to email and telephone.

**Electronic Communications Records:** Electronic transmissions or

messages created, sent, forwarded, replied to, transmitted, distributed, broadcast, stored, held, copied, downloaded, displayed, viewed, read, or printed by one or several electronic communications services. This definition of electronic communications records applies equally to the contents of such records, attachments to such records, and transactional information associated with such records.

**Electronic Communications Resources:** Any combination of telecommunications equipment, transmission devices, electronic video and audio equipment, encoding or decoding equipment, computers and computer time, data processing or storage systems, computer systems, servers, networks, input/output and connecting devices, and related computer records, programs, software, and documentation that supports electronic communications services.

**Electronic Communications Services:** Any messaging, collaboration, publishing, broadcast, or distribution system that depends on electronic communications resources to create, send, forward, reply to, transmit, store, hold, copy, download, display, view, read, or print electronic records for purposes of communication across electronic communications network systems between or among individuals or groups, that is either explicitly denoted as a system for electronic communications or is implicitly used for such purposes.

## **6. Provisions**

CSCU encourages the use of electronic communications resources for legitimate and authorized academic and administrative purposes and makes them widely available to the CSCU community. To insure the reliable operation of these resources, their use is subject to the following:

- Email is an official means for communication within CSCU unless otherwise prohibited by law. The colleges and universities reserve the right to send official communications to employees and students via email. In the event of an emergency, the colleges and universities shall utilize all available communication mechanisms including email to reach employees and students.
- All employees and students will be given official college/university email accounts. Official university communications shall be sent to official college/university email addresses. Employees and students are expected to check their official email accounts on a frequent and consistent basis in order to stay current with campus related communications. Failure to receive or read official communications does not absolve the employee or student from knowing and complying with the content of such official communications.
- Employees are not allowed to conduct official CSCU business via private (unofficial) email accounts unless specifically authorized.
- Students, who choose to have their emails auto-forwarded to private (unofficial) email addresses, do so at their own risk. The college/ university is not responsible for any difficulties that may occur in the transmission of the emails.

- Contents of all electronic communications shall conform to state and federal laws and CSCU policies regarding protection of privacy, intellectual property, copyright, patents and trademarks
- Using electronic communications resources for any purpose restricted or prohibited by state and federal laws, regulations or CSCU policies is prohibited.
- Using electronic communications resources for monetary gain or for commercial, religious, or political purposes that are not directly related to CSCU institutional missions or otherwise authorized by appropriate CSCU authority is prohibited.
- Usage that directly or indirectly causes strain on the electronic communications resources is prohibited.
- Capturing, opening, intercepting or obtaining access to electronic communications, except as otherwise permitted by the appropriate CSCU authority is prohibited.
- Using electronic communications to harass or intimidate others or to interfere with the ability of others to conduct CSCU business is prohibited.
- Users of electronic communications resources shall not give the impression that they are representing, giving opinions or otherwise making statements on behalf of CSCU unless authorized to do so.
- Directly or by implication, employing a false identity (the name or electronic identification of another), except under the following circumstances, is prohibited:
  - ~ A supervisor may direct an employee to use the supervisor's identity to transact CSCU business for which the supervisor is responsible. In such cases, an employee's use of the supervisor's electronic identity does not constitute a false identity.
  - ~ A user of the CSCU electronic communications services may not use a pseudonym (an alternative name or electronic identification for oneself) for privacy or other reasons, unless authorized by an appropriate CSCU authority for business reasons.
- Forging email headers or content (i.e., constructing an email so it appears to be from someone else) is prohibited.
- Unauthorized access to electronic communications or breach any security measure is prohibited.
- Interfering with the availability of electronic communications resources is prohibited, including but not limited to the following: (i) sending or forwarding email chain letters or their equivalents in other electronic communications services; (ii) "spamming," i.e., sending electronic junk mail or junk newsgroup postings; (iii) "letter-bombing," i.e., sending an extremely large message or sending multiple messages to one or more recipients to interfere with the recipient's use of electronic communications resources; or (iv) intentionally engaging in other practices

- such as “denial of service attacks,” i.e., flooding the network with traffic.
- Distribution of an electronic mail to the entire or a substantial portion of a campus community must obtain prior approval as specified by the receiving institution.

## **7. No Expectation of Privacy**

All activities involving the use of CSCU IT systems are not personal or private. Therefore, users should have no expectation of privacy in the use of these resources. Information stored, created, sent or received via CSCU IT systems is potentially accessible under the Freedom of Information Act.

Pursuant to Communications Assistance for Law Enforcement Act (CALEA), Public Act 98-142, and the State of Connecticut’s “Electronic Monitoring Notice”, the Board of Regents reserves the right to monitor and/or log all activities of all users using CSCU IT systems without notice. This includes, but is not limited to, files, data, programs and electronic communications records without the consent of the holder of such records.

## **8. Assurance**

Each CSCU institution shall incorporate the Electronic Communication Policy as part of the terms and conditions for issuing institution email accounts. Each CSCU institution shall have all full-time and part-time employees, including student employees, acknowledge that they have read and understand the Electronic Communication Policy. Each CSCU institution shall make the Electronic Communication Policy accessible to all employees and students.

## **9. Enforcement**

Violations of CSCU information technology policy may result in appropriate disciplinary measures in accordance with local, state, and federal laws, as well as CSCU Policies, General Rules of Conduct for all college and university employees, applicable collective bargaining agreements, and the CSCU Student Conduct Codes.

For purposes of protecting the CSCU network and information technology resources, the BOR Information Security Program Office, in conjunction with college/university IT department, may temporarily remove or block any system, device, or person from the CSCU network that is reasonably suspected of violating CSCU electronic communications policy. These non-punitive measures will be taken to maintain business continuity and information security; users of the college/university information technology resources will be contacted for resolution.

## **10. Exceptions**

CSCU recognizes that some portions of the Electronic Communication Policy may have to be bypassed from time-to-time because of technical or business reasons.

Accordingly, exceptions may be made provided:

1. The need for the exception is legitimate and approved by the BOR CIO or designee.
2. The exception does not disrupt or compromise other portions of the ConnSCU service delivery capability.

3. The implementation of the exception is vetted through the Change Management Process.
4. The BOR Information Security Program Office, in conjunction with college/university IT department, is able to establish a monitoring function to assess the operations of the implementation exception.
5. The exception has a defined lifecycle, in that the “retirement” of the exception is scheduled (e.g., “when Release 4.9 is implemented,” “at contract termination,” etc.)

## **11. Exception Request**

To request an exception, please submit the Information Security exception request to [SecProg@ct.edu](mailto:SecProg@ct.edu)

The requestor and BOR Information Security Program Office will define the approved alternative configuration if different than the original proposal of the requestor.

The exception process is NOT an alternative to the Change Control Management process.

## **12. Disclaimer**

CSCU disclaims any responsibility for and does not warrant information and materials residing on non-CSCU systems or available over publicly accessible networks. Such materials do not necessarily reflect the attitudes, opinions or values of CSCU, its faculty, staff or students.

## **13. Related Publications**

Related Policies

- Security Policy will be posted when approved by the Board of Regents. Related Standards and Procedures
- [Supportcenter.ct.edu](http://Supportcenter.ct.edu)

Web Sites

- [www.ct.edu/it/a2z](http://www.ct.edu/it/a2z)

## **COUNSELING**

Counselors are available to provide vocational and academic assistance and to provide short term personal or group counseling in areas of personal or social growth. The Counseling Office is located in Room 208 and their phone number is (860) 906-5040.

The Dean of Student Services is also available for counseling on an emergency basis.

## **DELINQUENT ACCOUNTS**

No student shall be ENROLLED, GRADUATED or GRANTED a TRANSCRIPT until all previous charges, fines or other assessments have been paid.

## **EMERGENCY CLOSINGS**

In the event of severe weather, power failure, or any other extreme or unusual circumstances, the College provides the following television and

radio stations with closing/delayed opening information: WFSB-TV-Channel 3, WVIT-TV NBC 30, WTIC (1080 AM & 96.5 FM), WRCH (100.5 FM), WZMX (93.7 FM) and WDRC (1360 AM & 102.9 FM). The College's main phone number (860) 906-5000, website ([www.capitalcc.edu](http://www.capitalcc.edu)) and facebook page will also have official emergency information. Except under rapidly changing conditions, information on the status of day classes will be available by 6 am and for night classes by 3:30 pm.

## **EMERGENCY MESSAGES**

The Enrollment Services office will transmit messages to students ONLY under EMERGENCY CIRCUMSTANCES. No other personal messages will be transmitted.

## **EMERGENCY NUMBERS**

See Appendix A, page 109.

## **FACULTY ASSISTANCE**

If you need to make up work or need academic help or advice, you should see your instructor or advisor during posted office hours or by special arrangement.

## **FINANCIAL AID INFORMATION**

The College participates in the following financial aid programs:

1. Federal Pell Grants
2. Federal Supplemental Educational Opportunity Grants (SEOG)
3. Capital Community College Grant (CCC)
4. Roberta B. Willis Scholarship Program
5. Federal Work Study (FWS)
6. Tuition Waiver Program
7. Federal Student Loan Programs

### **How to Apply**

To apply for ALL financial aid you must file the Free Application for Federal Student Aid Form (FAFSA) on-line (<http://www.fafsa.ed.gov/>). Workshops to assist you in completing the FAFSA are offered throughout the year and schedules are posted on the College website in English and Spanish.

### **Payment of Awards**

- If you are entitled to a grant (PELL, SEOG, CAP/Governor's Scholarship, CCC Grant), it will be paid directly to you after financial obligations to the College are met.
- Work Study Awards are paid every two weeks according to the number of hours worked.
- Student loan checks will be disbursed to you by the College.

NOTE: Eligible financial aid recipients with completed files may charge tuition and/or fees with proper authorization from the Financial Aid Office. Financial Aid Staff are available for personal consultation.



**SATISFACTORY ACADEMIC PROGRESS POLICY FOR STUDENT FINANCIAL AID RECIPIENTS**

Recipients of financial aid under the Title IV programs or other financial aid programs directly administered or certified by the college must maintain satisfactory academic progress towards the completion of a certificate or degree program. Students must be cognizant when selecting a program that certain certificates are not eligible for financial aid. The progress standards within are determined in accordance with a student’s current primary curriculum in a certificate or degree program.

Satisfactory academic progress for financial aid recipients in both certificate and degree programs is determined using a student’s cumulative academic history at the college, by means of Cumulative Grade Point Average (qualitative) and Cumulative Pace (quantitative) components. A student must successfully complete the designated pace percentage (earned credits/attempted credits) according to their program of study. For financial aid purposes, all attempted credits resulting in either an academic grade or administrative transcript notation will be included in the quantitative calculation. Incomplete courses, course withdrawals, course repetitions, noncredit remedial courses (with appropriate credit equivalency evaluation), and ESL courses are also included in this assessment. Transfer credits are counted as both attempted and earned credits in the calculation for determining satisfactory academic progress.

For students who change majors or change between certificate and degree programs, a cumulative academic history is still considered and assessments will be performed based on the primary program of study. A student’s cumulative academic history will be evaluated at the end of each payment period and prior to the subsequent term’s financial aid disbursement. This policy will be used to evaluate all students uniformly, regardless of their enrollment level. In order to graduate, a minimum cumulative grade point average of 2.0 is required in all courses that are applicable to the program of study.

Standards for Certificate Seeking Students		
Credits Attempted	Minimum Cumulative GPA	Minimum Completion Pace
0 – 11.99	0.0	0.00%

Standards for Degree Seeking Students		
Credits Attempted	Minimum Cumulative GPA	Minimum Completion Pace
0–11.99	0.0	0.00%
12 -30.99	1.7	50.00%
31 -49.99	2.0	50.00%

## **Advising Requirement**

For students falling below a cumulative GPA of 1.7 and/or a minimum completion pace of 50%, they will be required to meet with advising staff prior to continuing to receive financial aid.

## **Repeat/Audit Coursework**

Financial aid recipients are limited to one repetition of a previously passed course in their program of study. The second repetition of a previously passed course will not be eligible for financial aid payment. Audit courses are not financial aid eligible.

## **Communication**

Students will receive notification prior to the start of a period of enrollment via postal mail or email that will describe any changes to the status of their academic progress. Updates to academic progress status will also be made available to students through myCommNet (<http://my.commnet.edu>).

## **Maximum Credit Hours**

Students may receive financial aid for any attempted credits in his/her program of study that do not exceed 150% of the published length of the student's educational program at the college. For example, students enrolled in a 60 credit degree program may receive financial aid for a maximum of 90 attempted credit hours. Similarly, students enrolled in a 30 credit certificate program may receive financial aid for a maximum of 45 attempted credit hours. Any attempted credits at the college must be included in the calculation. The 150% maximum credit hours rule is applicable to students who change majors, programs, or who pursue a double major.

## **Financial Aid Warning**

Students who fail to meet the minimum satisfactory academic progress standard will be placed on Financial Aid Warning only once during their academic career at the college. Students on Warning may continue to receive financial aid for one payment period despite a determination that the student is not maintaining satisfactory academic progress. The Warning period will be the student's next semester or period of enrollment at the college. Those students who achieve Satisfactory Progress after a Warning period but fail the academic standards at a later date will have an Unsatisfactory Progress status.

The college will communicate the Warning status to these students and inform them that they must meet the academic progress standard by the end of the subsequent enrollment period in order to maintain eligibility to participate in the financial aid programs at the college.

## **Unsatisfactory Progress**

Students who fail to meet the minimum satisfactory academic progress standard at the end of the Warning period will become ineligible from the financial aid programs at the college. The college will communicate a status of Unsatisfactory Progress to students and inform them of the available Reinstatement and Appeal processes.

## **Reinstatement Process**

A student's financial aid eligibility will be automatically reinstated at such time as the student meets the minimum satisfactory academic progress standard. Reinstatement to the financial aid programs may also occur upon a successful appeal by the student (see Appeal Process below).

## **Financial Aid Probation**

Any student who fails to meet the minimum satisfactory academic progress standard at the end of the Warning period will become ineligible from the financial aid programs at the college. Ineligible students have the opportunity to file an appeal regarding their unsatisfactory progress within the assessment for financial aid programs. Students that have failed the academic progress standard and have been approved with a successful appeal will be considered on Financial Aid Probation. The terms of Financial Aid Probation are set by the college during the Appeal Process.

## **Appeal Process**

Students may request consideration for reinstatement to the financial aid programs through the following Appeal Process:

If a student feels their failure to meet the minimum satisfactory academic progress standard was the result of an unusual or extraordinary situation that affected successful progression, the student may appeal to the Financial Aid Office. Examples of personal mitigating circumstances could include illness or injury of the student or dependent of the student, a death in the family, or other undue hardship as the result of special circumstances. An appeal form is available in the Financial Aid Office.

To provide consistency in decision-making, a designated administrator or committee at the attending institution will make all appeal decisions in a timely manner upon review of the appeal form and any applicable documentation. The student must:

1. In writing, explain the extenuating circumstances causing the non-compliance;
2. In writing, give a detailed explanation of specifically what has changed that will allow satisfactory progress to be demonstrated at the next evaluation; and
3. Substantiate it with third party documentation (i.e., physician's note).

Should an appeal be approved and the student is not mathematically able to return to satisfactory academic progress at the conclusion of the subsequent enrollment period, a designated administrator at or committee at the attending college will devise an appropriate academic plan for the upcoming semester with the student. For example, the terms of an academic plan may be as follows:

1. Register and successfully complete a minimum of six (6) credits; and
2. Successfully complete these courses with a minimum GPA of 2.0.

At the end of the semester, grades will be evaluated. If the student has met the required terms of the academic plan, the student may remain on Financial Aid Probation and continue to receive financial aid the following semester.

If the student fails to meet the terms of the academic plan in any subsequent semester, the student will become ineligible to participate in all financial aid programs until the student is able to once again meet the minimum requirements for academic progress. Student progress will continue to be monitored at the end of each semester with the same terms in place until the student is in compliance with this policy.

If the student's appeal is denied and the student is already registered for the upcoming semester, the student is responsible for any monies owed to the college. If the student pays for the next semester and successfully completes all classes with a GPA of 2.0 or better, the student may appeal again after that semester.

## **FINANCIAL AID APPEAL PROCESS**

If you are denied financial aid for failure to make satisfactory academic progress, you have 30 days from the date of being notified of the Financial Aid Office's decision in which to submit your appeal form. If you do not submit your appeal during this time period, your appeal may not be considered.

### **Forms are available from the Financial Aid Office.**

Your appeal will be decided on the basis of written information and any supporting documentation submitted with the appeal.

Fully describe the extenuating circumstances that prevented you from making satisfactory progress. Be as specific as possible. Federal regulations consider personal injuries, serious illness, death of a family member, and undue hardship as the result of a special circumstance as acceptable reasons. Attach supporting documentation from a third-party source to support your appeal. All medical excuses must be accompanied by a doctor's note. Also, specify the particular semesters in which you were having problems. If your appeal has been denied and you feel that you need to receive further consideration, you may contact the Dean of Student Services.

## **FLOOR DIRECTORY**

See Appendix C, pages 111-113.

## **HANDICAPPED PARKING AND ELEVATOR USE**

To use the official handicapped parking spaces, you must have a Connecticut Department of Motor Vehicles handicapped parking license plate or certificate. If you have a documented disability, contact the Public Safety Office in the Lobby to secure a temporary permit. A temporary permit allows the use of designated parking spaces only, and is limited to 30 days. A person needing more than 30 days should apply for a state permit.

Elevators are available to all students and staff.

## **HOUSING**

The College is a commuter college and does not provide off-campus housing. You may find the following information helpful:

- Check the student housing bulletin board on the 7th floor.
- Check with the student affairs offices at other local colleges (Trinity, University of Hartford, University of Saint Joseph) for their listings.

- Check the classified sections of the Hartford Courant (particularly the Sunday edition), and the Hartford Advocate; also check the WestEnder and other free local area neighborhood newspapers.
- Call the YMCA (860) 522-4183 or YWCA (860) 525-1163 to inquire about rooms available for short or long-term periods. Special student rates are usually available.
- Place an “Apartment Wanted” ad in the Hartford Courant or other local paper. If you wish to consider renting a house with other students, place an ad on the student housing bulletin board.

## ID CARDS

Photo ID cards are available to every registered student during registration, and other times to be published in the weekly Bulletin. You may also check times posted on the 7th Floor I.D. Room.

**Students should carry a picture form of identification at all times while at the College. Upon request from Capital Public Safety Officers, they must present this identification. Questions regarding this policy may be addressed to the Dean of Student Services.**

## CAREER DEVELOPMENT & PLACEMENT SERVICES

Any CCC student or alumni may take advantage of the following Career Center services:

- Counseling, testing and individualized assessment; advisement with regard to short and long-term academic and career planning.
- Individualized planning for all phases of a job search (e.g., resume, portfolio, and cover letter development, interview preparations, job search procedures and job placement).
- Resources in the form of videos, company literature, and computer software for career related information.

## STUDENTS WITH A DIAGNOSED DISABILITY

Students with a Diagnosed Disability must self-disclose and provide appropriate documentation to the Disability Services Coordinator. This process must be done thirty (30) days prior to the beginning of the semester. If the student requires **academic adjustments**, the student should make a request every semester. For more information contact Helena Carrasquillo, Disability Services Coordinator at (860) 906-5204, Room 208B or email [hcarrasquillo@capitalcc.edu](mailto:hcarrasquillo@capitalcc.edu)

## ACADEMIC SUCCESS CENTER

The Academic Success Center provides a wide array of free academic support services to all registered students. The ASC offers convenient scheduling including day, evening and Saturday hours.

Programs include:

- Individual and group tutoring in most subjects:  
~ By appointment

Drop-in (no appointment necessary):

- ❑ Math Center – Room 412 – Concepts review and skills practice, from developmental to advanced mathematics
- ❑ Writing Center – Room 409 – Help with writing for all subjects, including brainstorming ideas and revising drafts
- ❑ Computer Center – Room 423 – Computer tutoring and assistance with instructional software
- Academic coaching including help with study skills, test taking and organization
- Placement test preparation
- Software and materials to enhance reading, writing, math skills
- Specialized workshops
- Online tutoring
- Support for students with disabilities

To obtain further information on all Academic Success Center programs and to schedule appointments, please stop by the reception desk on the fourth floor, or call (860) 906-5200.

## **CAPITAL COMMUNITY COLLEGE LIBRARY**

The Arthur C. Banks Jr., Library, located on the 5th floor, is the hub of the educational process at Capital Community College. In support of CCC's mission, the library provides a broad range of services and resources in both a digital and a traditional setting. Serving students, faculty, and staff, the library offers access to computers, a photocopier, TV/VCR/DVD units, and a collection of over 40,000 print volumes and dozens of research databases.

The Library's website ([www.capitalcc.edu/library](http://www.capitalcc.edu/library)) allows students to connect to the library catalog, a variety of subscription research databases, LibGuides (research guides), as well as interactive forms and tutorials. In addition to our collection, Capital Community College students have access to regional and national collections via interlibrary loans and community borrowing agreements.

Students are encouraged to seek assistance from the library's experienced staff. No matter the question or problem - we are here to help! In addition to reference, citation, circulation, and computer help, librarians offer instructional workshops to help students effectively tackle the research process.

### **Additional Features of the Arthur C. Banks Jr., Library:**

- Group Study Rooms • Coin-operated Copy Machine • WiFi Internet Access for Students, Faculty, and Staff • Anatomy and Physiology Models • Reserve Collection of Course-related Materials • Local and National Newspapers and Magazines • Instructional Workshops • Off-Campus Access to Library Resources available through myCommnet

### **Fall & Spring Semester Library Hours:**

Monday-Thursday 9 am-8 pm      Friday 9 am-4:30 pm  
Saturday 9 am-12:30 pm      Sunday Closed

**Register to use the Library with your Student ID card today!**

Contact Information: (860) 906-5020 • [www.capitalcc.edu/library](http://www.capitalcc.edu/library)  
Off-Campus Access to Library Resources available through the  
Library tab in myCommnet.

