

# CAPITAL



# Community COLLEGE

## STUDENT HANDBOOK

2007-2008

860.906.5077  
[www.ccc.commnet.edu](http://www.ccc.commnet.edu)

950 Main Street  
Hartford, CT 06103



# WELCOME TO CAPITAL COMMUNITY COLLEGE!

This handbook is designed to answer some of the most frequently asked questions about the College. It is also designed to provide you with important information about services the College offers you, the standards to which the College will hold you, and the organization and procedures that the College follows.

**If you don't find the information you need in this handbook — ASK!** Faculty, staff, and your fellow students want to help you.

The “*Where Can I Get Help*” listings in Appendix C (pg. 123), will help you find the proper person to ask.

More information about the College and its procedures are available in the College Catalog, or visit our web site at [ccc.commnet.edu](http://ccc.commnet.edu).

**Best Wishes with your studies,**

*Doris B. Arrington*

Dean of Student Services

This book belongs to \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone No. \_\_\_\_\_

Email \_\_\_\_\_

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**12**

Sunday

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**13**

Monday

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"A man without ambition is dead. A man with ambition but no love is dead. A man with ambition and love for his blessings here on earth is ever so alive. Having been alive, it won't be so hard in the end to lie down and rest." – *Pearl Bailey*

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**14**

Tuesday

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**15**

Wednesday

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**16**

Thursday

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**17**

Friday

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**18**

Saturday

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**19**

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**20**

Monday

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**21**

Tuesday

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**22**

Wednesday

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**23**

Thursday

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**24**

Friday

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"Peace and blessings manifest with every lesson learned-and if your knowledge were your wealth then it would be well earned" - *Erykah Badu*

**25**

Saturday

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**SEMESTER BEGINS**

# August/September 2007

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## 26

Sunday

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## 27

Monday

"Our greatest glory is not never falling, but in rising every time we fall" – *Confucius*

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## 28

Tuesday

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## 29

Wednesday

**CLASSES BEGIN**  
*First Day for Partial Refund*

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## 30

Thursday

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## 31

Friday

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## 1

Saturday

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**SATURDAY CLASSES BEGIN**



# September 2007

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**2**

Sunday

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**3**

*Labor Day, COLLEGE CLOSED*

Monday

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**4**

Tuesday

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**5**

*Add/Drop Ends*

Wednesday

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**6**

Thursday

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**7**

**OPENING CONVOCATION**  
*for Faculty & Staff*

Friday

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**8**

Saturday

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*"When people show you who they really are, and they will, believe them the first time!" – Maya Angelou*

**9**

Sunday

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**10**

Monday

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**11**

Tuesday

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**12**

*Last Day for Partial Refund*

Wednesday

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**13**

Thursday

*"By the time I'd grown up, I naturally supposed that I'd be grown up." - Eve Babitz*

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**14**

Friday

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**15**

Saturday

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**16**

Sunday

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**17**

Monday

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**18**

Tuesday

"I play the notes as they are written, but it is God who makes the music." – *Johannes Sebastian Bach*

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**19**

Wednesday

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**20**

Thursday

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**21**

Friday

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**22**

Saturday

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**23**

Sunday

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**24**

Monday

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**25**

Tuesday

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**26**

*Last Day To Change To/From Audit Status*

Wednesday

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**27**

Thursday

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**28**

Friday

*"Be curious always! For knowledge will not acquire you; you must acquire it." - Sudie Back*

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**29**

Saturday

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**30**

Sunday

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**1**

Monday

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**2**

Tuesday

"Look at life through the windshield, not  
the rear-view mirror." – *Byrd Baggett*

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**3**

Wednesday

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**4**

Thursday

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**5**

Friday

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**6**

Saturday

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**7**

Sunday

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**8**

*Columbus Day, COLLEGE OPEN*  
*Classes Held*

Monday

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**9**

Tuesday

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**10**

Wednesday

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**11**

*"Action is the antidote to despair." – Joan Baez*

Thursday

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**12**

Friday

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**13**

Saturday

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**14**

Sunday

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**15**

Monday

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"There is no saint without a past, and no sinner without a future." – *Shri Haidakhan Babaji*

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**16**

Tuesday

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**17**

Wednesday

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*Last Day for Automatic Withdrawal*

**18**

Thursday

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**19**

Friday

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**20**

Saturday

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**21**

Sunday

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**22**

Monday

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**23**

Tuesday

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**24**

Wednesday

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**25**

Thursday

"Knowledge is the prime need of the hour."

- Mary McLeod Bethune

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**26**

Friday

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**27**

Saturday

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**28**

Sunday

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**29**

2<sup>ND</sup> SET OF SEVEN WEEK CLASSES BEGIN

Monday

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**30**

Tuesday

"In order to be a realist you must believe in miracles."

- *Henry Christopher Bailey*

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**31**

Wednesday

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**1**

Thursday

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**2**

Friday

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**3**

Saturday

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**4**

Sunday

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**5**

Monday

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**6**

Tuesday

"Character builds slowly, but it can be torn down  
within incredible swiftness." – *Faith Baldwin*

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**7**

Wednesday

*Last Day to Resolve Incompletes  
from previous semester*

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**8**

Thursday

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**9**

Friday

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**10**

Saturday

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**11**

Sunday

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**12**

*Veterans' Day, COLLEGE OPEN*  
*Classes Held*

Monday

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**13**

Tuesday

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**14**

Wednesday

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**15**

Thursday

*"All great achievements required time."*  
*- Maya Angelou*

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**16**

Friday

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**17**

Saturday

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**18**

Sunday

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**19**

Monday

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**20**

*Thanksgiving Recess Begins - 10:15pm*

Tuesday

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**21**

Wednesday

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**22**

Thursday

*"Courage is not simply one of the virtues, but the form of every virtue at the testing point." - C.S. Lewis*

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**23**

Friday

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**24**

**COLLEGE CLOSED**

Saturday

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# November/December 2007

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**25**

Sunday

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**26**

Monday

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*Thanksgiving Recess Ends – 7:00am*

**27**

Tuesday

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**28**

Wednesday

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**29**

Thursday

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**30**

Friday

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*"We cannot direct the wind, but we can adjust the sails."*

*– Bertha Calloway*

**1**

Saturday

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**2**

Sunday

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**3**

Monday

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**4**

Tuesday

"Action to be effective must be directed to clearly  
conceived ends." – *Shirley Temple Black*

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**5**

Wednesday

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**6**

Thursday

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**7**

Friday

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**8**

Saturday

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**9**

Sunday

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**10**

Monday

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**11**

Tuesday

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**12**

Wednesday

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**13**

Thursday

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**14**

Friday

"Blessed are those who give without remembering  
and take without forgetting." - *Elizabeth Bibesco*

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**15**

Saturday

*Last Day to File for Withdrawal  
with Instructor's Permission*

*Last Day of Classes*

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**December 2007**

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**16**

Sunday

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**17**

**FINAL EXAMS BEGIN**

Monday

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**18**

Tuesday

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**19**

Wednesday

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**20**

Thursday

"Beyond talent lie all the usual words: discipline, love, luck -but, most of all, endurance." - *James A. Baldwin*

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**21**

Friday

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**22**

**FINAL EXAMS END**

Saturday

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**23**

Sunday

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**24**

ALL FINAL GRADES IN SYSTEM - 12noon

Monday

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**25**

Tuesday

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**26**

Wednesday

"No man or woman who tries to pursue an ideal in his or her own way is without enemies." - *Daisy Bates*

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**27**

Thursday

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**28**

Friday

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**29**

Saturday

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**30**

Sunday

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**31**

Monday

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**1**

Tuesday

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**2**

Wednesday

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**3**

Thursday

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**4**

Friday

"The freedom of all is essential to my freedom."