## **LOCKERS**

A Locker Room is available for registered students on a daily basis. The Locker Room is located on the 7th floor. You are responsible for supplying your own combination lock. You must remove your lock at the end of each day. Locks left on overnight may be removed and locker contents disposed.

## **LOST AND FOUND**

Please turn in found articles to the Office of Public Safety in the main lobby. Lost articles, upon proper identification, may be claimed in the same office. Write your name on all books and other valued articles and file serial numbers, particularly on calculators!

## **MEASLES AND RUBELLA, IMMUNIZATION REQUIREMENTS**

If you were born after December 31, 1956, Connecticut State Law requires that a full-time (degree seeking and non-degree/non-matriculating) and part-time matriculating students enrolled in post-secondary schools be protected against measles, mumps, and rubella, and if you were born after January 1, 1980 you must also be protected against varicella (chicken pox). Students must have two doses each of measles, mumps, and rubella vaccine to insure adequate immunization. The first must have been administered after January 1, 1969 and the second after December 31, 1979 (at least one month apart).

Effective August 1, 2010, all students born after January 1, 1980 must show evidence of immunization for two doses of varicella (chicken pox).

For additional information or questions, contact the Office of Enrollment Services at (860) 906-5140.

## **NEWSLETTER FOR STUDENTS: “THE BULLETIN”**

“The Bulletin” is a newsletter published every Monday during the academic year, providing news about college activities, financial aid, counseling, veterans, registration information, job openings in and around the College, career info, etc. The newsletters are distributed throughout the College (lobby, library, Welcome and Advising Center, student services area) and sent to faculty and staff electronically. If at any time you would like to submit an announcement for “The Bulletin,” please contact the Administrative Assistant in the Dean of Student Services office on the second floor, Room 212. Stay informed about what’s happening at CCC and read “The Bulletin”!

## **PERSONNEL**

See Appendix B on page 110.

## **SAFETY REGULATIONS**

Safety and health regulations require that footwear be worn at all times while in the building. Open-type shoes or sandals are prohibited in chemistry laboratories, manufacturing processes laboratories and other laboratories where, in the judgment of the instructor, a hazard exists. Safety glasses and hair nets (or similar restraining devices) are also required where certain hazards exist which can result in accidental injury. Neckties and loose-fitting clothing are prohibited in the manufacturing process lab. In case of accident or hazardous exposure, follow procedures given by the instructor.

## **CLEAN AIR POLICY**

No smoking is allowed anywhere in the building.

## **SPORTS AND RECREATION INTRAMURAL**

Men and women are encouraged to participate in intramural activities such as soccer, football, basketball and more. In addition, martial arts, dance and other wellness activities are offered.

## **STUDENT ACTIVITIES**

Co-curricular activities and experiences have been designed to add to the students' overall development and growth. Enhancement of skills and training is available to all student leaders through campus workshops. Student leaders from across the State are brought together in joint leadership sessions designed for the Connecticut College and Universities System.

Student clubs, societies and organizations offer students the opportunity to plan, coordinate, market, sponsor and evaluate activities and projects through the Student Activities Office.

Student government, representing all students, works to maintain high morale within the Student body and to foster a spirit of cooperation among students, staff and faculty.

The Student Senate establishes rules and regulations concerning student- sponsored activities and clubs. Student clubs, publications, and other extra- curricular activities are available and are supported by the Student Senate. Student Activity funds are allotted by this body to requesting individuals or groups who satisfy guidelines. All student organizations must strictly adhere to policies and procedures in the ***Student Activities Policies and Procedures Manual***.

Membership in student organizations is open to all enrolled students. Some clubs and organizations are created from the various disciplines and majors: Early Childhood Club, Nursing Club, Architecture Club, Computer Club, Association of Civil Technology Students (ACTS).

Other organizations are chapters of national groups and include the following:

- NAACP, which promotes equality and legal redress for violations of constitutional rights.
- NSLS, the National Society of Leadership and Success, is a national honor society and has chapters in approximately 300 colleges and



universities across the nation.

Students are required to have a minimum GPA of 3.0 for a minimum of 12 credits. Students who meet this requirement, hold interest in leadership development, and are able to devote a minimum of 2 hours a week to club activities, are encouraged to join.

- PHI THETA KAPPA, national honorary fraternity in two-year colleges that recognizes high scholastic achievement. To be eligible for membership, a student must achieve and maintain a QPA of 3.5 for a minimum of 12 credits earned.
- CHEMISTRY CLUB, a student chapter of the Chemical Society Organization.

Clubs and organizations that are created out of student interests and needs derive their goals and objectives out of the consensus of the membership. They maintain their eligibility status, for the most part, as long as there is an active membership. These include: Black Student Union, International Club, Latin-American Students Association, Chess Club, Philosophy Club, Pre-Professional Club, Golf Club, Softball Club, Volleyball Club, Ski Club, Inventors' Club, Women's Group, Campus Ministry, Senior Renewal Club, and the National Society of Leadership and Success.

Please refer to the weekly Bulletin for meeting times and places. Also, please consult with the Director of Student Activities if you are interested in participating in any of the above listed clubs.

The Dean of Student Services appoints all club advisors. Student organizations may recommend club advisors to Dean.

## **STUDENT FILE – PRIVACY OF INFORMATION/ REQUEST TO INSPECT RECORDS**

### **Family Educational Rights and Privacy Act of 1974**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request amendment of an education record that the student believes is inaccurate. Students may ask an appropriate College official to amend a record that they believe is inaccurate. The student should write to the College official, clearly identify the part of the record he or she wants changed, and specify why he/she believes it is inaccurate. The College will notify the student of the decision. If the College decides not to amend the record as requested by the student, the College will advise the student of his or her right to a hearing regarding the request for amendment.

Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

**Note:** FERPA is not intended to provide process to question substantive judgments that are correctly recorded. For example, the right to challenge does not allow a student to contest a grade in a course because the student believes that a higher grade should have been assigned.

3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA permits disclosure without consent to school officials with legitimate educational interests. A "school official" includes but is not limited to the following: a person employed by the College in an administrative, supervisory, academic, research or support staff position (including law enforcement and security personnel, counseling and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, collection agent or official of the National Student Clearinghouse); a person serving on the Board of Regents who is authorized to act on its behalf; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibilities.

FERPA also permits disclosure of education records without consent in connection with, but not limited to:

To comply with a judicial order or a lawfully issued subpoena; To appropriate parties in a health or safety emergency;

To officials of another school, upon request, in which the student seeks or intends to enroll;

- In connection with a student's request for receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid;
  - To certain officials of the U.S. Department of Education, the Comptroller General, to state and local educational authorities, in connection with certain state or federally supported education programs;
  - To accrediting organizations to carry out their functions;
  - To organizations conducting certain studies for or on behalf of the College;
  - The result of an institutional disciplinary proceeding against the alleged perpetrator of a crime of violence to the alleged victim of that crime with respect to that crime.
  - Directory information as defined in the policy of the Board of Regents.
4. The right to refuse to permit the College to release directory information about the student, except to school officials with a legitimate educational

interest and others as indicated in paragraph 3 above. To do so, a student exercising this right must notify the Office of Registrar in writing in Room 207. Once filed, this notification becomes a permanent part of the student's record until the student instructs the College, in writing, to remove it.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Colleges to comply with requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

## Directory Information

The Board of Regents has designated the following as directory information: student names and addresses, dates of attendance, full vs. part-time student status, awards, major/program of study, and honors and graduation date. For purposes of access by military recruiters only, telephone listings and, if known, age and level of education and major are also designated as directory information.

Colleges may disclose directory information without prior consent, unless a student has exercised the right to refuse to permit the College to release directory information in accordance with paragraph 4 above.

## STUDENT CENTER

Audio and visual equipment is available. All students are welcome.

Hours: Monday through Friday 9am-6pm, seventh floor.

## TUITION AND FEES

### Payment Policy

Make payments at the College on the day you register. Payment may be made by cash, check, MasterCard, Visa, Discover or **American Express**. Check or money order should be made payable to CCC. Students owing the College money or library books or fines will not be allowed to register until all debts are settled. Registration is not final until payment is made in full or other satisfactory payment arrangements have been made. Any student paying with a check which is not honored by a banking institution **may** be subject to being deregistered and will be obligated to pay a returned check fee of \$25. Furthermore, the student will be given ten calendar days to make restitution with cash or a bank money order. If payment is not received within ten calendar days, the student **may** be deregistered and not permitted to return to class.

### Tuition & Fee Installment Plan Agreement

To utilize the installment plan students must be registered for six or more credits, or for an Extension/Non-credit Course costing a total of at least \$850.

The initial payment will include all fees, twenty-five dollar (\$25) installment plan fee, and one-third of student's total tuition or Extension/Non-

credit Course Fee, see schedule below.

### TUITION PAYMENT PLAN BREAKDOWNS

Fee	1st Payment	2nd Payment	3rd payment
	January 2, 2019 or after	February 14, 2019	March 7, 2019
25.00	\$481.80	\$342.60	\$342.60
25.00	\$554.20	\$396.90	\$396.90
25.00	\$625.40	\$450.30	\$450.30
25.00	\$697.80	\$504.60	\$504.60
25.00	\$769.00	\$558.00	\$558.00
25.00	\$841.40	\$612.30	\$612.30
25.00	\$917.80	\$669.60	\$669.60

Students who advance register and pay fees only at that time may opt for the tuition installment plan. These students will be required to pay **40%** of tuition at that time and the twenty-five dollar plan charge.

First semester international students will not be eligible for this plan. Continuing international students will be eligible after the successful completion of their first semester. The Foreign Student Advisor must approve all International students for eligibility.

Refunds of tuition will be contingent based upon the appropriate College Refund Policy. Fees for General Fund courses are not refundable.

The Business Office will try to send payment reminders to students.

If students need to be deregistered, the Business Office will provide the Registrar with a list of names and in seven days they will either resolve the matter or deregister the student.

Failure to meet the full payment of this plan on or before the dates indicated may make the student subject to any or all of the following: cancellation of registration, denial of transcript and/or Certificate services and denial of registration for additional courses at Capital Community College. Additionally, the College will forward this matter to a collection agency. Once a student has been deregistered from the College, full payment will be required for reinstatement.

### REFUNDS OF TUITION AND FEES

#### Non-Refundable Deposit

The College services fee and student activity fee paid by all students

registering for credit general fund/tuition account courses, or credit extension account courses, are non-refundable, except when course sections cancelled by the College would result in a change in fees otherwise due.

## **General Fund/Tuition Account Courses Refund Schedule**

For notice of withdrawal received prior to the first day of college classes for that semester, a refund of one hundred percent of total tuition **only** will be granted for both full-time and part-time students.

For notice of withdrawal received on the first day of classes and through the fourteenth calendar day of that semester, a refund of fifty percent of total tuition **only** applicable to the courses for which registered will be granted for both full-time and part-time students.

For a reduction in load which occurs on the first day of classes and through the fourteenth calendar day of that semester, fifty percent of the difference of the tuition **only** applicable to the original and revised course schedule will be refunded.

No refund of tuition will be granted for either full-time or part-time students beyond the fourteenth calendar day after the first day of classes.

If you would like to be considered for an exception to this policy due to extenuating circumstances, you must submit a written request, along with supporting documentation, to the Dean of Student Services. (See Medical Withdrawal Policy 2.28.2)

**Please Note:** If a student registers for a course and does not attend and does not officially drop the course (whether s/he has or has not paid) s/he will be responsible for paying for the course.

## **Extension Division Refund Policies**

### ***Extension Fund Credit and Equivalent Non-Credit Developmental Policies:***

When the College cancels a course, the student has the option of transferring into another course within the same semester, or requesting a refund. Refunds are issued within 4 to 6 weeks. When a student drops a course by the last regular business day of the College before the first meeting of the course, a full refund will be processed, except for the fees and non-refundable \$20 application fee for credit courses. To drop a course, contact the Office of Continuing Education in person (Room 316), by fax (860) 906-5110, or by mail:

**Office of Continuing Education  
Capital Community College  
950 Main Street  
Hartford, CT 06103**

Dropping a course over the phone is not permitted. Full or partial refunds are not issued after the last regular business day of the College before the first meeting of the course. A student may officially withdraw from a credit course any time after the first scheduled class, but before the last day of class. The final examination day is not considered as a class day. Refunds are not issued to students who withdraw. To initiate the withdrawal process, or for more information, contact the Counseling Office at (860) 906-5040.

### ***Credit-Free Courses:***

Capital Community College reserves the right to cancel courses with

insufficient enrollment. If a course you registered for is cancelled, you will be notified by phone and have the option of receiving a full refund of fees or applying your course fee to another credit-free course in the same semester. Refunds take at least 4 to 6 weeks. No refunds are issued for credit-free courses unless you withdraw 3 business days before the first class meeting, in writing or in person, to the Office of Continuing Education, 3rd Floor, 950 Main Street, Hartford, CT 06103.

## **Refund Policy for Students Participating in Federal Title IV Student Aid Programs**

In accordance with Federal regulations, effective July 1, 2000, financial aid eligibility will be recalculated for all **Title IV\*** recipients who completely withdraw, drop out, are dismissed, or take a leave of absence prior to completing **60% of the semester**. The recalculation is based on the percent of **EARNED** aid using the following formula:

*Percent earned* = Number of days completed up to the **withdrawal date\*\*** divided by the total days in the semester.

Federal financial aid is returned to the Federal Government based on the percent of unearned aid using the following formula:

*Aid to be returned* = (100% minus the percent earned) multiplied by the amount of aid disbursed toward institutional charges.

*\*Title IV Aid includes Federal PELL Grant, FSEOG Grant, Federal Stafford Loans (Subsidized and Unsubsidized), and PLUS Loans.*

*\*\*Withdrawal Date is defined as the actual date the student began the institution's withdrawal process, the student's last day of recorded attendance, or the midpoint of the semester for a student who leaves without notifying the institution.*

Samples of the calculations are available upon request in the Financial Aid Office.

## **VANDALISM, DAMAGE OR THEFT**

You should promptly report incidents involving vandalism, damage or theft to Public Safety. Information regarding such incidents is to be recorded on Incident Report Forms kept on file in the Public Safety Offices. When deemed appropriate, the police will be notified.

## **VETERANS**

The federal government offers a wide variety of services to veterans through the Department of Veterans Affairs (DVA). The Veterans Office at Capital helps eligible students apply for GI Bill benefits and reports student enrollment to the DVA. You are advised to apply for benefits as soon as you apply for admission to the College. In order to be eligible for GI Bill benefits, you must be enrolled in a degree or certificate program. Once you have registered for classes, the College will certify your enrollment to the DVA. Your continued certification by the College is contingent upon meeting satisfactory academic progress guideline. You are encouraged to contact Libby Daniels, Veterans Liaison, with any questions at (860) 906-5123 or stop by the Enrollment Services office located in Room 207.

## **Tuition Waiver**

To be eligible for a tuition waiver, veterans must:

- be honorably discharged or released under honorable conditions for active service in the U.S. Armed Forces (U.S. Army, Navy, Marine Corps, Air Force and Coast Guard). National Guard members, activated under Title 10 of the United States Code, also are included.
- have served at least 90 or more cumulative days active duty in time of war (see Periods of Service) except if separated from service earlier because of a federal Department of Veterans Affairs (VA) rated service-connected disability; or the war, campaign or operation lasted less than 90 days and service was for the duration.
- be accepted for admission at a Connecticut public college or university.
- be domiciled in Connecticut at the time of acceptance, which includes domicile for less than one year.
- must submit DD-214 (Discharge Papers) to Margaret Abraham, Veterans Coordinator.
- waiver can only be used for General Fund courses offered in the Fall and Spring semesters.

Only those who served in the following manner may qualify:

*Active duty for at least 90 days during:*

World War II.....December 7, 1941 – December 31, 1946  
Korean Conflict..... June 27, 1950 – January 31, 1955  
Vietnam Era..... February 28, 1961 – July 1, 1975  
Persian Gulf War..... August 2, 1990 – Until an ending date prescribed by Presidential proclamation or by law (no end date at this time). All military war service subsequent to August 2, 1990 is covered, including but not limited to, Enduring Freedom, Noble Eagle, Iraqi Freedom, Somalia and Bosnia.

*Engaged in combat or in a combat support role in:*

Lebanon.....July 1, 1958 – November 1, 1958 or  
September 29, 1982 – March 30, 1984  
Grenada ..... October 25, 1983 – December 15, 1983  
Operation Earnest Will.....July 24, 1987 – August 1, 1990  
(escort of Kuwaiti oil tankers flying the U.S. flag in the Persian Gulf) Panama..... December 20, 1989 – January 31, 1990

Reservists must be mobilized in time of war for other than training purposes.

## **AMENDMENTS TO THE POLICY ON VETERANS TUITION WAIVERS**

### **RECOMMENDED BY BUDGET AND FACILITIES COMMITTEE**

**RESOLVED:** THAT the Board of Regents authorizes the President to implement statutory changes in compliance with H.B. 7502, applicable to tuition waivers for veterans and members of the Connecticut army or air national guard, by providing that to receive the tuition waiver, a



veteran must be domiciled in the state rather than a resident of the state, and that for waivers which require domicile, the definition of “domiciled in the state” includes domicile for less than one year, and by eliminating the residency requirement for members of the Connecticut army or air national guard.

### **Background:**

Subsection (d) of section 10a-77 of the Connecticut general statutes defines the requirements for waiver of tuition at state colleges and universities for certain individuals, including veterans and members of the Connecticut Army or Air National Guard. Section 10a-30 of the statutes provides that establishment of domicile in the state requires residence of at least one year. During the recent legislative session, these provisions were amended as outlined in the above resolution. These changes will essentially broaden the applicability of tuition waivers by permitting veterans to establish domicile and hence be eligible for tuition waiver in less than one year, and by permitting all members of the Connecticut army or air national guard, whether or not they are residents or domiciled in the state, to be eligible for tuition waiver. Note, this change does not affect the one-year residence requirement to establish domicile contained in 10a-30 for other purposes, e.g. eligibility for in-state tuition rates.

This resolution authorizes the President to implement these changes. Following a review of the statutory changes and current practices, members of the President’s Office staff representing student services, legal and fiscal functions will identify the necessary policy and practice changes, update written Board policy and communicate the changes to all affected offices for consistent implementation at the Colleges.

### **Army & Air National Guard Tuition Waiver**

Tuition for general fund courses only shall be waived for all Connecticut Army and Air National Guard members enrolled at the College. The waiver is applicable to any full or part-time student enrolled in an undergraduate degree- granting or certificate program. Proof of eligibility for the National Guard waiver should be forwarded to the Business Office at the College.

## **AMENDMENT TO THE POLICY ON IN-STATE TUITION FOR ACTIVE DUTY MILITARY STATIONED IN CONNECTICUT**

### **RECOMMENDED BY BUDGET AND FACILITIES COMMITTEE**

**Resolved:** That the Board of Regents authorizes the President to implement statutory changes in compliance with Public Act No. 05-110, applicable to the definition of in-state status for members of the armed forces stationed in Connecticut, by providing that such individuals be classified as in-state students for tuition purposes.

### **Background:**

Section 10a-29 of the Connecticut general statutes provides that every person having his domicile in this state shall be entitled to classification as an in-state student for tuition purposes, and also provides additional



guidance or exceptions regarding the correct classification of certain groups of individuals under this in-state provision.

During the recent legislative session, section 10a-29 was amended to clarify that a member of the armed forces who is stationed in Connecticut pursuant to military orders, is entitled to classification as an in-state student for tuition purposes. This change essentially broadens the applicability of in-state tuition rates by making it clear that members of the armed forces are eligible for such rates, regardless of the interpretation of their domicile or residency as defined elsewhere in section 10a-28 of the statutes, which might otherwise suggest that such members of the armed forces would not be eligible for in- state rates.

This resolution authorizes the President to implement the required changes. Following a review of the statutory changes and current practices, members of the President's Office staff representing student services, legal and fiscal functions will identify the necessary policy and practice changes, update written Board policy and communicate the changes to all affected offices for consistent implementation at the Colleges.

## CHAPTER 2

### ACADEMIC POLICIES

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# CHAPTER 2

## ACADEMIC POLICIES

### APPROPRIATE CLASSROOM BEHAVIORS

Self-discipline and respect for one's classmates and professors are essential if the collegiate learning experience is to be useful and harmonious. Professors encourage informal classroom discussions, but with that freedom comes responsibility, and with spontaneity comes the need for courtesy. Students play a central role in maintaining an effective learning environment.

The guidelines regarding disruptive student behavior are published in Chapter 3 of the Student Handbook. A student who displays behavioral problems will be referred to a counselor for consultation: If no resolution is achieved, a referral is made to the Office of the Dean of Student Services for appropriate action.

The Capital Community College community subscribes to the following guidelines regarding classroom behavior:

- Regular attendance in class is essential for every student. If you plan to miss class, make every effort to contact the instructor. Excessive absences, as defined by each instructor at the beginning of every semester can affect your grade.
- No beepers, headsets or phones are allowed in class as they distract the other students.
- No food or drink is allowed in classrooms or other academic areas.
- Chronic tardiness is inconsiderate to the instructor and fellow classmates. Schedule medical appointments after class hours and consider employment and demands of family life before you register for classes.
- Courtesy is the hallmark of academic discourse. Please allow your instructor and fellow students to express their views. Side conversations intrude on other people's right to speak without interruptions when they have been recognized by the instructor.
- Once class has started, students should stay seated in the classroom. The disruptive motion of people coming and going during classroom instruction is inconsiderate. A student should leave class only for an emergency. Getting a drink of water or making a telephone call is (usually) not an emergency activity.
- Because it is difficult for you and others to concentrate when children are in the classroom, you are not permitted to bring children to class or other academic areas of the College. Children present at the College with their parents while conducting business must be monitored by their parents/ guardians at all times.