- *Mikhail Bakunin*

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**5**

Saturday

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**6**

Sunday

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**7**

Monday

"Change is the constant, the signal for rebirth, the egg of the phoenix." – *Christina Baldwin*

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**8**

Tuesday

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**9**

Wednesday

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**10**

Thursday

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**11**

Friday

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**12**

Saturday

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**13**

Sunday

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**14**

Monday

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**15**

Tuesday

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**16**

Wednesday

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**17**

Thursday

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**18**

Friday

"Faith is the factor in a life devoted to service. Without it, nothing is possible. With it, not impossible" – *Mary McLeod Bethune*

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**19**

Saturday

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**20**

Sunday

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**21**

*Martin Luther King Day, COLLEGE CLOSED*

Monday

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**22**

**CLASSES BEGIN  
Semester Begins**

Tuesday

*First Day for Partial Refund*

---

**23**

Wednesday

*"We must stand together; if we don't, there will be no victory  
for any one of us." - "Mother" Mary Jones*

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**24**

Thursday

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**25**

**COLLEGE CONVOCATION  
for Faculty & Staff**

Friday

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**26**

Saturday

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**SATURDAY CLASSES BEGIN**

# January /February 2008

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**27**

Sunday

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**28**

Monday

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“The drums of Africa still beat in my heart. They will not let me rest while there is a single Negro boy or girl without a chance to prove his worth.” – *Mary McLeod Bethune*

**29**

Tuesday

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*Add/Drop Ends*

**30**

Wednesday

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**31**

Thursday

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**1**

Friday

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**2**

Saturday

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**3**

Sunday

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**4**

Monday

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**5**

*Last Day for Partial Refund*

Tuesday

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**6**

Wednesday

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**7**

Thursday

"We have a powerful potential in our youth, and we must have the courage to change old ideas and practices so that we may direct their power toward good ends." - *Mary McLeod Bethune*

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**8**

Friday

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**9**

Saturday

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**10**

Sunday

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**11**

Monday

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**12**

*Lincoln's Birthday* COLLEGE CLOSED

Tuesday

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**13**

Wednesday

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**14**

Thursday

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**15**

Friday

"It is better to light a candle than curse the  
darkness." – *Eleanor Roosevelt*

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**16**

Saturday

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17

Sunday

"It is not fair to ask of others what you are unwilling to do yourself." – *Eleanor Roosevelt*

---

18

Monday

*President's Day*, COLLEGE CLOSED

---

19

Tuesday

*Last Day To Change To/From Audit Status*

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20

Wednesday

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21

Thursday

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22

Friday

*Washington's Birthday*, COLLEGE OPEN

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23

Saturday

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**24**

Sunday

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**25**

Monday

"But groundless hope, like unconditional love, is the only kind worth having." - *John Perry Barlow*

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**26**

Tuesday

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**27**

Wednesday

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**28**

Thursday

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**29**

Friday

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**1**

Saturday

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**42**

Sunday

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**3**

Monday

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**4**

Tuesday

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**5**

Wednesday

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"What lies behind us and what lies before us are tiny matters compared to what lies within us." – *Oliver Wendell Holmes*

**6**

Thursday

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**7**

Friday

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*Professional Day, Classes Held*

**8**

Saturday

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**9**

Sunday

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**10**

Monday

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**11**

Tuesday

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**12**

Wednesday

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**13**

Thursday

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**14**

Friday

“Only a life lived for others is a life worth while.”

– *Albert Einstein*

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**15**

Saturday

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**16**

Sunday

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**17**

*Last Day for Automatic Withdrawal*  
**Spring Recess Begins – 7:00am**

Monday

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**18**

Tuesday

*"Charity is a virtue of the heart and not of the hand."*  
*– American Proverb*

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**19**

Wednesday

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**20**

Thursday

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**21**

**GOOD FRIDAY - COLLEGE CLOSED**

Friday

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**22**

**COLLEGE CLOSED**

Saturday

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**23**

Sunday

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**24**

2<sup>ND</sup> SET OF SEVEN WEEK CLASSES BEGIN  
Spring Recess Ends – 7:00am

Monday

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**25**

Tuesday

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**26**

Wednesday

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**27**

Thursday

"Service to others is the rent you pay for your room here  
on earth." – *Muhammad Ali*

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**28**

Friday

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**29**

Saturday

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**30**

Sunday

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**31**

Monday

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"Justice, I firmly believe, is so subtle a thing that to interpret it one has only need of a heart." – *Jose Garcia Oliver*

**1**

Tuesday

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*Last Day to Resolve Incompletes  
from previous semester*

**2**

Wednesday

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**3**

Thursday

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**4**

Friday

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**5**

Saturday

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**6**

Sunday

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**7**

Monday

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**8**

Tuesday

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**9**

Wednesday

*"Everything the same; everything distinct." – Zen Proverb*

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**10**

Thursday

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**11**

Friday

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**12**

Saturday

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**13**

Sunday

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**14**

Monday

"Never let your head hang down. Never give up.

Find another way." - *Satchel Paige*

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**15**

Tuesday

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**16**

Wednesday

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**17**

Thursday

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**18**

Friday

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**19**

Saturday

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**20**

Sunday

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**21**

Monday

"I feel the capacity to care is the thing which gives life its deepest significance." – *Pablo Casals*

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**22**

Tuesday

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**23**

Wednesday

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**24**

Thursday

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**25**

Friday

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**26**

Saturday

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**27**

Sunday

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**28**

Monday

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**29**

Tuesday

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**30**

Wednesday

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**1**

Thursday

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"A man's feet should be planted in his country, but his eyes should survey the world." – *George Santayana*

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**2**

Friday

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**3**

Saturday

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**4**

Sunday

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**5**

Monday

“We ought to think that we are one with the leaves of a tree, and the tree is all humanity. We cannot live without the others, without the tree.” – *Pablo Casals*

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**6**

Tuesday

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**7**

Wednesday

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**8**

Thursday

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**9**

Friday

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**10**

Saturday

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**11**

Sunday

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**12**

Monday

*"The wisest mind has something yet to learn."*

*- George Santayana*

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**13**

Tuesday

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**14**

Wednesday

*Last Day to Withdraw  
with Instructor's Permission*

*Last Day of Classes*

---

**15**

Thursday

**FINAL EXAMS BEGIN**

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**16**

Friday

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**17**

Saturday

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**18**

Sunday

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**19**

Monday

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**20**

Tuesday

“We must act as if our institutions are ours to create, our learning is ours to define, our leadership we seek is ours to become.” – *Peter Block, Philosopher*

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**21**

Wednesday

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**FINAL EXAMS END**

**22**

Thursday

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**23**

Friday

---

**ALL FINAL GRADES IN SYSTEM - 12noon**

**24**

Saturday

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**25**

Sunday

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**26**

Monday

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**27**

Tuesday

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**28**

Wednesday

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**29**

COMMENCEMENT

Thursday

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**30**

Friday

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**31**

Saturday

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"In the end we shall have had enough cynicism and skepticism and humbug, and we shall want to live life more musically." - *Vincent van Gogh*





# STATEMENT OF ACCREDITATION

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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, 209 Burlington Road, Bedford, MA 01730-1433. (Telephone: 781-271-0222)

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.



# CHAPTER 1

## General Information

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# CHAPTER 1

## GENERAL INFORMATION

### 1.1 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 (See details in pamphlet issued by the insurance company, available in the Office of the Dean of Student Services). Extended College related accident and sickness benefits are also offered under an optional supplemental insurance plan which is available to students at an additional cost. 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.

### 1.2 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 our video monitors.

### 1.3 BOOKSTORE

The college bookstore is operated by the Follett Campus Resources of Chicago, Illinois. Bookstore hours are arranged to meet student needs, and are printed in the course catalog and weekly Bulletin newsletter and the College's website. In addition to textbooks and supplies, the following are also available: reference books, posters, giftware, a large clothing line, and snacks. Other services that are offered include "book buyback" service and the ability to acceptance requirements which are posted in the Bookstore area. The bookstore has established an on-line textbook ordering program through the Internet. The program is designed to enable students to electronically view, select and order new or used textbooks for their courses with convenient pick up in the campus bookstore. The Internet address is: <http://www.efollett.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.

#### 1.3.1 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 - 4:30pm 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.*

### **1.3.2 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

#### ***Computers for public 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. Formal Computer Lab and Internet Policies are posted in each of the College's Computer Labs.

The following are some examples of unauthorized use of computer facilities:

- a. Acts described in this "Student Handbook," Section 3.2.2, pages 92-93
- b. Copying software from or to college computer systems
- c. Attempting to modify, repair, or disconnect equipment
- d. Using computer facilities for personal monetary profit
- e. Using another person's computer account
- f. Deliberately intending to harm another individual or entity
- g. Gaining unauthorized access to College computer programs or files
- h. Deliberately disrupting the operation of College computer systems which serve other members of the College community, including all networks to which the College computers are connected
- i. Using College computer systems and networks for committing crimes, violating civil laws, or College/System rules and policies
- j. No eating or drinking

### **1.4 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 Dean of Student Services is also available for counseling on an emergency basis.