### NEASC CREDIT HOUR POLICY

#### Credit Hour Policy

The US Department of Education has enacted regulations regarding program integrity that include a federal definition of a credit hour:

## ***Federal Definition and Commission Review of the Credit Hour***

*As an accreditor recognized by the U.S. Secretary of Education, the Commission is obliged to follow federal law and regulations pertinent to that recognition. Federal regulation defines a credit hour as an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutional established equivalence that reasonably approximates not less than –*

*(1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or*

*(2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practicum, studio work, and other academic work leading to the award of credit hours.*

In accordance with federal policy, CCC defines a credit hour as the amount of work represented in the achievement of student learning outcomes (verified by evidence of student achievement) that reasonably approximates one hour (50 minutes) of classroom instruction and a minimum of two hours of out-of-class student work. For every course credit hour, a typical student should expect to spend at least two hours per week of concentrated attention on course-related work including, but not limited to, class meeting time, reading, reviewing, organizing notes, studying and completing assignments.

### **Credit Hour Policy**

#### **Procedure 3-credit**

##### **course:**

- One Hour of Classroom or Direct Faculty Instruction per Semester  
(50 minutes x 15 weeks)/60 minutes in an hour = 12.5 hours of classroom or direct faculty instruction.
- Two Hours of Student Work Out-of-Classroom per Semester  
(2 x 50 minutes x 15 weeks) /60 = 25 hours of out-of-class student work

#### **4-credit course: 3 credits of theory with 1 lab credit**

- 3 theory credits require 37.5 hours of instructional time, and 75 hours of student work for a total of 112.5 hours. These courses typically have 150 minutes per week of instructional time that accounts for 37.5 hours per semester.  
(50 minutes x 3 x 15 weeks) / 60 minutes.
- 1 lab credit = 3 clock hours: requires 37.5 hours of laboratory instructional time, and 25 hours of outside student work.

### **Online and Hybrid courses**

Online and hybrid courses must meet the same credit hour requirements as face-to-face courses. Faculty teaching online and hybrid courses must account for 12.5 hours of instructional time and 25 hours of student work for each credit hour.

**Courses that meet for less than 15 weeks (such as summer, winter, and accelerated courses) should be calculated accordingly.**

## GRADING SYSTEM

The College uses the following grading system to indicate student performance and has assigned quality points for the purpose of computing numerical grade point averages in credit-bearing courses:

Grades	Quality Point Value	Grades	Quality Point Value
A	4.0	C	2.0
A-	3.7	C-	1.7
B+	3.3	D+	1.3
B	3.0	D	1.0
B-	2.7	D-	0.7
C+	2.3	F	0.0

### NOTE:

The use of + or - is at the option of the instructor. Passing grade point averages range from .7 to 4.0. A student who receives a grade of D-, D or D+ in a course is discouraged from enrolling in other courses in that discipline. Furthermore, in some disciplines or programs, a student receiving a grade below C (2.0) in a course may be prohibited from enrolling in other courses in the given discipline or from remaining in a given program.

The grading system for developmental mathematics, English, and ESL uses grades A through D- and the notation "M." No quality points are assigned for developmental courses. "M" indicates "Maintaining Progress."

## OTHER NOTATIONS

AU = Audit (not for credit) - Students may change from credit to audit and from audit to credit during the first four weeks of classes

I = Incomplete - Students have ten weeks into the next semester to complete, with permission of the instructor.

M = Maintaining Progress - An administrative transcript notation used only for developmental courses to indicate that the student is maintaining progress but not at the usual rate. It may be given to a student for a course only twice.

P = Pass - An administrative transcript notation for successful completion of courses taken on a pass/fail basis. Students failing will receive a grade of "F".

TR = Transfer - An administrative transcript notation in lieu of grades for courses accepted for credit from other colleges and universities.

W = Withdrawal - An administrative transcript notation used to indicate that a student has withdrawn from a course in accordance with the procedures prescribed by the College.

Quality Point Average (QPA) is a numerical value put on a student's work for a given semester.

Cumulative Grade Point Average (GPA) is a numerical value put on a student's work over his/her college career - usually two or more semesters.

The numerical weight (quality points) allocated to each grade is multiplied by the credits assigned to each course. For example, a grade of C in a three- credit course will earn six quality points (3 x 2). The total number of quality

points earned in a semester is divided by the total credits attempted, to produce the QPA.

**Example:**

Grades	Point Values	Credit		Points
C	2.0 Times	3	=	6
D	1.0 Times	3	=	3
A	4.0 Times	4	=	16
A	4.0 Times	3	=	12
B+	3.3 Times	3	=	9.9
		16	=	46.9

In this example 46.9 quality points divided by 16 credits equals a QPA of 2.93.

The Cumulative Grade Point Average (GPA) is determined by dividing the total number of quality points by the total number of credits of all courses a student has undertaken at CCC. Credits earned at other institutions, although acceptable at CCC for transfer credit, are not normally used in computing the GPA. All grade point averages are calculated out to two decimal places and are truncated not rounded.

### **Statement On Satisfactory Progress**

1. Capital Community College has procedures to monitor student progress through a warning, probation and suspension policy.
2. This policy shall be applicable to all students enrolled for developmental and/ or credit courses, no matter the number of credits for which they are enrolled.
3. No course may be repeated for credit more than twice. The highest grade received will be used in calculating the student's academic average. This does not apply to those courses that are designed to be repeated for additional credit.
4. Satisfactory completion of fifty percent of the credits attempted (this phrase means actual continued enrollment beyond the add/drop period) will be the minimum standard for good standing.
5. Students who have completed 11 or fewer credits whose Cumulative Grade Point Average (CGPA) falls below 1.5 will be given a written warning. Students who have completed between 12 and 30 credits inclusive whose CGPA falls below 1.7, and those who have completed 31 or more credits whose CGPA falls below 2.0, will be given a written notice that they are placed on academic probation.
6. Students placed on academic probation will be required to take a reduced course load for one semester.
7. Students who, after being placed on academic probation for one semester and after taking a reduced course load, fail to attain the required CGPA as shown above will be notified in writing that they are suspended for one semester.
8. After the period of suspension, students may be reinstated, either as regular or probationary students, upon application to the College.

9. Capital has an appeals process in place. Please contact the Dean of Student Services at (860) 906-5086.
10. College procedures will be included in appropriate publications and communications.

## **ACADEMIC GOOD STANDING/PROBATION**

The student must satisfactorily complete a minimum of 50% of the credit hours for which he/she registered. This standard will be applied for students who are registered for courses past the drop period in any semester. It will be applied when the student first completes 12 or more credits, and each semester thereafter in which he/she is registered. Summers will be considered as one semester, even if the student takes courses in more than one summer session. Satisfactory completion includes grades of A, B, C, and D. Grades of I and W, as well as F, indicate that the requirements for successful completion of the course have not been fulfilled.

2.0 for all courses taken is necessary for graduation in degree programs;  
2.0 for all required courses is necessary for graduation in certificate programs.

## **Academic and Grade Appeals**

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 resolved 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 (hereafter referred to as the 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 Dean or other designated official(s) shall afford a review as provided below. The President may designate an official, an *ad hoc* academic appeals committee, or a standing Academic Appeals Committee to provide review at this step in lieu of the review by 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 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.

## **PARTICIPATION REQUIREMENTS**

Effective learning is based on participation in every class. Each instructor is responsible for determining the participation requirements of the course. Participation requirements may include attendance, timely arrival, contribution to classroom and online discussion, and other measures of student engagement. Actions that diminish the participation include absences, tardiness, early departures, unapproved use of communication devices in class, and other distractions to class cohesion. Instructors may expand or clarify these descriptions as needed for specific classes.

Generally, faculty members use the following guidelines in determining how absences affect a student's ability to meet the participation requirement of a course. Each instructor has discretion to clarify, limit, or expand these guidelines in the determination of a student's final grade.

- If a student misses the equivalent of more than one week's classes through unexcused absences, the student may be at risk of not satisfying the participation requirements for the course.
- An instructor may excuse student absences that are substantiated by documentation. Instructors will clarify standards for determining the effect of excused absences on the student's participation grade
- Whether missed work can be made up is at the discretion of the instructor. Responsibility for making up such work rests with the student.

### **Absence Message**

If you find that you have to miss classes for an extended period, it is essential that you get in touch with your counselor. That office, in turn, will notify your instructors.

## **AUDITS**

A student may request audit status from the Enrollment Services office 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.

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.



## COURSE CHANGES

An “ADD/DROP” period is scheduled each term during the first week of classes.

Forms for this purpose are available from the Enrollment Services office.

## COURSE SUBSTITUTION

Possible reasons for substituting one course for another required course might be that

1. a student entered the College when a particular course was required and offered, but requirements have changed and the course has not been offered for several semesters and no plans are made for offering it soon;
2. a student might have taken two statistics courses at another college and wishes to use one of these transferred in courses to meet a mathematics requirement.

Course Substitution Request forms are available after consultation with a counselor. Since several signatures are required, students should plan well ahead of registration for an upcoming semester, or for graduation, to allow time for completion of the process.

Requests for course substitution must be approved by the appropriate academic division/department head and the Academic Dean.

## CREDIT BY EXAMINATION

The College will grant academic credit for certain courses based upon the successful completion of an examination rather than traditional classroom experience.

The following rules govern Credit By Examination:

### ***Eligibility:***

1. The applicant must be in a degree program and be currently admitted or registered at the college.
2. The student must show 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 prior to the end of the Add/Drop period 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. No more than 50% of an approved Associate degree program shall be awarded for prior experiential learning, (For example; Credit By Examination and College Level Examination Program).
11. A student must complete at least 25% of the minimum credit requirements for the degree or certificate through coursework at Capital Community College to be awarded the degree or certificate.
12. Credit By Examination is not allowed for the following courses:  
BBG 234, BIO 105, BMG 202, BMK 201, CSA 105, ECN 101, ECN 102, ENG 101, ENG 102, ENG 222, FRE 101, FRE 102, FRE 201, FRE 202, HIS 101, HIS 102, HIS 201, HIS 202, POL 111, PSY 111, PSY 201, SOC 101, SPA 101, SPA 102, SPA 201, and SPA 202.

For the above courses a College Level Examination Program (CLEP) needs to be taken.

Other colleges and universities accept CLEP credit but a Credit By Examination will not transfer.

### ***Procedures:***

1. A student interested in a Credit By Examination must petition the appropriate faculty member, Program Coordinator, Department Chair, or Division Director. The faculty member, Program Coordinator, Department Chair, or Division Director 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. A \$15 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.

## **COLLEGE LEVEL EXAMINATION PROGRAM**

The College Level Examination Program (CLEP), 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. ***CLEP 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, six or twelve credits.

In both the general and subject examinations, CLEP 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 CPA.

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

For further information about CLEP, consult the Registrar.

## **CREDIT FOR NON-COLLEGIATE SPONSORED INSTRUCTION**

The College recognizes that college level learning may occur in non-collegiate settings and through life experience. The award of credit for such acquired learning and skills is appropriate and must be the result of an evaluation process. The process begins with a discussion with the Academic Dean and ends with the approval of the Director of Academic Affairs (President's Office). Standardized assessments, such as those provided by the American Council on Education (ACE) for evaluation of military service training experiences, may be used in this process.

## **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 credit courses taken at CCC are averaged.

### **Certificates**

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

### **Applications**

Capital Community College awards degrees two times a year - at the end of the spring semester in May and at the end of the fall semester in December. Applications for graduation, whether for a degree or certificate, must be completed with a student's faculty advisor or counselor. Graduation applications must be completed by April 30 for May graduation and by November 30 for December graduation. Students must have fulfilled all financial obligations to the College to be eligible for graduation.

Students who apply for spring graduation in May can have one remaining course requirement for degree completion. This requirement must be

completed by December 31 of the current year. If the course is completed before the start of the next fall semester, the student will be considered a May graduate. If the course is completed after the start of the next fall semester but before December 31, the student will be considered a December graduate and the degree will be dated December 31. If the course is not taken at Capital, a transcript must be sent to Capital no later than December 31. Degrees will post on student's transcripts and diplomas will be automatically mailed within 6-8 weeks after the degree has been awarded.

Students who apply for fall graduation in December must have all degree requirements completed by the end of the fall semester. Degrees will be awarded effective December 31 and will post on student's transcripts. Diplomas will be automatically mailed within 6-8 weeks after the degree has been awarded.

### **Commencement Ceremony**

The College hosts one commencement ceremony annually at the end of the spring semester in May. Spring semester applicants may participate in the commencement ceremony with one remaining requirement towards degree completion. However, the degree will be awarded upon completion of the requirements and in accordance with the timetable above. There is no commencement ceremony for fall semester completers. However, completers will be invited to participate in the following spring's commencement ceremony.

### **ASSOCIATE DEGREES — MULTIPLE**

Policy 3.3.5 of Board of Regents of Connecticut State Colleges and Universities:

1. A student who already holds an academic degree may earn a second degree in a different curriculum at a state college or university. 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 state college or university 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.

*Adopted May 15, 1978; Amended October 19, 1987*

## ACADEMIC HONORS

### Semester Honors

Full-time students who are matriculated in a certificate or degree program and who successfully complete 12 or more credits of work in a semester with a grade point average of 3.4 or higher shall be recognized by having their names placed on a Dean's List.

Part-time students who are matriculated in a certificate or degree program are also eligible for such recognition when they have completed 12 or more credits of work with a cumulative grade point average of 3.4 or higher. They may be subsequently recognized at the completion of an additional 12 or more credits of work with a cumulative grade point average of 3.4 or higher, and at successive intervals of 12 credits.

A course Withdrawal or Incomplete shall make the student ineligible for Dean's List recognition that semester. Upon completion of the Incomplete, the student may be recognized retroactively.

Students who are in a probationary status are not eligible for Dean's List recognition, even if their cumulative grade point average might otherwise make them eligible.

### 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 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 tele-courses.

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

Students with exemplary academic performance shall be recognized at graduation with the following designations, either in Latin or English, as the College may choose:

- Summa Cum Laude/Highest Honors for students with a 3.9 – 4.0 grade point average
- Magna Cum Laude/High Honors for students with a 3.7 – 3.89 grade point average
- Cum Laude/Honors for students with a 3.4 – 3.69 grade point average

Students with an Incomplete may become eligible retroactively for graduation honors upon completion of the course requirements, and recognition shall appear on the transcript, provided that the student has earned the required grade point average.

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.

## **INCOMPLETE WORK**

An Incomplete is a temporary grade assigned by a faculty member when course work is missing and the student agrees to complete the requirements. To request an incomplete obtain the required form from the instructor or counseling office and have it signed by the instructor. Assignment of an Incomplete is at the discretion of the faculty and is typically used when there are extenuating circumstances, such as illness. Students receiving an Incomplete must submit the missing course work by the tenth week of the next semester. An incomplete grade (I) automatically becomes an F if the course work is not completed within the proscribed time lines. All Incompletes must convert to a letter grade by the tenth week of the next semester. Students with Incompletes are temporarily ineligible for semester or graduation honors.

## **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 department/division 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 be completed within a year of registration.

## **PREREQUISITES**

You may not register for any course unless all prerequisites for that course are satisfied with a passing grade, transfer credit, or exemption credit. (A grade of "I" is not considered a passing grade.) Your department chairperson may waive a prerequisite requirement if in his or her judgment your background demonstrates sufficient preparation for you to enroll in the advanced course.

## **FRESH START**

Capital Community College has a policy called Fresh Start, which allows students who have not attended college for a period of two or more years and who have a poor academic record, to refresh their Grade Point Average (GPA) and develop a more favorable academic record. Students should apply

for enrollment under Fresh Start by meeting with a Counselor at the time of readmission to the College to determine their eligibility and academic status for re-entry into the College under the Fresh Start program.

## READMISSION

All students who wish to be considered for readmission should contact the Director of Admissions prior to the beginning of the semester in which they wish to re-enter.

## REPEATED COURSES: CREDIT AND GRADES

No course may be repeated for credit more than twice. The highest grade received will be used in calculation the student's academic average. This does not apply to those courses that are designed to be repeated for additional credit.

## TRANSCRIPTS

Official Transcripts are provided at no charge but students must meet all financial obligations to the College before they will be issued.

### **Preferred Method (faster processing):**

On Monday, March 30, 2015, Capital Community College began to offer the ability to obtain official transcripts in an electronic format (e-Transcript). Current and former students will be able to request official e-Transcripts to be sent to other educational institutions, potential employers, or any other appropriate entities.

- **Current and Recent Students:** Students who have been issued a NetID and password should login to [myCommNet](#), then click on **Banner Student and Faculty Self-Service Link (top right hand box)**, **Select Capital Community College if asked**, **Click on Student Records**, **Click on Transcripts Box**, **Click on Request Official eTranscript**, and **Click on Access the Transcript Ordering Site**. If you do not remember your NetID or password, please use the online self-help tools to obtain your NetID or reset your NetID password.
- **Former Students:** Students who have not been issued a NetID, please use the following link:  
[https://exchange.parchment.com/send/adds/index.php?main\\_page=login&s\\_id=7sCLDESLXnimJFgZ](https://exchange.parchment.com/send/adds/index.php?main_page=login&s_id=7sCLDESLXnimJFgZ) to submit an official eTranscript request. Please ensure that your last name, first name, date of birth and last four digits of your SSN are entered correctly so that your request can be processed in a timely manner.

### **Secondary Method (Paper Transcripts):**

Visit <http://www.ccc.commnet.edu/transcripts.htm> and under Secondary Method (Paper Transcripts): please click where it says Click Here to open the Transcript Request Form. Print and complete the form. Return it to the Registrar's Office at the address or FAX # on the top of the form.



## GRADE REPORTS

Students may be given mid-semester grades at the discretion of the faculty member. These grades are not entered on the permanent record. At the end of each semester, a grade report, including a QPA and a CPA, is available on myCommNet at <http://my.commnet.edu>.

## ADMISSION POLICY FOR TRANSFER STUDENTS

Students may transfer to CCC from other colleges for any term. In addition to following the procedures for admission into a program, transfer students must forward an official transcript from any other college(s) attended and must file a request for transfer evaluation in the Enrollment Services Office. The transcript must be mailed directly from the previous college to the Enrollment Services Office at CCC.

After the transcript evaluation has been completed, it will be posted to the student's academic history on MyCommNet. Please allow sufficient time for transfer evaluations.

*Acceptance of Transfer Credit at Connecticut State Colleges and Universities Policy 3.17.1 of Board of Regents of Connecticut State Colleges and Universities.*

At all Community Colleges, degree and certificate credit shall be granted only for credit courses completed at all institutions within the Connecticut state system of higher education and at all other collegiate institutions accredited by an agency recognized by the Council for Higher Education Accreditation as either a "Regional Accrediting Organization" or a "Specialized and Professional Accrediting Organization" in accordance with the following:

1. Degree and certificate credit shall be granted for all credit courses that are applicable to the objectives of, or equivalent to the course requirements of, the curriculum in which the transferring student enrolls. Credit work that is not applicable or equivalent to curriculum requirements shall be accepted for credit at the discretion of the College. Degree and certificate credit shall also be granted on the basis of performance on examinations in accordance with standards and limits approved by the Board of Regents.
2. Degree and certificate credit shall be granted for credit courses completed with a letter grade of "C-minus" or better, or with a grade of "P" (Pass). Such credit courses shall be accepted only for credit, and letter grades assigned by other institutions shall not be recorded or included in computations of student grade point averages.
3. Notwithstanding the number of degree or certificate credits which shall be granted in accordance with the foregoing, the student must complete at least twenty-five percent of the minimum credit requirements for the degree or certificate through coursework at the College awarding the degree or certificate.
4. When a student seeks transfer credit for technical or specialty courses into a program that is also accredited by a national or regional specialized accrediting agency, such credits must be from a comparably accredited



program. In the case of a request for transfer credit for technical or specialty courses from a non-specially accredited program, the College shall provide appropriate means for the validation of the student's competency in the technical specialty course areas.

5. This policy shall appear in all college catalogs.

## **TRANSFER TO OTHER INSTITUTIONS**

CCC is especially proud of its programs for which credits are transferable to four-year institutions of higher education, both in and out of Connecticut. Students planning to transfer to another institution are encouraged to consult with the admissions office of that institution and to seek the advice of a CCC advisor and/or counselor. Please refer to College Catalog for additional transfer information.

### **Transfer to the Connecticut State University System**

Graduates who complete an associate degree program of a Connecticut Community College with a GPA of 2.0 or higher are guaranteed admission to the university of their choice within the Connecticut State University System.

Guaranteed admission students will have a minimum of 60 transfer credits applied toward a baccalaureate degree at the university. If a student enrolls in comparable university degree program and does not change major, the student will be required to complete no more than the specified remaining additional credits toward the baccalaureate degree requirements, in most cases. Up to 36 credits of general education credits will be guaranteed to count toward fulfillment of the CSU general education requirements for guaranteed admission transfer students.

### **Transfer to the University of Connecticut through the Guaranteed Admission Program (GAP)**

The Guaranteed Admission Program (GAP) is an agreement between the Connecticut Community Colleges and the University of Connecticut that guarantees admission to the University of Connecticut's College of Liberal Arts & Sciences and to the College of Agriculture and Natural Resources, provided certain requirements are met. Students must have earned no more than 30 transferable credits at the time of application to the program, must maintain a 3.0 minimum cumulative average and complete the Associates Degree in Liberal Arts at Capital under the terms of the agreement.

### **Transfer to University of Saint Joseph**

Capital Community College and University of Saint Joseph have agreed to expand opportunities for CCC graduates of Associate of Arts and Associate of Science programs who transfer to the Women's College or the McAuley Weekend College of SJC.

CCC graduates who have completed programs in Accounting or Management; Early Childhood Education; Liberal Arts and Sciences; and Nursing and who are recommended by CCC will be eligible to enter SJC with Junior standing and at least 54 and up to 61 semester hours of transfer credit. Courses in basic skills or in disciplines not generally included in liberal arts

programs may not be accepted for transfer. Courses taken at CCC in programs other than those listed above might still be applicable toward degree programs at SJC. Interested students are advised to meet with a CCC counselor.

## **ADMISSIONS FOR FOREIGN STUDENTS**

Persons whose official residence is outside the United States and who need an I-20 from CCC in order to obtain an F-1 Student Visa must submit their application for admission and other required documents at least three months prior to the beginning of a semester. Deadline dates are June 1 for the fall semester and October 1 for the spring semester. Prior to those deadlines, foreign student applicants must send the following information:

1. CCC application and the non-refundable \$20 application fee.
2. An official transcript in English of previous schooling, along with a high school diploma or authorized certificate of equivalency.
3. Evidence of English proficiency. Applicants from non-English speaking countries must certify English fluency with one of the following documents: (1) a minimum score of 61 on the internet based version of the TOEFL (Test of English as a Foreign Language) or 500 on the paper version of the TOEFL; (2) 5.0 minimum score on the IELTS (International English Language Testing System) Academic module; (3) a statement signed by a professor of English, a cultural relations attaché, or a diplomatic or consular official of the United States, certifying that the applicant speaks English fluently and understands English sufficiently to succeed as a full-time student in a college in which English is used exclusively.
4. A notarized affidavit of financial support indicating sponsorship by a person who will be responsible for food, shelter, clothing, medical expenses, tuition, and books during the student's stay in the United States. In addition to the notarized affidavit of financial support, the sponsor must also submit evidence of financial ability by providing a current income tax return and letter from the sponsor's employer, indicating position, length of employment and yearly salary.

After the applicant has been notified of their acceptance for admission to the College, their sponsor must pay the total out-of-state, full-time tuition and fees for their entering semester before their I-20 will be issued.

## **WAITING TIME FOR FACULTY**

If an instructor is late for a scheduled course, you are expected to wait for at least ten minutes beyond the scheduled time, after which you are free to leave unless otherwise notified by the applicable department chairperson or the Dean. The names of instructors who are absent are available from the Academic Dean.

## WITHDRAWALS

A student can withdraw from a class until the end of the twelfth week of class. Instructor's permission is not required to withdraw. Beyond the twelfth week, students who need to withdraw for extenuating circumstances must apply to the Dean of Students.

**A student must take the responsibility** for initiating and completing a withdrawal. It is in the best interest of the student to discuss a withdrawal with a Counselor and/or the instructor. The completed withdrawal form is turned in to the Registrar's Office or submitted electronically through myCommNet. The student who does not initiate a withdrawal could be, depending on an instructor's judgment, assigned a performance grade (A-F) based on work completed.

A student may not obtain a transcript notation of "W" in a course if there exists substantial reason to believe the student has engaged in academic misconduct in the course. A transcript notation of "W" will only be permitted for such student when the final resolution results in finding the student did not commit academic misconduct in the course.

**Please note: Students who receive financial aid should consult the Financial Aid Office before withdrawing from any course. Financial aid recipients can jeopardize their current or future aid award by withdrawing from classes.**

### Withdrawal from the College

If you are contemplating withdrawing from all of your courses, you are required to consult with a counselor. Pick up a college withdrawal form in the Enrollment Services Office. The counselor will sign it after conferring with you. **Deciding not to attend class(es) does not constitute an official withdrawal from the College, and may result in a failing grade and/or financial obligation to the College.**

### Medical Withdrawals & Refunds

Students seeking medical withdrawals and/or refunds for medical reasons must submit documentation along with their withdrawal form to the Office of the Dean of Student Services. **These requests must be received during the semester for which the request is being made and decisions are at the discretion of the Dean of Students.**

## CHAPTER 3

### STUDENT POLICIES

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## CHAPTER 3

### STUDENT POLICIES

#### BOR/CSCU Student Code Of Conduct

##### 3.I. STUDENT CODE OF CONDUCT

###### PREAMBLE

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. In line with this purpose, the Board of Regents for Higher Education (“BOR”) in conjunction with the Connecticut State Colleges and Universities (“CSCU”) has the duty to protect the freedoms of inquiry and expression, and furthermore, has the responsibility to encourage all of its members to develop the capacity for critical judgment in their sustained and independent search for truth.

CSCU has certain self-defined institutional values. Principal among these values is respect for the safety, dignity, rights, and individuality of each member of the CSCU Community. The opportunity to live, study, and work in an institution which values diverse intellectual and cultural perspectives and encourages discussion and debate about competing ideas in an atmosphere of civility is a basic component of quality higher education.

All members of CSCU must at all times govern their social and academic interactions with tolerance and mutual respect so that the students who pass through a CSCU door are enriched by these experiences and are prepared for full and enlightened participation in a multi-cultural society. Because of the BOR’s and CSCU’s commitment to principles of pluralism, mutual respect, and civility, certain activities are not acceptable on CSCU campuses. Acts of intolerance, of hatred or violence based on race, religion, sexual orientation or expression, disability, gender, age, or ethnic background are antithetical to the BOR’s and CSCU’s fundamental principles and values. It is the BOR’s and CSCU’s responsibility to protect our students’ right to learn by establishing an environment of civility.

The disciplinary process is intended to be part of the educational mission of CSCU. Student disciplinary proceedings are not criminal proceedings and are not subject to court rules of procedure and evidence.

###### INTRODUCTION

This Student Code of Conduct (hereinafter the “Student Code” or “Code”) is intended to present a clear statement of student rights and responsibilities established by the Board of Regents for Higher Education. The BOR has charged the President of the Board of Regents for Higher Education with developing procedures to protect those rights and to address the abdication of responsibilities in collaboration with the four State Universities, the twelve Community Colleges and Charter Oak State College. The Student Code describes the types of acts that are not acceptable in an academic community.

***Disclaimer: This Code is neither a contract nor an offer of a contract between any BOR governed institution and any student. The provisions of this Code are subject to revision at any time.***

### 3.2 DEFINITIONS

The following list of defined terms utilized throughout this Student Code is provided in an effort to facilitate a more thorough understanding of the Code. This list is not intended to be a complete list of all the terms referenced in the Student Code that might require interpretation or clarification. The Vice President for Student Affairs at a University, the Dean of Students at a Community College, the Provost at Charter Oak State College or their designee shall make the final decision of the interpretation of the definition of any term found in the Student Code. For purposes of interpretation and application of the Student Code only, the following terms shall have the following meanings:

1. ***“Accused Student”*** means any student accused of violating this Student Code.
2. ***“Advisor”*** means a person who accompanies an Accused Student or an alleged victim to a hearing (or a proceeding pertaining to a report of sexual violence) for the limited purpose of providing advice and guidance to the student. An advisor may not directly address the Hearing Body, question witnesses, or otherwise actively participate in the hearing process (or other proceeding pertaining to a report of sexual violence).
3. ***“Appellate Body”*** means any person or persons authorized by the University Vice President for Student Affairs, Community College Dean of Students, Charter Oak State College Provost or their designee to consider an appeal from a determination by a Hearing Body that a student has violated the Student Code.
4. ***“Calendar Days”*** means the weekdays (Mondays through Fridays) when the University or College is open.
5. ***“College”*** means either collectively or singularly any of the following institutions: Asnuntuck Community College, Capital Community College, Gateway Community College, Housatonic Community College, Manchester Community College, Middlesex Community College, Naugatuck Valley Community College, Northwestern Connecticut Community College, Norwalk Community College, Quinebaug Valley Community College, Three Rivers Community College, Tunxis Community College, and Charter Oak State College.
6. ***“Complainant(s)”*** means the person(s) who initiates a complaint by alleging that a Student(s) violated the Code.
7. ***“CSCU”*** means either collectively or singularly, any of the following institutions: Central Connecticut State University, Eastern Connecticut State University, Southern Connecticut State University, Western Connecticut State University; Asnuntuck Community College, Capital Community College, Gateway Community College, Housatonic Community College, Manchester Community College, Middlesex Community College, Naugatuck Valley Community College, Northwestern Connecticut Community College, Norwalk Community College, Quinebaug Valley Community College, Three Rivers Community College, Tunxis Community College, and Charter Oak State College.

8. **“CSCU Affiliates”** means individuals and/or entities with whom or with which the College or University has a contractual relationship.
9. **“CSCU Official”** means any person employed by the College or University to perform assigned administrative, instructional, or professional responsibilities.
10. **“CSCU Premises”** means all land, buildings, facilities, and other property in the possession of, or owned, used, and/or controlled by, the University or College, either solely or in conjunction with another entity.
11. **“Disciplinary Officer”** or **“Conduct Administrator”** means a University, College or CSCU official who is authorized to determine the appropriate resolution of an alleged violation of the Code, and/or to impose sanctions or affect other remedies as appropriate. Subject to the provisions of this Code, a disciplinary officer or conduct administrator is vested with the authority to, among other duties: investigate a complaint of an alleged violation of the Code decline to pursue a complaint, refer identified disputants to mediation or other appropriate avenues of resolution, establish charges against a student, enter into an administrative agreement developed with an Accused Student in accordance with Section 3.9.2 of this Code, advise a Hearing Body, and present the case before the Hearing Body.
12. **“Hearing Body”** or **“Hearing Panel”** means any person or persons authorized by the University Vice President for Student Affairs, Community College Dean of Students or Charter Oak State College Provost to determine whether a student has violated the Code and to impose sanctions as warranted, including a hearing officer or hearing board.
13. **“Institution”** means the University or College within CSCU.
14. **“Instructor”** means any faculty member, teaching assistant or any other person authorized by the University to provide educational services, including, but not limited to, teaching, research, and academic advising.
15. **“Member of the CSCU Community”** means any person who is a student, an official or any other person who works for CSCU, either directly or indirectly (e.g., for a private enterprise doing business on a CSCU campus).
16. **“Policy”** means the written regulations, standards, and student conduct expectations adopted by the BOR and found in, but not limited to the Student Handbook, the Residence Life Handbook, the housing contract, the graduate and undergraduate catalogs, and other publicized University and College notices.
17. **“Prohibited Conduct”** means the conduct prohibited by this Code, as more particularly described in Part I-D of this Code.
18. **“Reporting Party”** means any person who alleges that a student has violated this Code.
19. **“Student”** means either (1) any person admitted, registered, enrolled or attending any CSCU course or CSCU conducted program, whether



full-time or part-time, and whether pursuing undergraduate, graduate or professional studies, or continuing education; (2) any person who is not officially enrolled for a particular term but who has a continuing relationship with a CSCU; or (3) any person within two calendar years after the conclusion of their last registered Community College course unless the student has formally withdrawn, graduated or been expelled from the College.

20. **“Student Code”** or **“Code”** means this Student Code of Conduct.
21. **“Student Organization”** means an association or group of persons that have complied with the formal requirements for University or College recognition.
22. **“Support Person”** means a person, who accompanies an Accused Student, a Reporting Party or a victim to a hearing for the limited purpose of providing support and guidance. A support person may not directly address the Hearing Body, question witnesses, or otherwise actively participate in the hearing process.
23. **“University”** means any of the following institutions: Central Connecticut State University, Eastern Connecticut State University, Southern Connecticut State University, and Western Connecticut State University, whichever the alleged violation of the Code occurred.
24. **“Shall”** and **“will”** are used in the imperative sense.
25. **“May”** is used in the permissive sense.

### **3.3 APPLICATION, DISTRIBUTION, AND ADMINISTRATION OF THE STUDENT CODE OF CONDUCT**

#### **3.3.1 Application of the Student Code**

The Student Code shall apply to the four Connecticut State Universities, the twelve Community Colleges, and the on-line college: Central Connecticut State University, Eastern Connecticut State University, Southern Connecticut State University, Western Connecticut State University; Asnuntuck Community College, Capital Community College, Gateway Community College, Housatonic Community College, Manchester Community College, Middlesex Community College, Naugatuck Valley Community College, Northwestern Connecticut Community College, Norwalk Community College, Quinebaug Valley Community College, Three Rivers Community College, Tunxis Community College, and Charter Oak State College.

An alleged violation of the Student Code shall be addressed in accordance with the Code of Conduct, even if the accused Student has withdrawn from the Institution prior to the completion of the disciplinary procedures.

The Student Code shall apply to Students and to University Student Organizations. The term “student” shall generally apply to the student as an individual and to a Student Organization as a single entity. The officers or leaders of a particular Student Organization usually will be expected to represent the organization during the disciplinary process. Nothing in this Student Code shall preclude holding certain members of a Student

Organization accountable for their individual acts committed in the context of



or in association with the organization's alleged violation of this Code.

### **3.3.2 Distribution of the Student Code**

The Student Code shall be made readily available electronically and/or in a printed publication to students, faculty and staff. The office responsible for Student Affairs will annually distribute and make available to students, faculty and staff, electronically and/or in a printed publication, any revisions to the Code.

### **3.3.3 Administration of the Student Code**

A University's and Charter Oak State College's Provost or a Community College's Dean of Students shall be the person designated by the institution President to be responsible for the administration of the Academic Misconduct portion of the Student Code. A University's Vice President for Student Affairs, a Community College's Dean of Students, or Charter Oak State College's Provost shall be the person designated by the institution President to be responsible for the administration of the Non-Academic Misconduct portion of the Student Code.

## **3.4 SCOPE OF AUTHORITY**

A Student who is found responsible for engaging in conduct that violates the Student Code on any CSCU campus or on property controlled by the BOR or by any CSCU Affiliate or any CSCU sponsored function or event shall be subject to the sanctions described in this Code. The Student Code of Conduct also applies to online activities, where applicable. Students who attempt to engage in conduct that violates this Code, who knowingly encourage, aid or assist another person in engaging in such conduct, or who agree with another person, explicitly or otherwise, to engage in such conduct, may also be subject to disciplinary action.

Off-campus misconduct by University students may be subject to the jurisdiction of the University and addressed through its disciplinary procedures if one of the following conditions is met: (i) a Student engages in prohibited conduct at an official University event, at a University-sanctioned event, or at an event sponsored by a recognized University Student Organization; or (ii) a Student engages in prohibited conduct under such circumstances that reasonable grounds exist for believing that the Accused Student poses a threat to the life, health or safety of any member of the CSCU or to the property of the CSCU.

Community College students conduct is subject to the Code on campus and off-campus whenever such conduct impairs College-related activities or affairs of another member of the College community or creates a risk of harm to a member or members of the College community. Students must be aware that, as citizens, they are subject to all federal and state laws in addition to all CSCU regulations governing student conduct and responsibilities. Students do not relinquish their rights nor do they shed their responsibilities as citizens by becoming members of the CSCU Community. However, where a court of law has found a student to have violated the law, an institution has the right to impose the sanctions of this Code even though the conduct does not impair institution-related activities of another member of the university or college

community and does not create a risk of harm to the college or university community. The decision to exercise this right will be in the sole discretion of the President of the impacted institution or his/her designee.

Charter Oak State College applies this Code to matriculated and non-matriculated students, including those participating in portfolio assessment, credential evaluation, testing, or contract learning. Jurisdiction shall be limited to student conduct that occurs while students are taking Charter Oak State College courses or availing themselves of Charter Oak State College services. However, if a matriculated Charter Oak State College student is found guilty of student misconduct at another institution, including but not limited to misrepresentation of records from other institutions, the student may be subject to disciplinary action at Charter Oak State College.

### 3.5 PROHIBITED CONDUCT

The following list of behaviors is intended to represent the types of acts that constitute violations of this Code.

1. Academic misconduct, which includes, but is not limited to, plagiarism and all forms of cheating.

*Plagiarism* is defined as the submission of work by a student for academic credit as one's own work of authorship which contains work of another author without appropriate attribution.

*Cheating* includes, but is not limited to: (i) use of any unauthorized assistance in taking quizzes, tests or examinations; (ii) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments; (iii) the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff; and (iv) engaging in any other behavior specifically prohibited by a faculty member in the course syllabus.

2. Acts of dishonesty, including but not limited to the following:
  - a. Misuse of University or College documents, including, but not limited to forging, transferring, altering or otherwise misusing a student fee card, student payroll card, identification card or other College or University identification document, course registration document, schedule card, transcript, or any other institution-issued document or record.
  - b. Knowingly furnishing false information to any CSCU Official, faculty member or office.
3. Theft of property or services, or damage to, defacement or destruction of, or tampering with, real or personal property owned by the State of Connecticut, CSCU/BOR, the institution, or any member of the CSCU Community.
4. Actual or threatened physical assault or abuse, threatening behavior, intimidation, or coercion.
5. Sexual misconduct may include engaging in one of more behaviors:
  - a. **Sexual harassment**, which can include any unwelcome sexual advance or request for sexual favors, or any conduct of a sexual nature when

submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education; submission to or rejection of such conduct by an individual is used as a basis for academic decisions affecting the individual; or such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creating an intimidating, hostile or offensive educational environment. Examples of conduct which may constitute sexual harassment include but are not limited to:

- sexual flirtation, touching, advances or propositions
- verbal abuse of a sexual nature
- pressure to engage in sexual activity
- graphic or suggestive comments about an individual's dress or appearance
- use of sexually degrading words to describe an individual
- display of sexually suggestive objects, pictures or photographs
- sexual jokes
- stereotypic comments based upon gender
- threats, demands or suggestions that retention of one's educational status is contingent upon toleration of or acquiescence in sexual advances.

- b. **Sexual assault** shall include but is not limited to a sexual act directed against another person when that person is not capable of giving consent, which shall mean the voluntary agreement by a person in the possession and exercise of sufficient mental capacity to make a deliberate choice to do something proposed by another.

A person who initially consents to sexual activity shall be deemed not to have consented to any such activity which occurs after that consent is withdrawn. Consent cannot be assumed because there is no physical resistance or other negative response. A lack of consent may result from mental incapacity (e.g., ingestion of alcohol or drugs which significantly impair awareness or judgment) or physical incapacity (e.g., the person is unconscious or otherwise unable to communicate consent). Consent must be affirmative. (See Sexual Misconduct Reporting, Support Services and Processes Policy).

Sexual assault is further defined in sections 53a-70, 53a-70a, 53a-70b, 53a-71, 53a-72a, 53a-72b and 53a-73a of the Connecticut General Statutes.

- c. **Sexual exploitation** occurs when a person takes non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, and that behavior does not otherwise constitute one of the preceding sexual misconduct offenses. Examples of behavior that could rise to the level of sexual exploitation include:
- Prostituting another person;
  - Non-consensual visual (e.g., video, photograph) or audio-recording of sexual activity;

- Non-consensual distribution of photos, other images, or information of an individual's sexual activity, intimate body parts, or nakedness, with the intent to or having the effect of embarrassing an individual who is the subject of such images or information;
  - Going beyond the bounds of consent (such as letting your friends hide in the closet to watch you having consensual sex);
  - Engaging in non-consensual voyeurism;
  - Knowingly transmitting an STI, such as HIV to another without disclosing your STI status;
  - Exposing one's genitals in non-consensual circumstances, or inducing another to expose his or her genitals; or
  - Possessing, distributing, viewing or forcing others to view illegal pornography.
6. Intimate partner violence is defined as:
- Including intimate partner violence, which is any physical or sexual harm against an individual by a current or former spouse or by a partner in a dating relationship that results from (1) sexual assault, as defined in section 5 above; (2) sexual assault in a spousal or cohabiting relationship; (3) domestic violence; (4) sexual harassment, as defined in section 5 above or, (5) sexual exploitation, as defined in section 5 above.
  - Physical abuse, which can include but is not limited to, slapping, pulling hair or punching.
  - Threat of abuse, which can include but is not limited to, threatening to hit, harm or use a weapon on another (whether victim or acquaintance, friend or family member of the victim) or other forms of verbal threat.
  - Emotional abuse, which can include but is not limited to, damage to one's property, driving recklessly to scare someone, name calling, threatening to hurt one's family members or pets and humiliating another person.
7. Violations of privacy, including, but not limited to, voyeurism and the use of web-based, electronic or other devices to make a photographic, audio or video record of any person without his or her express consent, when such a recording is intended or likely to cause injury or distress. This includes, but is not limited to: (i) surreptitiously taking pictures or videos of another person in spaces such as sleeping areas, bathrooms, gymnasiums, locker rooms, and changing areas; and (ii) sexually exploiting another person by electronically recording or permitting others to view or electronically record, consensual sexual activity without a partner's knowledge or permitting others to view or listen to such video or audio tapes without a partner's knowledge and consent. Publicizing or threatening to publicize such records will also be considered a violation of this Code.
8. Hazing, which is defined as an act which endangers the mental or physical health or safety of a Student, or which destroys, damages, or removes public or private property for the purpose of initiation or admission into, affiliation with or as a condition for continued membership in a group or organization. The express or implied consent of the victim will not be a defense to an allegation of hazing. Consenting to the activity by remaining

silent or not objecting in the presence of hazing is not a neutral act and is also a violation of this Student Code.

9. Stalking, which is defined as repeatedly contacting another person when:
  - a. The contacting person knows or should know that the contact is unwanted by the other person; and
  - b. The contact causes the other person reasonable apprehension of imminent physical harm or the contacting person knows or should know that the contact causes substantial impairment of the other person's ability to perform the activities of daily life.

As used in this definition, the term "contacting" includes, but is not limited to, communicating with (including internet communication via e-mail, instant message, on-line community or any other internet communication) or remaining in the physical presence of the other person.

10. Harassment, which is defined as conduct which is abusive or which interferes with a person's pursuit of his or her customary or usual affairs, including, but not limited to, such conduct when directed toward an individual or group because of race, ethnicity, ancestry, national origin, religion, gender, sexual orientation or expression, age, physical attribute, or physical or mental disability or disorder, including learning disabilities and mental retardation.
11. Conduct that is disorderly, lewd or indecent (including, but not limited to, public nudity and sexual activity in areas generally open to members of the campus community), breach of peace or aiding, abetting or procuring another person to breach the peace on CSCU premises or at functions sponsored by, or affiliated with the University or College.
12. Behavior or activity which endangers the health, safety, or well-being of oneself or others.
13. Offensive or disorderly conduct which causes interference, annoyance or alarm or recklessly creates a risk thereof at CSCU or CSCU premises, CSCU web or social media sites, at a CSCU-sponsored activity or in college or university courses, including cyber bullying. This offense does not apply to speech or other forms of constitutionally protected expression.
14. Unauthorized possession, duplication or use of keys (including, but not limited to, card access, card keys, fobs, etc.) to any CSCU premises or forcible and/or unauthorized entry on or into CSCU premises.
15. Starting fires, causing explosions, falsely reporting the presence of fire, bombs, incendiary or explosive devices, or falsely reporting an emergency.
16. Unauthorized or improper possession, use, removal, tampering or disabling of fire and/or safety equipment and warning devices, failure to follow standard fire and/or emergency safety procedures, or interference with firefighting or emergency response equipment or personnel.
17. Use, possession, purchase, sale or distribution of alcoholic beverages, except as expressly permitted by law and CSCU regulations. Alcoholic beverages may not, under any circumstances, be used by, possessed by, or distributed to any person under twenty-one (21) years of age.

18. Use, possession, purchase, sale, distribution or manufacturing of narcotics, controlled substances and/or drugs, including, but not limited to, marijuana and heroin, or drug paraphernalia, except as expressly permitted by law.
19. Use, possession or distribution of firearms, ammunition for firearms, other weapons or dangerous instruments, facsimiles of weapons or firearms, fireworks, explosives or dangerous chemicals. A dangerous instrument is any instrument, article or substance that, under the circumstances in which it is being utilized, is capable of causing death or serious physical injury. The possession of a deadly weapon or dangerous instrument on campus is strictly prohibited, even if such item is legally owned.
20. Gambling, including, but not limited to, promoting, wagering, receiving monies for wagering or gambling for money or property on CSCU premises.
21. Disruption or obstruction of any College or University function, activity or event, whether it occurs on or off the campus, or of any non-University or College function, activity or event which is authorized by the institution to occur on its premises.
22. Intentional obstruction of the free flow of pedestrian or vehicular traffic on CSCU premises or at University or College-sponsored or supervised functions or interference with entry into or exit from CSCU premises or with the free movement of any person.
23. Failure to comply with the directions of CSCU officials or law enforcement officers acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
24. Conduct that violates published BOR/CSCU policies, rules, and regulations, including, but not limited to, residence hall rules and regulations.
25. Conduct prohibited by any federal, state, and/or local law, regulation or ordinance.
26. Unauthorized use of CSCU property or the property of members of the CSCU Community or of CSCU Affiliates.
27. Theft, unauthorized use, or abuse of University or College computers and/ or peripheral systems and networks, including, but not limited to:
  - a. Unauthorized access to CSCU computer programs or files;
  - b. Unauthorized alteration, transfer or duplication of CSCU computer programs or files;
  - c. Unauthorized use of another individual's identification and/or password;
  - d. Deliberate disruption of the operation of CSCU computer systems and networks;
  - e. Use of the Institution's computing facilities and resources in violation of copyright laws (including unauthorized peer-to-peer file sharing of copyrighted material, including, but not limited to, copyrighted music, movies, and software);
  - f. Use of computing facilities and resources to send obscene messages

(which are defined as messages which appeal mainly to a prurient, shameful or morbid interest in nudity, sex, excretion, sadism or masochism, go well beyond customary limits of candor in describing or representing such matters, and are utterly without redeeming social value); and

- g. Violation of the BOR Policy Statement on Acceptable and responsible use of Information Technology resources and/or any applicable BOR computer use policy.
28. Abuse of the CSCU conduct and disciplinary system, including but not limited to:
- a. Failure to obey the notice from a Hearing Body or CSCU Official to appear for a meeting or hearing as part of the Student Conduct system;
  - b. Falsification, distortion, or intentional misrepresentation of information to a Disciplinary Officer or Conduct Administrator, or before a Hearing Body;
  - c. Initiation of a conduct or disciplinary proceeding knowingly without cause;
  - d. Disruption or interference with the orderly conduct of a disciplinary proceeding;
  - e. Attempting to discourage an individual's proper participation in, or use of, the disciplinary system;
  - f. Attempting to influence the impartiality of a Disciplinary Officer, Conduct Administrator or member of a Hearing Body prior to, and/or during the course of, the disciplinary proceeding;
  - g. Harassment (verbal or physical) and/or intimidation of a Disciplinary Officer, Conduct Administrator, or member of a Hearing Body prior to, and/or during the course of the disciplinary proceeding;
  - h. Failure to comply with the sanction(s) imposed under the Student Code; and
  - i. Influencing or attempting to influence another person to commit an abuse of the disciplinary system.

### **3.6 HEARING PROCEDURES FOR SEXUAL MISCONDUCT, SEXUAL INTIMATE PARTNER, DOMESTIC VIOLENCE & STALKING REPORTS**

In addition to disciplinary procedures applicable to State University students in Section 3.9, Community College students in Section 3.10, or Charter Oak State College Students in Section 3.11, for any hearing conducted involving allegations of sexual misconduct, including sexual harassment, sexual assault, sexual exploitation, stalking and intimate partner violence the reported victim and the accused student shall each have the following rights:

- 1. At any meeting or proceeding, both the reported victim and accused student may be accompanied by an advisor or support person of the student's choice provided the advisor or support person does not cause a scheduled meeting or hearing to be delayed or postponed and provided



an advisor or support person may not directly address the Hearing Body, question witnesses, or otherwise actively participate in the hearing process (or other proceeding or pertaining to a report of sexual misconduct);

2. The reported victim of sexual misconduct is entitled to request that disciplinary proceedings begin promptly;
3. Any hearing regarding an accusation of sexual misconduct shall (i) be fair, prompt and impartial; (ii) be conducted by a Hearing Body annually trained in issues relating to sexual misconduct (iii) use the preponderance of evidence (more likely than not) standard; (iv) shall allow both the accused student and reported victim the opportunity to present evidence and witnesses on their behalf during any disciplinary proceeding; (v) shall provide both the accused student and the reported victim with equal access to any information that will be used during meetings and hearings; and (vi) invoke the standard of “affirmative consent<sup>1</sup>” in determining whether consent to engage in sexual activity was given by all persons who engaged in sexual activity.
4. In accordance with the Family Educational Rights and Privacy Act (FERPA), the accused student and the reported victim have the right to keep their identities confidential;
5. Any reported victim shall be provided written notice of the decision of the Hearing Body at the same time as the accused student, normally within one (1) business day after the conclusion of the Hearing. In accordance with the Family Educational Rights and Privacy Act (FERPA) the notice to any reported victim of sexual misconduct shall contain only the following: the name of the accused student, the violation committed, if any, and any sanction imposed against the accused student.
6. The reported victim shall have the same right to request a review of the decision of the Hearing Body (appeal rights) in the same manner and on the same basis as shall the accused student; however, if a request for review by a reported victim is determined to be properly made and if the review determines there is sufficient grounds for altering the decision of the Hearing Body, among the other actions that may be taken as set forth above, the sanction of the hearing may also be increased. Notwithstanding the foregoing, in any hearing pertaining to sexual misconduct both the reported victim and the accused student are entitled to be simultaneously provided notice of any change in the results of the hearing prior to the time when the results become final as well as to be notified when such results become final.

### **3.7 CONDUCT AND DISCIPLINARY RECORDS**

The written decision resulting from an administrative conference or a hearing under this Code shall become part of the student’s educational record and shall be subject to the provisions of the Family Educational Rights and Privacy Act (FERPA). A student’s disciplinary record shall be maintained

<sup>1</sup> The standard of “Affirmative Consent” is set forth in the BOR Sexual Misconduct Reporting, Support Services and Processes Policy and is incorporated herein by reference.



separately from any other academic or official file maintained by the Institution. Disciplinary records will be maintained for a period of five (5) years from the date of the incident, except that the sanction of expulsion shall be noted permanently.

While student education records are generally protected from disclosure by FERPA, there are a number of exceptions to this rule. Students should be aware that a record concerning his/her behavior while a student at the College or University may be shared with other colleges or universities to which the student may subsequently wish to transfer or be admitted. Similarly, prospective employers may require a student to provide access to his/her education records as part of the employment application process. A record of having been sanctioned for conduct that violates Section 3.5 of the Code may disqualify a student for admission to another college or university, and may interfere with his/her selection for employment.

### **3.8 INTERPRETATION AND REVISION**

Questions regarding the interpretation of this Code shall be referred to the University's and Charter Oak State College's Provost or a Community College's Dean of Students or their designees for the administration of the Non-Academic Misconduct portion of the Student Code and to the University's Vice President for Student Affairs, a Community College's Dean of Academic Affairs or Charter Oak State College's Provost or their designees for the administration of the Academic Misconduct portion of the Student Code.

This Code shall be reviewed and revised, if and as necessary, every five (5) years, or as directed by the President of the Board of Regents for Higher Education.

### **3.9 DISCIPLINARY SANCTIONS**

Sanctions which may be imposed for violations of the Student Code are listed below. In determining appropriate sanctions, the Hearing Body may take into consideration any and all prior violations of the Code for which the Accused Student was determined to be responsible. The Hearing Body shall have the authority to defer the imposition of any sanction when deemed appropriate. The University may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Code, including the completion of all sanctions imposed, if any.

1. Sanctions Which May Be Imposed for Violations of the Code: The following sanctions may be imposed, individually or in various combinations, on any student found to have violated the Student Code, and will be entered into the Student's disciplinary records. Notation of disciplinary sanctions shall be on file only in the appropriate office in the Division of Student Affairs and shall not be released without the written consent of the Student except to appropriate University enforcement personnel, University police, staff and administrators, or as required by law.

- a. Warning: A disciplinary warning is a written notice to a Student advising

him or her that specific behavior or activity constitutes a violation of the Code and that the repetition of such behavior will likely result in the commencement of more serious disciplinary action by the University.

- b. Fine: A sanction involving the imposition of a specified dollar amount due and payable by a specified date.
- c. Probation: Disciplinary probation is a designated period of time during which a Student is given the opportunity to modify unacceptable behavior and/or to complete specific assignments in an effort to regain full student privileges within University Community. Disciplinary probation may involve the imposition of certain restrictions and/or conditions upon the Student including, but not limited to, financial restitution, community service, fines, referral for professional services such as counseling, participation in educational programs, parental notification under limited circumstances, and ineligibility to participate in University activities or events. Periodic contact with a designated member of the University Community or non-college professional may be required. If the Student fully complies with the terms and conditions imposed in connection with the disciplinary probation, full student privileges will be restored to the student upon termination of the probationary period. Failure to comply with the terms and conditions of the probation constitutes prohibited conduct that is separate from and in addition to the conduct for which the probation was imposed. A Student accused of violation of probation will be given due notice of the alleged violation and the procedures set forth in this Code shall be followed.
- d. Loss of Privileges: Denial of specified privileges for a designated period.
- e. Restitution: Compensation for loss, damage to real or personal property. This may take the form of appropriate service and/or monetary or material replacement.
- f. Discretionary Sanctions: Work assignments, essays, service to the University, or other related discretionary assignments, referral for professional services such as counseling, participation in educational programs, parental notification under limited circumstances, and ineligibility to participate in University activities or events. Periodic contact with a designated member of the University Community or non- college professional may be required.
- g. Residence Hall Warning: A written notice to a Student advising him or her that specific behavior or activity constitutes a violation of the Code and that the repetition of such behavior will likely result in the commencement of more serious disciplinary action by the University.
- h. Residence Hall Probation: Residence hall probation is a designated period during which an Accused Student is given the opportunity to modify unacceptable behavior and/or to complete specific assignments in an effort to regain full student privileges within the residence hall in which the Student resides. Residence hall probation may include restrictions and/or conditions on the exercise of residence hall activities and privileges. Periodic contact with a designated member of the residence hall staff or professional may be required. If the Accused

Student fully complies with the terms and conditions imposed in connection with the residence hall probation, full residence hall privileges will be restored to the Student upon termination of the probationary period. Failure to comply with the terms and conditions of the probation constitutes prohibited conduct that is separate from and in addition to the conduct for which the probation was imposed. A Student accused of violation of probation will be given due notice and the procedures set forth in this Code shall be followed.

- i. Residence Hall Separation: Separation of the Student from the residence halls for a definite period of time, after which the Student is eligible to return. Conditions for readmission may be specified.
- j. Residence Hall Expulsion: Permanent separation of the Student from the residence halls.
- k. Suspension: Suspension is temporary disciplinary separation from all universities among CSCU and the denial of all student privileges. Suspension shall be effective on the date that notice of the suspension is provided to the Accused Student, or later, if so stated in the notice, and shall prescribe the date and conditions upon which the Student may petition for readmission to the University. A Student separated from all universities within CSCU by suspension may under the terms of the suspension be excluded from the premises of all CSCU premises when in the judgment of the suspending authority, the Student's continued presence would constitute a danger to persons or property or a threat to the academic process. Notwithstanding the foregoing, the suspending authority of the suspended Student's home University or his or her designee may authorize a suspended student who has been excluded from all University premises to enter the premises of the student's home University for designated purposes.
- l. Expulsion: Expulsion is permanent disciplinary separation from all universities within CSCU and the denial of all student privileges. Expulsion shall be effective on the date that notice of expulsion is provided to the Accused Student, or later, if so stated in the notice. A student separated from all universities of CSCU by expulsion may under the terms of the expulsion be excluded from all CSCU Premises when in the judgment of the expelling authority the Student's presence would constitute a danger to persons or property or a threat to the academic process.
2. Revocation of Admission and/or Degree: Upon the recommendation of the Hearing Body, admission to or a degree awarded from the University may be revoked by the University, acting through its President (or his or her designee) for fraud, misrepresentation, or other violation of University standards in obtaining admission or the degree.
3. Consequences of Failure to Comply with a Duly Assigned Sanction: Failure to comply with sanctions which have been assigned through a formal judicial process may lead to one or more of the following consequences:
  - a. Denial of access to certain university services, including, but not limited to housing and parking;

- b. Denial of access to administrative processes, including, but not limited to, course add/drop, pre-registration, registration, and room selection; and/or
  - c. Withholding of the privilege of participation in university sponsored activities and/or public ceremonies, or formal disciplinary charges under II.B hereof.
4. Sanctions Which May Be Imposed on Student Organizations
- a. Sanctions: Those sanctions listed in subsections 1.a through f of Section 3.9.4.
  - b. Loss of recognition: Loss of recognition for a specified period of time results in the loss of privileges, such as the use of university space, access to student activity fee funding, and/or the privilege of functioning as a student organization. Loss of recognition for more than two (2) semesters shall require that an organization reapply for University recognition.  
Conditions for future recognition may be imposed by the hearing body.

### **3.10 CONDUCT AND DISCIPLINARY PROCEDURES APPLICABLE TO COMMUNITY COLLEGE STUDENTS**

Procedures for Community College students differ from those procedures applicable to either the Universities or Charter Oak State College. This is due to the environmental, cultural and administrative differences within the types of the institutions comprising CSCU. Procedures for addressing allegations and sanctions regarding academic misconduct (as defined in Section 3.5 above) for Community College Students as set for in this Section 3.10 of the Code.

#### **3.10.1 DISCIPLINARY PROCEDURES – ACADEMIC AND NON- ACADEMIC MISCONDUCT**

In regard to College Students, the following procedures shall govern the enforcement of the Code:

1. Information that a student may have violated the Code should be submitted to the Dean of Students, Dean of Academic Affairs or other designee of the President (hereinafter referred to as “the Dean”), normally within thirty (30) calendar days of the date of a possible violation or within thirty (30) calendar days of the date that the facts constituting a possible violation were known.
2. Upon receipt of information relating to a possible violation, the Dean may immediately place restrictions on or suspend a student on an interim basis if, in the judgment of the Dean, the continued presence of the student at the College or continued participation in the full range of college activities poses a danger to persons or property or constitutes an ongoing threat of disrupting the academic process.  
“Interim restrictions” are limitations on the Student’s participation in certain College functions and activities, access to certain locations on

campus or access to certain persons, that do not prevent the Student from continuing to pursue his/her academic program. A Student upon whom the Dean has placed interim restrictions shall be afforded written reasons for the restrictions, as well as the time period during which the interim restrictions shall apply. The decision of the Dean regarding interim restrictions shall be final.

- a. "Interim suspension" is the temporary separation of the Student from the College that involves the denial of all privileges, including entrance to College premises. Prior to imposing an interim suspension, the Dean shall make a good faith effort to meet with the Student. At this meeting, the Dean shall inform the Student of the information received and provide the Student an opportunity to present other information for the Dean's consideration. Based upon the information available at that time, the Dean shall determine whether the Student's continued presence on campus poses a danger to persons or property or constitutes an ongoing threat of disrupting the academic process. A Student suspended on an interim basis by the Dean shall be provided written reasons for the suspension and shall be entitled to an administrative conference or a hearing as soon as possible, normally within ten (10) calendar days from the date the interim suspension was imposed. The decision of the Dean regarding an interim suspension shall be final.
3. Following the imposition of interim restrictions or interim suspension, if any, the Dean shall promptly investigate the information received by meeting with individuals who may have knowledge of the matter, including the accused Student, and by reviewing all relevant documents. If upon the conclusion of the Dean's investigation, the Dean determines that there is insufficient reason to believe the Student has committed a violation of any part of Section 3.5 of this Policy, the Dean shall dismiss the matter and shall so inform the Student in writing.
4. If upon the conclusion of the Dean's investigation, the Dean determines that there is reason to believe the Student has committed a violation of any part of Section I.D. of this Code and, after considering both the possible violation and the prior conduct record of the Student, that a sanction of less than suspension or expulsion is appropriate, the Dean shall schedule an administrative conference with the Student. The Student shall be given reasonable notice of the time and place of the conference. At the administrative conference, the Student shall have the opportunity to present information for the Dean's consideration. At the conclusion of the administrative conference, the Dean shall determine whether it is more likely than not that the Student has violated the Policy and, if so, impose a sanction less than suspension or expulsion. The Dean shall provide the Student with a written explanation for the determination. The decision of the Dean shall be final.
5. If upon the conclusion of the Dean's investigation, the Dean determines that there is reason to believe the Student has committed a violation of any part of Section 3.5 of this Code and, after considering both the violation and the prior conduct record of the Student, that a sanction of suspension or expulsion is appropriate, the Dean shall provide the Student with reasonable written notice of a meeting and shall inform the Student that

his/her failure to attend the meeting or to respond to the notice may result in the imposition of the maximum permissible sanction. At the meeting, the Dean shall provide the Student with a written statement that shall include the following:

- a. a concise statement of the alleged facts;
  - b. the provision(s) of Section 3.5 that appear to have been violated;
  - c. the maximum permissible sanction; and
  - d. a statement that the student may resolve the matter by mutual agreement with the Dean, or may request a hearing by notifying the Dean in writing, which must be received by 5:00 pm on the following business day.
6. If the Student requests a hearing, he/she is entitled to the following:
- a. to be heard within five (5) days or as soon as reasonably possible, by an impartial party or panel whose members shall be appointed by the Dean;
  - b. if the Dean appoints an impartial panel, to have a Student on the panel if requested by the Student;
  - c. to appear in person and to have an advisor who not shall attend as a representative of the Student. However, if there is pending at the time of the hearing a criminal matter pertaining to the same incident that is the subject of the hearing, a lawyer may be present for the sole purpose of observing the proceedings and advising the Student concerning the effect of the proceedings on the pending criminal matter;
  - d. to hear and to question the information presented;
  - e. to present information, to present witnesses, and to make a statement on his or her behalf; and
  - f. to receive a written decision following the hearing.
7. As used herein, the term “impartial” shall mean that the individual was not a party to the incident under consideration and has no personal interest in the outcome of the proceedings. Prior to the commencement of the hearing, the Student who is subject to the hearing may challenge the appointment of an impartial party or panel member on the ground that the person(s) is (are) not impartial. The challenge shall be made in writing to the Dean and shall contain the reasons for the assertion that the person(s) is (are) not impartial. The decision of the Dean shall be final.
8. The written decision of the impartial party or panel shall specify whether, based on the information presented, it is more likely than not that the Student committed the violation(s) reported and shall state the sanction to be imposed, if any. The written decision shall be provided to the Student.
9. Sanctions imposed by an impartial party or panel are effective immediately. The President may, for good cause, suspend imposition of the sanctions imposed by the impartial party or panel to allow the Student time to prepare a written request for review. If a written request is received, the President may continue to suspend imposition of the sanctions until he has reviewed and acted on the Student’s request.
10. A written request for review of the decision of the impartial party or panel

must be received by the President within three (3) calendar days after the Student is notified of the decision and must clearly identify the grounds for review. The review by the President is limited to the record of the hearing, the written request, and any supporting documentation submitted with the request by the Student. The decision of the impartial party or the panel shall be upheld unless the President finds that:

- a. a violation of the procedures set forth herein significantly prejudiced the Student; and/or
  - b. the information presented to the impartial party or panel was not substantial enough to justify the decision; and/or,
  - c. the sanction(s) imposed was (were) disproportionate to the seriousness of the violation.
11. Decisions under this procedure shall be made only by the college officials indicated.

### **3.10.2 DISCIPLINARY SANCTIONS**

The prior conduct record of a Student shall be considered in determining the appropriate sanction for a Student who has been found to have violated any part of Section 3.5 of this Code. Sanctions shall be progressive in nature; that is, more serious sanctions may be imposed if warranted by the prior conduct record of the Student.

A “sanction” may be any action affecting the status of an individual as a Student taken by the College in response to a violation of this Policy, and for the purposes of this Section 3.10 of the Code include but are not limited to the following:

1. “Expulsion” is a permanent separation from the College that involves denial of all Student privileges, including entrance to College premises;
2. “Suspension” is a temporary separation from the College that involves denial of all Student privileges, including entrance to college premises for the duration of the suspension, and may include conditions for reinstatement;
3. “Removal of College Privileges” involves restrictions on Student access to certain locations, functions and/or activities but does not preclude the Student from continuing to pursue his/her academic program;
4. “Probation” is a status that indicates either (a) serious misconduct not warranting expulsion, suspension, or removal of College privileges, or (b) repetition of misconduct after a warning has been imposed;
5. A “Warning” is a written notice to the Student indicating that he or she has engaged in conduct that is in violation of Section 3.5 of this Code and that any repetition of such conduct or other conduct that violates this Code is likely to result in more serious sanctions;
6. “Community Restitution” requires a Student to perform a number of hours of service on the campus or in the community at large.

## **3.11 CONDUCT AND DISCIPLINARY PROCEDURES**



## **APPLICABLE TO CHARTER OAK STATE COLLEGE STUDENTS**

Procedures for Charter Oak State College students differ from those procedures applicable to either the Community Colleges or the Universities. This is due to the environmental, cultural, and administrative differences within the types of the institutions comprising CSCU. Procedures for addressing allegations and sanctions regarding academic misconduct (as defined in Section 3.5.1 above) for Charter Oak State College Students as set for in this Section 3.11 of the Code.

### **3.11.1 RIGHTS AND RESPONSIBILITIES OF HEARING PARTICIPANTS**

Hearing participants may include the accused student(s), a complainant, witnesses, support person(s), and the members of the hearing body.

The complaining party, any alleged victim, and the student who has been charged shall each have the right to:

1. Be notified of all charges.
2. Review any written complaint(s) submitted in support of the charge(s).
3. Be informed of the hearing process.
4. Request a delay of a hearing due to extenuating circumstances.
5. Be accompanied by an advisor or support person during the hearing.
6. Be present at all stages of the hearing process except during the private deliberations of the hearing body.
7. Submit a written statement regarding the incident.
8. Give a personal statement.
9. Question all statements and other information presented at the hearing.
10. Present information and witnesses when deemed appropriate and relevant by the hearing body.
11. Be informed of the finding(s) as well as any sanctions imposed.
12. Present a personal or community impact statement to the hearing body upon a finding of "Violation."

In addition to the above-mentioned rights, a student who has been charged with a violation of the Student Code of Conduct shall have the right to:

1. Be notified of the proposed information to be presented and to know the identity of witnesses who have been called to speak at the hearing when the Chair of the disciplinary hearing knows such information.
2. Request an alternate hearing panel member when there is reasonable cause to believe that the hearing panel will be unable to conduct an impartial hearing.
3. Be presumed not to be in "violation" of the code unless the facts presented at the hearing prove otherwise.
4. Deny or admit violating the Code of Conduct.
5. Decline to give a personal statement.
6. Present Character Witnesses, if appropriate.
7. Receive a written notice of the sanction(s) imposed.



### **3.11.2 DISCIPLINARY PROCEDURES**

The Administration and the Faculty of Charter Oak State College believe that all members of the academic community are entitled to expect compliance with Section 3.5.1 Prohibited 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, all subsequent decisions concerning possible discipline of a Student or students rest with the appropriate College officials. The President shall designate the Provost or another College official to have responsibility for the disciplinary procedures.

1. A statement of possible violation must be filed in writing with the Provost within thirty (30) business days of the date of the alleged violation or within thirty (30) business 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 3.5.1 Prohibited Conduct, which it is alleged said conduct violates, if applicable.
2. If the Provost determines that the alleged conduct may violate the provisions of the Code or otherwise threatens the safety or order of the College, the Provost shall, within ten (10) business days of receiving a written statement, provide written notice to the Student of the statement of possible violation(s) and the fact that the allegations will be investigated. The investigation shall be conducted by the Provost and/or his or her designee(s), and may include but not be limited to interviews with witnesses, the complainant(s), and review of any pertinent materials and information, and shall include an interview with the Student suspected in engaging in misconduct unless the Student suspected declines to be interviewed. The investigation shall be completed within thirty (30) business days of the Provost's receipt of the written statement of possible violation. A record of the investigations will be maintained.
3. Following completion of the informal investigation specified above, the Provost will (a) determine that there is insufficient basis in fact and dismiss the matter or (b) conclude that there is a sufficient factual basis for discipline.
4. If the Provost determines there is a sufficient factual basis for moving forward with disciplinary proceedings, he or she shall cause a written statement of charges to be provided to the Student. 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 to the Provost within thirty (30) business days requesting such hearing; and (e) a statement that failure to request a hearing may result in imposition of the penalty sought.
5. If the Student requests a formal hearing, the Student is entitled to the following: (a) a hearing be conducted within thirty (30) business days after receipt by Provost of a written request for a hearing; (b) to be heard by an impartial panel chaired by the Dean of the Faculty or his/her designee and composed of no fewer than two members of the Charter Oak State College Faculty, one appointed by the Dean of the Faculty and one Student

appointed by the Student Association; (c) to appear in person or through a conference call or other mutually agreed upon electronic means, or to have a representative attend on his/her behalf; (d) be accompanied by a support person during the hearing; (e) to hear and have a reasonable opportunity to question adverse witnesses and to present evidence and testimony in his/her behalf; and (f) to receive a written decision within ten (10) business days following the hearing specifying the panel's findings and the penalty assessed, if any. The hearing shall be taped and a record shall be maintained of this hearing.

6. Hearing: A hearing shall be conducted following the guidelines specified below:

***On-site:***

- a. A hearing shall be conducted in private.
- b. Admission of any person into the hearing room shall be at the discretion of the chair of the hearing body. The chair, who is the Dean of the Faculty or his/her designee, shall have the authority to discharge or to remove any person whose presence is deemed unnecessary or obstructive to the proceeding.
- c. Except as directed by the chair, support persons shall limit their role in a hearing to that of a consultant to the accused, to the complainant or to the victim.
- d. The complainant and the accused are responsible for presenting their respective witnesses, any additional information, and any concluding statements regarding the charges and the information.
- e. In a manner deemed appropriate by the chair, the complainant and/or the accused may question the statements of any person who testifies.
- f. The hearing panel may question any witness presented by the accused and the complainant, including the complainant and the accused as well as any other witnesses the chair may choose to call.
- g. Pertinent records, exhibits, and written statements may be accepted as information for consideration by the Hearing Body at the discretion of the chair.
- h. All procedural questions are subject to the final decision of the chair or the Provost.
- i. After the hearing has concluded, the hearing panel, in private, will decide whether the Student charged with misconduct is in violation of the Student Code of Conduct. The Dean of the Faculty or his/her designee may participate in the discussion, but is a non-voting member. Only evidence introduced at the hearing shall be considered in the determination of the decision. Each decision shall be made on the basis of whether or not the information presented at the hearing substantiates the charges in a more likely than not manner.
- j. If the panel finds that the student violated the Student Conduct Code, the panel, in private, shall review the Student's academic transcript and disciplinary record, hear a character witness, if appropriate, and impose the appropriate sanction (s). The decision of the panel will be provided

in writing to the Provost. The decision and sanction will be sent to the student in writing by the Provost.

- k. A taped record of the hearing will be maintained. The record shall be the property of the College.

***Via the Phone:***

- a. For the accused or complainant who cannot attend in person, Charter Oak State College will set up a conference call.
- b. Twenty-one (21) business days before the hearing, the Provost must receive all materials to be presented by the accused and by the complainant, including the names and relationships of the character witnesses and support persons. The Provost will send copies of the materials to the hearing panel, the accused, and the complainant at least seven (7) business days before the hearing. The Provost will arrange for the conference call.
- c. The procedures outlined in the “on- site” section will be followed, unless they specifically apply only to the on-site hearing.
- d. Within ten (10) business days of the conclusion of the formal hearing, a Student may appeal the decision, in writing, to the President. An appeal shall be limited to a consideration of the verbatim record of the hearing and supporting documents for one or more of the following: a.) the process set forth in the guidelines was not followed and resulted in prejudice to the Student; b.) the evidence presented was insufficient to justify the decision; and c.) sanction(s) imposed was/ were disproportionate to the gravity of the offense. The President may accept the decision of the hearing panel, overturn their decision, return the matter to the original hearing panel, or appoint a new hearing panel. The decision of the original hearing panel or the new hearing panel or the President will be sent to the Student in writing by the President and will be final.
- d. During any appeal period, any sanctions will remain in place and the Student will not be allowed to participate in a graduation ceremony nor graduate until the review process has been completed and a final decision rendered.

### **3.11.3 INTERIM ADMINISTRATIVE ACTION**

The President or his/her designee may impose an interim “College Suspension” and/or other necessary restrictions on a Student prior to a hearing on the Student’s alleged violation. Such action may be taken when, in the professional judgment of the President or his/her designee, a threat of imminent harm to persons or property exists.

Interim Administrative Action is not a sanction. Rather, it is an action to protect the safety and well-being of an accused Student, or other members of the College community, or greater community or to protect property. Such action is in effect only until a hearing is completed.

### **3.11.4 DISCIPLINARY SANCTIONS**

Disciplinary penalty shall mean any action affecting the status of an individual as a Student taken by the College in response to a Student's misconduct in violation of Section 3.5.1 Prohibited Conduct above, which penalties shall include but not be limited to:

1. Warning – A written notice that the Student has violated College Policy and a warning that another violation will likely result in a more severe sanction.
2. Restitution – Compensation for loss of or damage to property.
3. Academic Sanctions
4. Suspension – Suspension is a temporary disciplinary separation from the College involving denial of all Student privileges, including entrance to College premises. A notation of "suspension" will be placed in the Student database but will not be placed on the Student transcript. Charter Oak State College will not accept credits earned at another institution or through any other means during a period of suspension. Suspensions shall range from one semester to two years.
5. Students who are suspended will receive no refund of tuition or fees.
6. A Student who has been suspended must apply for re-matriculation if he/ she plans to return.
7. Expulsion – Expulsion is mandatory separation from the College involving denial of all Student privileges, including entrance to college premises for a minimum of 5 years. After the length of the term for expulsion has expired, the Student may request in writing directed to the Provost permission to re-matriculate. That permission must indicate why Charter Oak State College should allow the Student to return.
8. Charter Oak State College will not accept credits earned at another institution or through any other means during a period of expulsion. A permanent notation of "Dismissed" shall be placed on the Student's transcript.

Failure to comply with requirements of Restitution or Academic Sanctions above will result in dismissal from the institution. The Student must complete the requirements of the sanction before he/she would be allowed to apply for readmission and/or graduate.

## **3.12 BOARD OF REGENTS FOR HIGHER EDUCATION CONNECTICUT STATE COLLEGES AND UNIVERSITIES POLICY REGARDING SEXUAL MISCONDUCT REPORTING, SUPPORT SERVICES AND PROCESSES POLICY**

### **STATEMENT OF POLICY**

The Board of Regents for Higher Education (BOR) in conjunction with the Connecticut State Colleges and Universities (CSCU) is committed to insuring that each member of every BOR governed college and university community has the opportunity to participate fully in the process of education

and development. The BOR and CSCU strive to maintain a safe and welcoming environment free from acts of sexual misconduct, intimate partner violence and stalking. It is the intent of the BOR and each of its colleges or universities to provide safety, privacy and support to victims of sexual misconduct and intimate partner violence.

The BOR strongly encourages victims to report any instance of sexual misconduct, including sexual harassment, sexual assault, sexual exploitation, stalking and intimate partner violence, as an effective means of taking action by reporting such acts to the appropriate officials and pursuing criminal or disciplinary remedies, or both. The only way that action can be taken against anyone who violates another in such a manner is through reporting. Each and every BOR governed college and university shall provide those who report sexual misconduct with many supportive options, including referral to agencies that provide medical attention, counseling, legal services, advocacy, referrals and general information regarding sexual misconduct. Each and every BOR governed college and university will preserve the confidentiality of those who report sexual misconduct to the fullest extent possible and allowed by law. All BOR and CSCU employees, victim support persons and community victim advocates being consulted will make any limits of confidentiality clear before any disclosure of facts takes place. Other than confidential resources as defined above, in addition to employees who qualify as Campus Security Authorities under the Jeanne Clery Act, all BOR and CSCU employees are required to immediately communicate to the institution's designated recipient any disclosure or report of sexual misconduct received from a student as well as communicate any disclosure or report of sexual misconduct the employee received from another employee when misconduct is related to the business of the institution.

Affirmative consent must be given by all parties before engaging in sexual activity. Affirmative consent means an active, clear and voluntary agreement by a person to engage in sexual activity with another person. Sexual misconduct, as defined herein, is a violation of BOR policies and, in addition, may subject an accused student or employee to criminal penalties. The BOR and each of its governed colleges and universities are committed to providing an environment free of personal offenses. Sexual relationships of any kind between staff/faculty and students are discouraged pursuant to BOR policy.

The Board of Regents for Higher Education hereby directs the Connecticut State Colleges and Universities to implement the Policy stated above pursuant to the following provisions:

## **TERMS, USAGE AND STANDARDS**

**Consent** must be affirmed and given freely, willingly, and knowingly of each participant to desired sexual involvement. Consent is a mutually affirmative, conscious decision – indicated clearly by words or actions – to engage in mutually accepted sexual contact. Consent may be revoked at any time during the sexual activity by any person engaged in the activity.

Affirmative consent may never be assumed because there is no physical resistance or other negative response. A person who initially consents to sexual activity shall be deemed not to have affirmatively consented to any such activity which occurs after that consent is withdrawn. It is the responsibility

of each person to assure that he or she has the affirmative consent of all persons engaged in the sexual activity to engage in the sexual activity and that affirmative consent is sustained throughout the sexual activity. It shall not be a valid excuse to an alleged lack of affirmative consent that the student or employee responding to the alleged violation believed that the student reporting or disclosing the alleged violation consented to the activity (i) because the responding student or employee was intoxicated or reckless or failed to take reasonable steps to ascertain whether the student or employee reporting or disclosing the alleged violation affirmatively consented, or (ii) if the responding student or employee knew or should have known that the student or employee reporting or disclosing the alleged violation was unable to consent because the student or employee was unconscious, asleep, unable to communicate due to a mental or physical condition, or incapacitated due to the influence of drugs, alcohol or medication. The existence of a past or current dating or sexual relationship between the persons involved in the alleged violation shall not be determinative of a finding of affirmative consent.

**Report** of sexual misconduct is the receipt of a communication of an incident of sexual misconduct accompanied by a request for an investigation or adjudication by the institution.

**Disclosure** is the receipt of any communication of an incident of sexual misconduct that is not accompanied by a request for an investigation or adjudication by the institution.

**Sexual misconduct** includes engaging in any of the following behaviors:

(a) **Sexual harassment**, which can include any unwelcome sexual advance or request for sexual favors, or any conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment; submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting the individual; or such conduct has the purpose or effect of substantially interfering with an individual's academic or work performance or creating an intimidating, hostile or offensive educational or employment environment. Examples of conduct which may constitute sexual harassment include but are not limited to:

- sexual flirtation, touching, advances or propositions
- verbal abuse of a sexual nature
- pressure to engage in sexual activity
- graphic or suggestive comments about an individual's dress or appearance
- use of sexually degrading words to describe an individual
- display of sexually suggestive objects, pictures or photographs
- sexual jokes
- stereotypic comments based upon gender
- threats, demands or suggestions that retention of one's educational status is contingent upon toleration of or acquiescence in sexual advances.

Retaliation is prohibited and occurs when a person is subjected to an adverse employment or educational action because he or she made a complaint under this policy or assisted or participated in any manner in an investigation.

- (b) **Sexual assault** shall include but is not limited to a sexual act directed against another person without the consent (as defined herein) of the other person or when that person is not capable of giving such consent.

Sexual assault is further defined in sections 53a-70, 53a-70a, 53a-70b, 53a-71, 53a-72a, 53a-72b and 53a-73a of the Connecticut General Statutes.

- (c) **Sexual exploitation** occurs when a person takes non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, and that behavior does not otherwise constitute one of the preceding sexual misconduct offenses. Examples of behavior that could rise to the level of sexual exploitation include:

- Prostituting another person;
- Non-consensual visual (e.g., video, photograph) or audio-recording of sexual activity;
- Non-consensual distribution of photos, other images, or information of an individual's sexual activity, intimate body parts, or nakedness, with the intent to or having the effect of embarrassing an individual who is the subject of such images or information;
- Going beyond the bounds of consent (for example, an individual who allows friends to hide in the closet to watch him or her having consensual sex);
- Engaging in non-consensual voyeurism;
- Knowingly transmitting an STI, such as HIV to another without disclosing your STI status;
- Exposing one's genitals in non-consensual circumstances, or inducing another to expose his or her genitals; or
- Possessing, distributing, viewing or forcing others to view illegal pornography.

Sexual exploitation is further defined as a crime in Connecticut State Law.

- (d) **Intimate partner, domestic and/or dating violence means** any physical or sexual harm against an individual by a current or former spouse of or person in a dating or cohabitating relationship with such individual that results from any action by such spouse or such person that may be classified as a sexual assault under section 53a-70, 53a-70a, 53a-70b, 53a-71, 53a-72a, 53a-72b or 53a-73a of the general statutes, stalking under section 53a-181c, 53a-181d or 53a-181e of the general statutes, or domestic or family violence as designated under section 46b-38h of the general statutes. This includes any physical or sexual harm against an individual by a current or former spouse or by a partner in a dating relationship that results from (1) sexual assault (2) sexual assault in a



spousal or cohabiting relationship; (3) domestic violence; (4) sexual harassment (5) sexual exploitation, as such terms are defined in this policy.

Offenses that are designated as “domestic violence” are against family or household members or persons in dating or cohabitating relationships and include assaults, sexual assaults, stalking, and violations of protective or restraining orders issued by a Court. Intimate partner violence may also include physical abuse, threat of abuse, and emotional abuse.

- Physical abuse includes, but is not limited to, slapping, pulling hair or punching.
  - Threat of abuse includes but is not limited to, threatening to hit, harm or use a weapon on another (whether victim or acquaintance, friend or family member of the victim) or other forms of verbal threat.
  - Emotional abuse includes but is not limited to, damage to one’s property, driving recklessly to scare someone, name calling, threatening to hurt one’s family members or pets and humiliating another person.
  - Cohabitation occurs when two individuals dwell together in the same place as if married.
  - The determination of whether a “dating relationship” existed is to be based upon the following factors: the reporting victim’s statement as to whether such a relationship existed, the length of the relationship, the type of the relationship and the frequency of the interaction between the persons reported to be involved in the relationship.
- (e) ***Stalking***, which is defined as repeatedly contacting another person when contacting person knows or should know that the contact is unwanted by the other person; and the contact causes the other person reasonable apprehension of imminent physical harm or the contacting person knows or should know that the contact causes substantial impairment of the other person’s ability to perform the activities of daily life.

As used in this definition, the term “contacting” includes, but is not limited to, communicating with (including internet communication via e-mail, instant message, on- line community or any other internet communication) or remaining in the physical presence of the other person.

## **CONFIDENTIALITY**

When a BOR governed college or university receives a report of sexual misconduct all reasonable steps will be taken by the appropriate CSCU officials to preserve the privacy of the reported victim while promptly investigating and responding to the report. While the institution will strive to maintain the confidentiality of personally identifiable student information reported, which information is subject to privacy requirements of the Family Education Rights Privacy Act (FERPA), the institution also must fulfill its duty to protect the campus community.

Confidential resources are defined as follows: For the Universities, entities with statutory privilege, which include campus based counseling center, health center and pastoral counseling staff members whose official



responsibilities include providing mental health counseling to members of the University community as well as off campus counseling and psychological services, health services providers, member(s) of the clergy, and the local Sexual Assault Crisis Center and Domestic Violence Center. For the Colleges, confidential resources are limited to entities with statutory privilege, such as off campus counseling and psychological services, health services providers, member(s) of the clergy, and the local Sexual Assault Crisis Center and Domestic Violence Center. The personnel of these centers and agencies are bound by state statutes and professional ethics from disclosing information about reports without written releases.

Information provided to a confidential resource by a victim of a sexual misconduct or the person reported to have been the victim of sexual misconduct cannot be disclosed legally to any other person without consent, except under very limited circumstances, such as an imminent threat of danger to self or others or if the reported victim is a minor. Therefore, for those who wish to obtain the fullest legal protections and disclose in full confidentiality, she/he must speak with a confidential resource. Each BOR governed college and university will provide a list of such confidential resources in the College or University's geographic region to victims of sexual misconduct as well as publish these resources on-line and in various publications.

Where it is deemed necessary for the institution to take steps to protect the safety of the reported victim and/or other members of the campus community, the institution will seek to act in a manner so as not to compromise the privacy or confidentiality of the reported victim of sexual misconduct to the extent reasonably possible.

## **MANDATED REPORTING BY COLLEGE AND UNIVERSITY EMPLOYEES**

Other than confidential resources as defined above, in addition to employees who qualify as Campus Security Authorities under the Jeanne Clery Act, all employees are required to immediately communicate to the institution's designated recipient (e.g., Title IX Coordinator) any disclosure or report of sexual misconduct received from a student regardless of the age of the reported victim. All employees are also required to communicate to the institution's designated recipient (e.g., Title IX Coordinator) any disclosure or report of sexual misconduct received from an employee that impacts employment with the institution or is otherwise related to the business of the institution.

Upon receiving a disclosure or a report of sexual misconduct, employees are expected to supportively, compassionately and professionally offer academic and other accommodations and to provide a referral for support and other services.

Further, in accordance with Connecticut State law, with the exception of student employees, any paid administrator, faculty, staff, athletic director, athletic coach or athletic trainer who, in the ordinary course of their employment, has a reasonable cause to suspect or believe that a person under the age of 18 years has been abused or neglected, has been placed in imminent harm or has had a non-accidental injury is required by law and Board policy

to report the incident within twelve hours to their immediate supervisor and to the Department of Children and Families.

## **RIGHTS OF PARTIES**

Those who report any type of sexual misconduct to any BOR governed college or university employee will be informed in a timely manner of all their rights and options, including the necessary steps and potential outcomes of each option. When choosing a reporting resource the following information should be considered:

- All reports of sexual misconduct will be treated seriously and with dignity by the institution.
- Referrals to off-campus counseling and medical services that are available immediately and confidential, whether or not those who report feel ready to make any decisions about reporting to police, a college or university employee or the campus's Title IX Coordinator.
- Those who have been the victim of sexual misconduct have the right to take both criminal and civil legal action against the individual allegedly responsible.
- Those who seek confidentiality may contact a clergy member(s), a University counseling center psychologist, a University health center care provider, the Sexual Assault Crisis Center of Connecticut and/or the Connecticut Coalition Against Domestic Violence – all of whom are bound by state statutes and professional ethics to maintain confidentiality without written releases.

## **RIGHT TO NOTIFY LAW ENFORCEMENT & SEEK PROTECTIVE AND OTHER ORDERS**

- (1) notify law enforcement and receive assistance from campus authorities in making the notification; and,
- (2) obtain a protective order, apply for a temporary restraining order or seek enforcement of an existing order. Such orders include:
  - standing criminal protective orders;
  - protective orders issued in cases of stalking, harassment, sexual assault, or risk of injury to or impairing the morals of a child;
  - temporary restraining orders or protective orders prohibiting the harassment of a witness;
  - family violence protective orders.

## **OPTIONS FOR CHANGING ACADEMIC, HOUSING, TRANSPORTATION AND WORKING ARRANGEMENTS**

The colleges and universities will provide assistance to those involved in a report of sexual misconduct, including but not limited to, reasonably available options for changing academic, campus transportation, housing or working situations as well as honoring lawful protective or temporary restraining orders. Each and every BOR governed college and university shall create and provide information specific to its campus detailing the procedures to follow after the commission of such violence, including people or agencies to

contact for reporting purposes or to request assistance, and information on the importance of preserving physical evidence.

## **SUPPORT SERVICES CONTACT INFORMATION**

It is BOR policy that whenever a college or university Title IX Coordinator or other employee receives a report that a student, faculty or staff member has been subjected to sexual misconduct, the Title IX Coordinator or other employee shall immediately provide the student, faculty or staff member with contact information for and, if requested, professional assistance in accessing and using any appropriate campus resources, or local advocacy, counseling, health, and mental health services. All CSU campuses shall develop and distribute contact information for this purpose as well as provide such information on-line.

## **EMPLOYEE CONDUCT PROCEDURES**

Employees who are reported to have engaged in sexual misconduct are subject to discipline in accordance with the procedures applicable to the employee's classification of employment.

## **STUDENT CONDUCT PROCEDURES**

The Student Code of Conduct provides the procedures for the investigation, definitions of terms, and resolution of complaints regarding student conduct, including those involving sexual misconduct, as defined herein.

The Title IX Coordinator can assist in explaining the student conduct process. The Student Code of Conduct provides an equal, fair, and timely process (informal administrative resolution or a formal adjudication) for reported victims and accused students.

Reported victims of sexual misconduct shall have the opportunity to request that an investigation or disciplinary proceedings begin promptly; that such disciplinary proceedings shall be conducted by an official trained annually in issues relating to sexual misconduct and shall use the preponderance of the evidence (more likely than not) standard in making a determination concerning the alleged sexual misconduct.

Both the reported victim of sexual misconduct and the accused student are entitled to be accompanied to any meeting or proceeding relating to the allegation of sexual misconduct by an advisor or support person of their choice, provided the involvement of such advisor or support person does not result in the postponement or delay of such meeting as scheduled and provided such an advisor or support person may not directly address the Hearing Body, question witnesses or otherwise actively participate in the hearing process or other meeting pertaining to a report of sexual misconduct and each student shall have the opportunity to present evidence and witnesses on her/his behalf during any disciplinary proceeding.

Both the reported victim and accused student are entitled to be provided at the same time written notice of the results of any disciplinary proceeding, normally within one (1) business day after the conclusion of such proceeding, which notice shall include the following: the name of the accused student, the violation committed, if any, and any sanction imposed upon the accused student. Sanctions may range from a warning to expulsion, depending upon the behavior and its severity of the violation(s). The reported victim shall have the same right to request a review of the

decision of any disciplinary proceeding in the same manner and on the same basis as shall the accused student; however, in such cases, if a review by any reported victim is granted, among the other actions that may be taken, the sanction of the disciplinary proceeding may also be increased. The reported victim and the accused student are entitled to be simultaneously provided written notice of any change in the results of any disciplinary proceeding prior to the time when the results become final as well as to be notified when such results become final.

In accordance with the Family Educational Rights and Privacy Act (FERPA), the accused student and the reported victim have the right to keep their identities confidential.

### **DISSEMINATION OF THIS POLICY**

Upon adoption by the Board all CSCU institutions shall, upon receipt, immediately post and maintain this policy at all times in an easily accessible manner on each institution's website. This policy shall thereafter be annually provided to all Title IX Coordinators, campus law enforcement officers and security personnel, and other campus personnel. Further, this policy shall be presented at student orientation and at student awareness and prevention trainings, and made broadly available at each campus. The policy shall be expanded upon by each institution to provide resources and contact information specific to their institution and geographic area as set forth above.

## CHAPTER 4

### COLLEGE STUDENT PARKING POLICY

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## CHAPTER 4

### COLLEGE STUDENT PARKING POLICY

#### STUDENT PARKING POLICY

Capital Community College provides free parking for students. Parking is restricted to times involving programs and/or educational activities associated with the College. In particular, students may not park in the College lots for employment purposes outside of the College. Access to the garage is by use of a Proximity Access Card.

Students have until the second week of classes to obtain a Proximity Access Card. During this grace period students may pull a ticket for validation by the College receptionist located in the College's main lobby.

Please Note: Students must bring their parking card along with pulled ticket to the college's main lobby desk for validation.

#### STUDENT RESPONSIBILITY

It is the responsibility of each student to:

1. Know and comply with the parking regulations.
2. Maintain a current valid driver's license.
3. Maintain appropriate public liability and property damage insurance as required by the State of Connecticut.

**Connecticut insurance laws require that any out-of-state registered vehicle operated on Connecticut roads or highways must have insurance coverage.** Out-of-state students are advised to check with their insurance agents, or company, to be sure they have the required coverage.

4. The student and/or the owner in whose name any vehicle is registered will be responsible for any penalties associated with violations of these regulations by his or her vehicle.
5. The garage does not assume responsibility for any motor vehicle operated or parked anywhere on property, or for its contents nor does it assume responsibility for alleged or actual damage resulting from a vehicle needing to be towed.
6. It is the responsibility of the student for the safe care of the Proximity Access Card until its subsequent return.

Each access in or out of the garage is monitored and recorded into the access control system. In the event that your Proximity Access Card has been used improperly, you will be notified.

If there is a pattern of improper use the Proximity Access Card will be deactivated and future monthly parking privileges will be terminated.

Improper use of the Proximity Access Card, reckless driving, and failure to obey posted signage or any other improper operation of the vehicle may result in the loss and/or the suspension or termination of parking privileges.

**The garage speed is 10 mph, conditions permitting.**

## **REPLACEMENT ACCESS CARDS**

To receive a replacement card please see the Bursar's office on the second floor located near the Welcome and Advising Center. The fee for a replacement access card is \$15.00.

## **ITEMS FOR OBTAINING AN ACCESS CARD**

Documents needed for obtaining a parking access card

- Copy of Student Detail Schedule printed offline
- Valid Driver's License
- License Plate number

Students can obtain a Proximity Access Card at the lobby of the Morgan Street Garage.

## **LOST TICKET POLICY**

If a student loses a parking ticket before the end of the two week grace period (first two weeks of the semester) please see the receptionist in the College main lobby. If the ticket is pulled after the two week grace period the student is responsible for paying the maximum daily rate.

## **VEHICLES EXCLUDED FROM ENTRY**

Large Motor Vehicles (Motor Vehicles which exceed the limits of the parking facility) are not allowed to be parked within the garage.

As always, our attendants and office staff will be available to help with any questions that may arise regarding the use of the monthly parking access cards.

## **MOTORCYCLE POLICY**

Motorcycle parking is available at the Morgan Street Garage in a designated area on Connector Road, adjacent to the main entrance. To register your motorcycle please refer to section 4.5.



## CHAPTER 5

### ADDITIONAL POLICY STATEMENTS

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## CHAPTER 5

### ADDITIONAL POLICY STATEMENTS

#### NONDISCRIMINATORY POLICY

The State College and University System of the State of Connecticut will not discriminate against any person on the grounds of race, color, religious creed, sex, age, national origin, ancestry, present or past history of mental disorder, marital status, genetic information, mental retardation, sexual orientation, sexual identity or expression, learning disability or physical disability, including, but not limited to, blindness, or prior conviction of crime, unless the provisions of Section 46a-60(b), 46a-80(b) or 46a-81(b) of the Connecticut General Statutes are controlling, or there is a bona fide occupational 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. Although it is recognized that there are bona fide occupational qualifications which provide for exception from employment prohibitions, it is understood that these exceptions are to be applied pursuant to Section 46a-68-33 of the administrative regulations.

Further, the System will not discriminate against any person on the grounds of political beliefs or veteran status.

Inquiries regarding the application of this Notice of Nondiscrimination may be referred to either of the College's coordinators: Coordinator of Services to Disabled Students or Director of Personnel and Contract Administration; or to the Regional Director, U. S. Department of Education, Office for Civil Rights, J. W. McCormack Post Office and Courthouse, Room 222, Boston, MA 02109; or the Assistant Secretary for Civil Rights, U. S. Department of Education, Washington, DC 20202.

#### STUDENTS WITH SPECIAL NEEDS

CCC is committed to providing access and full participation of students with special needs in all of its academic programs and services.

Students with special needs should:

- Meet with the Disability Services Coordinator at least thirty (30) days prior to the beginning of each semester.
- Self-identify & provide documentation of their specific disability.
- Be able to identify **academic adjustments** to be successful academically.

#### The Law after High School

**The Rehabilitation Act**, most notably **Section 504**, prohibits discrimination against children and adults with disabilities.

The **Rehabilitation Act** applies to public and private elementary and secondary schools and colleges that receive federal funding. It also applies to employers that receive federal funding. The **American Disabilities Act (ADA)** prohibits discrimination against children and adults with disabilities and applies to all public and most private schools and colleges, to testing entities and to licensing authorities, regardless of Federal funding. The **ADA** applies to private employers with fifteen or more employees and to state and local governments.

**In college, the Rehabilitation Act and ADA** provide the right to academic adjustments for qualified persons with disabilities, so that courses, examinations and activities will be accessible. Notice that the protections of these laws are for qualified persons with disabilities.

College academic adjustments depend upon your particular disabilities and how they impact the student in the college setting. Academic adjustments might include: course adjustments (e.g. taped textbooks, use of a tape recorder, instructions orally and in writing, note taker, and priority seating) and examination adjustments (e.g. extended test time, reader, and quiet room).

**For more information, contact** the Counseling Center, (860) 906-5040.

## **Service Animals**

Capital Community College complies with all policies under the Americans with Disabilities ACT (ADA) and Board of Regents for Higher Education (BOR) regarding the use of service animals. Service animals are defined under the ADA “as dogs that are individually trained to do work or perform tasks for people with disabilities.” Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person’s disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA. There are only two questions that can be asked of the owner of a service animal to determine its legitimacy: 1. Do you have the animal because of a disability? 2. What is the animal trained to do? If it is readily apparent that the dog is providing a service, as in the case of helping to guide a blind person, these questions are considered inappropriate and should not be asked. Emotional support animals are not allowed on campus. If you have any questions regarding service or assistance animals, please contact or visit CCC’s Disability Services Coordinator, Helena Carrasquillo, Suite 208, (860) 906-5204.

## **STUDENT GRIEVANCE PROCEDURE**

There is a formal grievance process for students who wish to seek a remedy when they believe they have been discriminated against. To file a complaint contact Josephine Agnello-Veley, (860) 906-5133, Room 214.

## **TITLE IX OF THE EDUCATION AMENDMENTS OF 1972**

It is the policy of the College to comply with Title IX of the Education Amendments of 1972 and its Regulations, which prohibit discrimination on the basis of gender. The Affirmative Action Officer has been appointed to coordinate the College’s efforts to comply with the law. At Capital Community College if a student feels they have been discriminated against they can file a complaint with Josephine Agnello-Veley, at (860) 906-5002. She is located at the College in Room 214.

## SEXUAL VIOLENCE AWARENESS & PREVENTION

### SEXUAL VIOLENCE AWARENESS POLICY

Capital Community College (CCC) is committed to ensuring that our campus community, both virtual and on grounds, is safe and supportive of people of all genders and sexual identities. CCC has zero tolerance for sexual misconduct. Sexual misconduct includes sexual harassment, sexual assault and intimate partner violence. A variety of support resources are available on campus and in the community to assist in dealing with sexual violence. These resources are available whether or not the incident occurred on campus or off campus. For support and information on available options the following contact list is provided.

Jason Scappaticci, Assoc. Dean of Student Affairs,

Title IX Coordinator.....(860) 906-5085

Marsha Ball-Davis, Director of Student Dev. Svcs.....(860) 906-5042

Josephine Agnello-Veley, Affirm. Action Officer.....(860) 906-5002

James Griffin, Master Sergeant Public Safety.....(860) 906-5076

Sabrina Adams-Roberts, Counselor..... (860) 906-5043

## SEXUAL HARASSMENT POLICY

It is the policy of the College that there shall be no harassment of any employee or student on the basis of sex. Sexual harassment is a form of sex discrimination; the College will not tolerate sexual harassment of its employees or students by anyone. Solicitations, insults, comments, verbal or physical advances or other sexually offensive activity between members of the College community will not be tolerated. Sexual harassment complaints will be swiftly and thoroughly investigated and appropriate disciplinary action taken. Students who believe they have been sexually harassed should report it to the Dean of Student Affairs or the HR Director. Staff complaints should be reported to the HR Director.

### Sexual Harassment Defined

Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964 as well as Connecticut General Statutes, Sec. 46a-60 (8). Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal, non-verbal or physical conduct of a sexual nature where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of any individual's employment or academic status; or
2. Submission to or rejection of such conduct by any individual is used as the basis for employment or academic decisions affecting such individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's performance or creating an intimidating, hostile, or offensive working environment.

## COMPLAINT PROCEDURE

Violations of this policy will be dealt with under the Student Grievance Procedure and the Employee Grievance Procedure, both contained in the College's Affirmative Action Plan.

Any student or employee who believes she/he has been the victim of sexual harassment should report the alleged act immediately to the Dean of Student Services or to the Affirmative Action officer respectively.

If for any reason the student or employee is uncomfortable with discussing the matter with the Dean of Students or the Affirmative Action Officer, he/ she should contact another person, faculty or administrator, with whom she/he is comfortable discussing the matter. Said person will then, at the student's or employee's request, act as a liaison.

All complaints will be handled in a timely and confidential manner. Investigation of such matters will usually entail conferring with involved parties and any named or apparent witnesses.

## DISCIPLINARY ACTION

If an investigation reveals that the complaint is valid, prompt action will be taken to stop the harassment immediately and prevent its recurrence, and appropriate disciplinary action will follow.

## AN ACT CONCERNING SEXUAL VIOLENCE ON COLLEGE CAMPUSES

Public Act No. 12-78

Each institution of higher education shall, within existing budgetary resources, offer (1) sexual assault and intimate partner violence primary prevention and awareness programming for all students that includes an explanation of the definition of consent in sexual relationships and information concerning the reporting of incidences of such assaults and violence, bystander intervention and risk reduction; and (2) ongoing sexual assault and intimate partner violence prevention and awareness campaigns.

Additional information on the grievance procedure and the civil rights and protections of Capital Community College students can be found in the Capital Community College Student Handbook. To view the full law visit [www.cga.ct.gov/2012/ACT/PA/2012PA-00078-R00HB-05031-PA.htm](http://www.cga.ct.gov/2012/ACT/PA/2012PA-00078-R00HB-05031-PA.htm).

## POLICY ON AIDS AND OTHER COMMUNICABLE DISEASES

The State College and University System reaffirms its commitment to provide a safe and health educational environment, safeguard the rights of individuals, and comply with state and federal anti-discrimination laws and regulations. Sound and compassionate legal, ethical, moral, and educational principles require that students and employees with AIDS, HIV infection, and other communicable diseases be accorded the same rights and assume the same responsibilities as all other members of the Community College Community. It is recognized that the best method of allaying fears and promoting understanding is education: the dissemination of information based on fact and current scientific knowledge.

1. People with AIDS and other communicable diseases shall be accorded the same rights as all other students and employees. State and federal laws

and regulations prohibit discrimination against and harassment of individuals solely because of handicap. No individual shall be discriminated against in any college programs, services, or employment solely because of his or her status as AIDS- or HIV-infected or having any other communicable disease.

2. Each college shall provide information and educational programs and activities concerning AIDS and other communicable diseases for students and employees. Such information and programs shall rely on the most current knowledge about such diseases and shall focus on how such diseases are and are not transmitted, how they can be prevented, and the rights of persons with such diseases.
3. Each college president/provost shall designate an individual responsible for coordination, delivery, and evaluation of the college AIDS education program. A committee representative of the college community should be involved in formulating educational and information activities.
4. Restrictions shall not be placed on admission, programs, services, or employment offered to an individual on the basis of a diagnosis of AIDS, HIV infection, or other communicable disease, except in individual cases when it has been medically determined that there is risk of infection or danger to others or in programs from which individuals with specific communicable diseases are excluded by law or regulation.
5. Colleges shall not require testing of students or employees for AIDS, HIV infection, or other communicable diseases for participation in employment, programs, or services of the college, except as required by law or regulation. Where possible, colleges shall maintain a listing of local referral sources for such testing and shall publish such listing with other educational information.
6. All student or employee information related to inquiries testing, and disclosure of AIDS, HIV, or other infection status shall be treated confidentially as all other health records. All reasonable steps shall be taken to protect the identity of an individual with AIDS.
7. Students and employees involved in the direct delivery of health care services and those who might otherwise come in contact with blood and body fluids (such as in science laboratories or allied health practical) shall at all times follow the guidelines regarding precautions to be taken in the handling of such fluids disseminated by the Department of Health Services (January 1987, provided as Appendix A) or other approved guidelines.
8. Violations of any part of this policy shall be dealt with under the appropriate disciplinary procedures for students or employees.
9. This policy shall be published in all college catalogs and student handbooks and shall be made available to all employees.

*(Adopted 2/21/89)*

- \* All Community College employees are further subject to the 6/3/88 "AIDS Policy for State Personnel."

## **POLICY REGARDING A DRUG-FREE ENVIRONMENT**

## **Drugs & Alcohol in the Connecticut State Colleges and Universities**

The Board of Regents of Connecticut State Colleges and Universities endorses the Statement of the Network of Colleges and Universities Committed to the Elimination of Drug and alcohol Abuse, which is based on the following premise:

American society is harmed in many ways by the abuse of alcohol and other drugs - decreased productivity, serious health problems, breakdown of the family structure, and strained social resources. Problems of illicit use and abuse

of substances have a pervasive effect upon many segments of society - all socio- economic groups, all age levels, and even the unborn. Education and learning are especially impaired by alcohol abuse and illicit drug use.

The Board recognizes that education regarding alcohol and substance abuse is an appropriate and even necessary part of contemporary college life. Since the unauthorized use of controlled substances, in addition to the potential harmful effect it may have on students and employees, is contrary to state and federal law and regulation, it must be prohibited in any college activity, on or off the College campus. Although the conditions of alcohol and drug dependency may be considered disabilities or handicaps under state and federal law regulation and Board of Regents Policy, and employees and students will not be discriminated against because they have these disabilities, all students and employees are considered to be responsible for their actions and their conduct.

These provisions shall apply to all colleges under the jurisdiction of the Board:

1. All colleges shall provide educational programs on the abuse of alcohol and other drugs and referral for assistance for students and employees who seek it. Colleges are encouraged to establish campus-wide committees to assist in development of these programs in response to particular campus needs and identification of referral resources in their respective service planning regions. Any student or employee seeking assistance with a substance abuse problem should seek consultation from a college counselor or the Director of Personnel.
2. This policy shall be published in all college catalogs, faculty and staff manuals, and other appropriate literature.
3. Failure to comply with this policy will result in invocation of the appropriate disciplinary procedure and may result in separation from the college and referral to the appropriate authorities for prosecution.
4. All colleges shall develop and enforce policies regarding the sale, distribution, possession, or consumption of alcoholic beverages on campus, subject to state and federal law.
5. No student or employee shall knowingly possess, use, distribute, transmit, sell, or be under the influence of any controlled substance on the College campus or 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 this provision.
6. Consistent with Board policy, the consumption of alcoholic beverages on campus may only be authorized by the President.

## **POLICY ON RACISM AND ACTS OF INTOLERANCE**

The Community Colleges have long been committed to providing educational opportunities to all who seek and can benefit from them, as evidenced in the mission statements and policies concerning student rights, affirmative action, and equal opportunity. The Board and the Colleges recognize that an important part of providing opportunity is creating a welcoming environment in which all people are able to work and study together, regardless of their uniqueness. At the same time, colleges and universities have traditionally been at the cutting edge of protection of our most cherished freedoms, most notably freedom of speech and non-violent action, which protect even unpopular or divisive ideas and perspectives.

Such constitutionally-protected expression can contribute to an unwelcoming and even offensive social and educational environment for some individuals in the college community, particularly when it concerns race, religion, sex, sexual orientation, disability, national origin, or ethnicity, and the First Amendment does not preclude colleges from taking affirmative steps to sensitize the college community to the effects of creating such a negative environment. Therefore, the Community Colleges recognize that they have an obligation not only to punish proscribed actions, but also to provide programs which promote pluralism and diversity and encourage the college community to respect and appreciate the value and dignity of every person and his or her right to an atmosphere not only free of harassment, hostility, and violence but supportive of individual academic

personal, social, and professional growth.

Acts of racism or harassment directed against individuals or specific groups of individuals will not be tolerated and will be dealt with under the employee affirmative act in grievance procedures and the student grievance and disciplinary procedures (copies attached).

Each college will provide a comprehensive educational program designed to foster understanding of differentness and the value of cultural diversity. This will include plans to (1) promote pluralism, (2) educate the college community about appropriate and inappropriate behaviors to increase sensitivity and encourage acceptance, and (3) widely disseminate this policy statement to the entire college community.

## **POLICY ON VIOLENCE PREVENTION AND RESPONSE**

On August 4, 1999, Governor John G. Rowland signed Executive Order No. 16 instituting a “Zero Tolerance” Violence in the Workplace Prevention Policy for all state agency personnel, contractors, subcontractors, and vendors. In accordance with this directive and in an effort to provide a safe environment for employees, students, visitors and guests while on the premises of the Community Colleges, the Board of Regents of Connecticut State Colleges and Universities has adopted and expanded the application of the Governor’s policy.

For purposes of this policy, “violence” is defined as an overt act or threat of harm to a person or property, or any act that poses a substantial threat to the safety of any person or property. “Premises” is defined as any space



owned or leased by the Community Colleges or any of its constituent units, including vehicles and any location where college or system business or activities are conducted. Conduct that may violate this policy includes, but is not limited to, the following:

- Intimidating, harassing or threatening behaviors
- Physical abuse, including hitting, slapping, poking, kicking, punching, grabbing, etc.
- Verbal abuse, including yelling, shouting, use of sexually, racially or ethnically charged epithets, etc.
- Vandalism
- Carrying or possessing weapons or dangerous instruments of any kind on College premises, unless properly authorized
- Using such weapons
- Any other act that a reasonable person would consider to constitute a threat of violence, including oral or written statements, gestures or expressions that communicate a direct or indirect threat of physical harm.

### **Reporting Threats or Violent Acts**

A person who feels that he or she has been subjected to threats or acts of violence as defined herein, or a person who witnesses such threats or acts, must report the incident to a supervisor, manager or to the Human Resources office. Supervisors and managers who receive such reports shall seek advice

from the Human Resources office regarding investigating the incident and initiating appropriate action. ***Serious incidents or serious threats of imminent danger to the safety of persons or property should immediately be reported serious incidents or threats should be reported immediately to the campus Police and Department of Public Safety.***

Any individual who has applied for or obtained a protective or restraining order which lists the premises of the Community College as a protected area must provide Public Safety and Human Resources with a copy of the petition and declaration used to seek the order, a copy of any temporary protective or restraining order that is granted, and a copy of any protective or restraining order that is made permanent. The sensitivity of the information requested is understood and colleges are responsible for treating such information in a manner that recognizes and respects the privacy of the reporting person.

### **Enforcement of this Policy**

All reported incidents of violence will be taken seriously and will be dealt with appropriately, including prompt evaluation, investigation and response. An individual who makes a threat of violence or commits an act of violence as defined in this policy shall be removed from the premises. Any weapon or dangerous instrument will be confiscated and turned over to appropriate law enforcement/public safety authorities. There is no reasonable expectation of privacy with respect to such items on College premises.

Violation of this policy, including knowingly providing a false report, or failing to cooperate fully with an investigation, may lead to disciplinary action up to and including dismissal from employment or expulsion from the college.



Violations may also result in criminal penalties.

### **Threat Assessment Team**

Each college will establish a Threat Assessment Team to oversee the implementation of this policy. The Threat Assessment Team should include representatives of management, human resources, employee unions, public safety, and facilities management.

One goal of the team approach is to ensure that people are prepared to work together to deal with violent or potentially violent situations. Although violence cannot always be prevented, planning ahead and being prepared to act swiftly to deal with threats, intimidation and other disruptive behavior as an early stage can reduce the risk. The Assessment Team has three major functions:

- Identifying the potential for violence. This involves analyzing trends in incidents relating to particular units, jobs, activities, time of day and so forth.
- Prevention. This includes recommending procedures to prevent violence, such as conducting violence prevention and response training for employees and students, establishing mechanisms for employees, student and others to discuss their concerns about violence, conducting inspections of college premises, evaluating working environments of employees and students to ascertain any unusual risks, conducting employee/student surveys, recommending changes in physical plant, equipment and practices to enhance campus safety.
- Responding to individual acts of violence. Incidents reported to the Human Resources Office and/or the Public Safety Department should be shared with the Threat Assessment Team which may advise and assist in the investigation if appropriate. The Team may also assist in the management of threats or incidents of violence by planning a response to mitigate further damage, coordinating responses with local law enforcement and the community and managing media inquiries.

### **Publication of Policy on Violence Prevention and Response**

This policy shall be distributed to all members of the college community and shall be posted prominently in areas where students, staff and guests may gather. The policy should also be included in orientation materials for new employees and students and published in college newsletters, catalogues, and handbooks, as appropriate. The policy should be reissued once a year as a reminder of the importance of this issue in our community. Contractors, subcontractors, and vendors doing business with the college shall be advised that compliance with this policy is mandatory.

## **POLICY ON WEAPONS ON CAMPUS**

The use or possession of weapons, as defined in Section 53-206 of the Connecticut General Statutes, is prohibited on college campuses or at college activities except as authorized by Board or College policies. Colleges are hereby authorized to develop policies which allow for specific exemptions to the extent permitted by law.

The Connecticut General Statutes, Section 53-206, defines WEAPONS as “slung (sic) shot, air rifle, BB gun, black jack, sand bag, metal or brass knuckles, or any dirk knife, or any switch knife having an automatic spring release device by which a blade is released from the handle, having a blade of over one and one half inches in length, or stiletto, or any knife the edged portion of which is four inches or over in length, or any martial arts weapon or electronic defense weapon, as defined in Section 53a-3, or any other dangerous or deadly weapon or instrument.” Sec. 53a-3(6): “any weapon whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, bill, blackjack, bludgeon, or metal knuckles.”

Any officer of the Federal, State or municipal government charged with enforcing the law is exempted from this policy. Any other exemptions to this policy must be granted, in writing, by the President.

## **CAMPUS SEX CRIMES PREVENTION ACT**

Section 1601 of Public Law 106-386, the Campus Sex Crimes Prevention Act, becomes effective on October 28, 2002. It has three major components:

1. Sex offenders who are already required to register under the terms of a State’s “Megan’s Law” are required to provide notice, as required under state law, of each institution of higher education in that state at which the offender is employed or is a student.
2. Institutions of higher education are required to issue a statement advising the college community where law enforcement agency information concerning registered sex offenders may be obtained.
3. The Family Rights and Privacy Act (FERPA) which prevents nonconsensual disclosure of information contained in student educational records, is amended to provide that nothing in the Campus Sex Crimes Prevention Act prohibits an educational institution from disclosing information provided to the institution concerning registered sex offenders. For additional information or questions, contact the Dean of Students at (860) 906-5086.

## **UNIFORM CAMPUS SAFETY REPORT — FOR CAPITAL COMMUNITY COLLEGE**

REPORT ISSUED July 1, 2018

**For January 1, 2017---December 31, 2017**

The following Uniform Campus Safety Report is prepared in compliance with the State of Connecticut’s Campus Safety Act, Public Act 90-259, which mandates the annual publication of a Uniform Campus Safety Report, and establishes a process for raising awareness of safety on college campuses. Broader awareness of campus safety issues and procedures at Capital Community College (CCC) is the first step toward improving the security of staff and students.

## **Capital Community College**

The college is part of the state –supported system of community colleges and enrolls 4,800 students each semester in credit and continuing education programs. Duncan Harris is the College CEO. The College is located at 950 Main Street, Hartford, Connecticut 06103.

### **Administration of Public Safety**

Master Sergeant James Griffin is the Director of Public Safety and Security. Public Safety Staff are: Police Officers Joel White, Steve Vesco, and Brian Flanagan. Building and Grounds Officers Scott Dorio and Carmen Escobar. Master Sergeant Griffin and Officers Joel White, Steve Vesco, and Brian Flanagan are state of Connecticut certified police officers.

### **Contacting Public Safety**

The Public Safety Office is located in room 102 in the front lobby of the Main Street entrance to the building. In an emergency, Public Safety Officers may be contacted by pressing the button on the emergency call box located under the blue lights on each of the eleven floors. For routine business, Public Safety is operational from 7:00 a.m. to 10:00 p.m., Monday through Friday. In addition, during the fall and spring semesters the Public Safety Office is operational on Saturday's between the hours of 7:30 a.m. and 1:00 p.m... The college phone number is (860) 906-5075 and \*\* for emergencies.

### **Emergencies in the Morgan Street Parking Garage**

The Hartford Parking Authority can be contacted by pushing a button on any emergency call box located throughout the Morgan Street Garage.

### **Contacting City Services for Security or Health Emergencies**

From any college phone dial 8-911 for Hartford City Police/Fire Department Services. The campus of Capital Community College is located in close proximity to local area hospitals. Public Safety Officers will assist in evaluating services needed, are trained in first aid, and will make arrangements for transport to nearby health facilities.

### **Escort**

Public Safety staff is available to assist staff and students safely to and from their automobiles parked in the Morgan Street Garage.

## **Safety & Security Procedures**

Master Sergeant Griffin distributes information using e-mail and plasma screens located on each floor, regarding campus safety and security. The following precautions are recommended: engrave or mark valuable personal item; keep automobiles locked, in a well-lit location with valuables out of sight; do not leave books or bags unattended; report any loss to the Capital Community College Public Safety Department; Report suspicious persons and/or items to Public Safety. Informational pamphlets are located in various locations on the campus. Counseling is available on campus for various issues and referrals to crisis centers are made in a confidential manner.

## **Safety Responsibilities**

Staff and student awareness, cooperation and involvement are critical to the success of campus safety. Staff and students must assume responsibility for their own personal safety, and the security of their belongings by taking common sense precautions. Public Safety actively conducts situational awareness and “See Something. Say Something” training for employees and students.

## **Procedures for Reporting Off-Campus Injuries**

In the event of injury to a student or staff member occurring at a College sponsored off-campus event, the staff member in charge shall decide the best course of action, and shall report this injury to a member of Public Safety upon return to the college.

## **Right to File a Complaint**

“No administrator of an institution of higher education shall interfere with the right of a student or employee of such institution to file a complaint with the state police, local police department or special police force established pursuant to section 10a-142 of the General Statutes concerning crimes committed within the geographical limits of the property owned or under the control of such institution.”

## **Text Alert System**

Staff and students may sign up for emergency text alerts. During an emergency or weather event, the Department of Public Safety will send out a text alert with safety information in real time to the college community. These alerts are sent only in the event of a major event that may impact personal safety or a weather closing of the college. Log onto: [mycommnet.edu](http://mycommnet.edu), click alerts to complete the process.

## **Drill and Training Classes**

Public Safety conducts one Fire Drill per semester. Simulated Shelter-In-Place training exercise drills are conducted at least twice per school year. Public Safety conducts free Safety Awareness and Self-Defense classes each semester.

## **CRIME STATISTICS**

The following is the statistical report on crime at Capital Community College for the reporting period of:

**January 1, 2017---December 31, 2017**

<b>MURDER</b>	<b>0</b>
<b>MANSLAUGHTER</b>	<b>0</b>
<b>FORCIBLE SEX OFFENSE</b>	<b>0</b>
<b>NON-FORCIBLE SEX OFFENSE</b>	<b>0</b>
<b>ROBBERY</b>	<b>0</b>
<b>AGGREVATED ASSAULT</b>	<b>3</b>
<b>BURGLARY</b>	<b>1</b>
<b>MOTOR VEHICLE THEFT</b>	<b>0</b>
<b>ARSON</b>	<b>0</b>
<b>LARCENY</b>	<b>3</b>
<b>HATE CRIMES</b>	<b>0</b>

The Uniform Campus Safety Report also requires schools provide statistics for the following categories of arrests and referrals for campus disciplinary action. The statistics below are from Capital Community College Department of Public Safety incidents on file.

**REFFERALS**

<b>LIQUOR LAW VIOLATIONS</b>	<b>0</b>
<b>DRUG ABUSE VIOLATIONS</b>	<b>0</b>
<b>WEAPONS VIOLATIONS</b>	<b>0</b>

**ARRESTS**

<b>LIQUOR LAW VIOLATIONS</b>	<b>0</b>
<b>DRUG ABUSE VIOLATION</b>	<b>0</b>
<b>WEAPONS VIOLATIONS</b>	<b>0</b>



# APPENDIX A

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## EMERGENCY NUMBERS

All emergencies (office phones) .....	8-911
Ambulance (AMR) .....	(860) 522-1612
Hartford Police .....	(860) 527-6300
Police Complaint Desk .....	(860) 527-6300
Fire .....	8-911
State Police .....	(860) 534-1055

## NON-EMERGENCY MEDICAL ASSISTANCE

Notify Public Safety .....	(860) 906-5075
or the Switchboard Operator in the Main Lobby .....	0

## OTHER HELPFUL NUMBERS

AIDS National Hotline .....	1-800-232-4636
AIDS Program (State) .....	(860) 509-7800
MOBIL CRISIS Intervention Unit (State) .....	(860) 297-0999
CRISIS Info-Line .....	1-800-203-1234
CRISIS 24 Hour “Helpline” .....	(860) 524-1182
CULT Hotline .....	1-312-267-7777

## DISCRIMINATION

Commission on Human Rights & Opportunity .....	(860) 541-3459
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## DISABLED

Office of Protection and Advocacy for Handicapped and Developmentally Disabled Persons .....	(860) 297-4300 1-800-842-7303
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## WOMEN’S ISSUES

State of CT Permanent Commission on the Status of Women .....	(860) 240-8300 90 Washington St., Hartford, CT 06106
CT Women’s Education and Legal Fund .....	(860) 247-6090 22 Maple Ave., Hartford, CT 06114
Sexual Assault Crisis Service, YWCA .....	(860) 344-1474 135 Broad St., Hartford, CT 06105
HOTLINE (24 hour hotline) .....	1-888-999-5545

# APPENDIX B

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## PERSONNEL

### Chief Administrative Staff

G. Duncan Harris, Chief Executive Officer.....	(860) 906-5100
Marsha Ball-Davis, Interim Dean of Student Affairs .....	(860) 906-5086
Linda Guzzo, Dean of Continuing Education.....	(860) 906-5131
Miah LaPierre-Dreger, Interim Academic Dean. ....	(860) 906-5011

### STUDENT SERVICES DIRECTORY

		ROOM
Registrar	Argelio Marrero	207B
Assistant Registrar	Waynette Arnum	207A
Office Assistant	Pamela Hightower	207
Registration Services	Elizabeth Daniels	207C
Assistant/Veterans Liaison		
Interim Director of Enrollement Management	Gregg Gorneault	207E
Interim Associate Director of Admissions	India Weaver	207D
Enrollment Services Coordinator	Randall Ward	203
Educational Enrollment Specialist	Nichole Stewart	Front Desk
Educational Enrollment Specialist	Rocio Urtecho	Front Desk
Director of Financial Aid Services	Margaret Malaspina	216B
Associate Director of Financial Aid	José Velez	216A
Associate Director of Financial Aid	Bryan J. Lewis	216C
Secretary 2	Maria Resto	216
Director of Student Activities	Derrick Curry	707
Student Center		709-711
Student Senate Office		704
Counselor/Transfer	Sabrina Adams-Roberts	205
Counselor/Health Careers	Michael Kriscenski	208C
Counselor/ Disability Services Coordinator	Helena Carrasquillo	208B
Director of Academic Advising	Tyesha Wood	204
Academic Advisor	Roxanne Plummer	208A
Placement Testing Coordinator	LaTanya Sumlin	220
Administrative Assistant	Lissette Román	212





# APPENDIX C

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## *CAMPUS DIRECTORY*

### **TALCOTT STREET LEVEL**

Early Childhood Education (ECE) Classroom  
ECE Resource Room  
Faculty Offices/ECE  
Laboratory School  
Lab School Outdoor Playground

### **1<sup>ST</sup> FLOOR • MAIN STREET LOBBY**

Conrad L. Mallett Art Gallery  
Information Desk  
Public Safety

### **2<sup>ND</sup> FLOOR • ENROLLMENT**

Admissions  
Advising & Counseling  
Business Office  
Cashier  
Community Room  
Computer Terminals  
CONNTAC-EOC  
Dean of Administration  
Dean of Student Affairs  
Enrollment Services  
Financial Aid  
Human Resources  
Placement Testing  
Purchasing  
Registrar  
Welcome and Advising Center

### **3<sup>RD</sup> FLOOR**

Capital Community College Magnet Academy, Room 305  
Career Center  
Culinary Arts Classroom  
Dean of School of Workforce & Continuing Education  
Lecture Hall (60 seats)  
School of Workforce & Continuing Education Offices & Classrooms

## **4<sup>TH</sup> FLOOR**

Academic Success Center: Computer Center, Room 423;

Math Center, Room 412; Writing Center, Room 409

Classrooms

Continuing Education Nursing Lab, Room 420

ESL Program: ESL Resource Room, ESL Language Room

Group Tutoring Rooms

Language Lab

Learning Center

Library Instruction Classroom

School of Workforce & Continuing Education Nursing Lab, Room 420

Veterans Oasis Center, Room 424

## **5<sup>TH</sup> FLOOR • LIBRARY**

## **6<sup>TH</sup> FLOOR • COMPUTER**

Architectural Drafting Lab

CAD Lab

Computer Labs

Faculty Offices/CIS

Information Technology Dept.

## **7<sup>TH</sup> FLOOR • STUDENT UNION**

Bookstore

Cafeteria

Campus Ministry

Classrooms

Game Room

Internet Café

Lecture Hall (60 seats)

Mail Room

Maintenance

Photo ID Station

Student Activities

Student Clubs & Organizations

Student Senate

TV Room

## **8<sup>TH</sup> FLOOR**

Allied Health Lab

Classrooms

Faculty and Director's Offices/Nursing & Health Careers

Health Careers Labs

Nursing & Health

Nursing Labs

## **9<sup>TH</sup> FLOOR • SCIENCE**

Anatomy and Physiology Labs

Biology Lab

Chemistry Lab

Classrooms

Computer A+ Lab

Faculty Offices/Science & Math

Microbiology Lab

Organic Chemistry Lab

Physics Lab

## **10<sup>TH</sup> FLOOR • MEDIA**

Academic Dean

Academic Department Chairs

Academic Media Technology Department (Blackboard Help Desk)

Classrooms

College Career Pathways

Communication Media Post-Production Lab

Faculty Offices/Business & Technology/Humanities and  
Social & Behavioral Sciences

Lecture Hall (60 seats)

TV Studio

## **11<sup>TH</sup> FLOOR**

Art, Music and Performance

Art Studios (Drawing & Painting)

Auditorium (300 seats)

Classrooms

Faculty Offices/Humanities & Social & Behavioral Sciences

Institutional Advancement

Institutional Research

Lecture Hall (145 seats)

Marketing & Public  
Relations

Music Appreciation Classroom

President's Office

# U-PASS

The Upass is a special transportation pass for Capital Community College students that is valid for unlimited trips during the semester on all CTTransit local buses, CTFastrak and rail (excluding Amtrak). Upass is available to credit students taking at least one class per semester. All eligible credit students, will receive a Upass after payment of tuition or other approved financial arrangements have been completed. Upass fees are required and non-refundable.

Passes are valid for the Fall semester: August 1 – December 31 and for the Spring semester: January 1 – July 31.

To board a bus or train, you must show a valid Capital student ID. To report a lost or stolen pass, or for questions regarding administration of the Upass program, contact Business Office at (860) 906-5061.

If you have route or schedule questions, please call CTTransit Customer Service Representatives at (860) 525-9181 or visit the website [www.cttransit.com](http://www.cttransit.com). Students with special communication needs, should call TTY 727-8196. CTTransit route maps and timetables are also available on campus in the lobby.



Print out this page and write in your class schedule

CLASS SCHEDULE — FALL 2019						
TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

**Notes:**

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Print out this page and write in your class schedule

CLASS SCHEDULE — SPRING 2020						
TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

**Notes:**

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