### **1.5 DELINQUENT ACCOUNTS**

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

## **1.6 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 NBC30, WTIC (1080 AM & 96.5 FM), WRCH (100.5 FM), WZMX (93.7 FM) and WDRC (1360AM & 102.9 FM). The College's main phone number (906-5000) and website ([www.ccc.commnet.edu](http://www.ccc.commnet.edu)) will also have official emergency information. Except under rapidly changing conditions, information on the status of day classes will be available by 6 a.m. and for night classes by 3:30 p.m.

## **1.7 EMERGENCY MESSAGES**

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

## **1.8 EMERGENCY NUMBERS**

See Appendix A.

## **1.9 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.

## **1.10 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. Connecticut Aid for Public Colleges (CAP)/Student Grant Program
5. Federal Work Study (CWS)
6. Tuition Waiver Program
7. Federal Stafford Student Loan Program

### **1.10.1 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.

### **1.10.2 PAYMENT OF AWARDS**

- If you are entitled to a grant (PELL, SEOG, CAP, 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.

### **1.10.3 FINANCIAL AID ACADEMIC PROGRESS**

A student receiving Federal Title IV financial aid or other financial aid directly administered or certified by the college must maintain satisfactory academic progress towards the completion of a certificate or degree program of study. Satisfactory academic progress for financial aid recipients is measured by both quantitative and qualitative standards and is an assessment of a student's cumulative academic record at the college.

A student must successfully complete two-thirds (66.66%) of the credits (earned credits/attempted credits) s/he attempts. 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, and noncredit remedial courses (with appropriate credit equivalency evaluation) will be included in this assessment. Transfer credits will be counted as attempted and earned credits in the calculation for determining satisfactory academic progress.

A student must also maintain a cumulative minimum grade point average as noted below to be making satisfactory academic progress and be eligible to receive financial aid.

| <u>Earned Credits</u> | <u>Minimum GPA</u> |
|-----------------------|--------------------|
| ≤ 15.99               | 1.50               |
| ≥ 16.00               | 2.00               |

A student's cumulative academic history will be evaluated prior to each term's financial aid disbursement. This policy will be used to evaluate full-time and part-time students.

#### **Probation Period**

Any student who fails to meet the minimum satisfactory academic progress standard will be placed on Financial Aid Probation once. The probationary period will be the student's next semester of enrollment at the college. The college will communicate the Probation status to the student and inform the student that s/he must meet the academic progress standard by the end of the Probation Period in order to maintain eligibility to participate in the financial aid program at the college.

#### **Termination**

Any student who fails to meet the minimum satisfactory academic progress standard at the end of the Probationary Period will be dismissed from the financial aid program at the college. The college will communicate the Termination status to the student and inform the student of the Reinstatement and Appeal Process available to the student.



## Maximum Credit Hours

A student may receive student 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, a student enrolled in a 60-credit degree program may receive financial aid for a maximum of 90 attempted credit hours. Similarly, a student 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. This 150% maximum credit hours rule is applicable to students who change majors or who pursue a double major.

## Reinstatement Policy

A student's financial aid eligibility will be automatically reinstated at such time as the student meets the minimum satisfactory academic progress requirements. Reinstatement to the financial aid program may also occur upon a successful appeal by the student.

## Appeal Process

Capital has developed an appropriate Appeal Process providing specific procedures under which a student may appeal a determination of unsatisfactory progress. A student may request reinstatement to the financial aid program through this Appeal Process.

### **1.10.4 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.

### **1.11 FLOOR DIRECTORY**

See Appendix D.

### **1.12 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.

### 1.13. HOUSING

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

- To learn of any housing opportunities check the housing bulletin board.
- Check with the student affairs offices at other local colleges (Trinity, University of Hartford, Saint Joseph College) for their listings.
- Check the classified sections of the Hartford Courant (particularly the Sunday edition), and the Hartford Advocate; also check the West Ender and other free local area neighborhood newspapers.
- Call the YMCA (522-4183) or YWCA (525-1163) to inquire about rooms available for short or long-term periods. Special student rates are usually available.
- Place “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.

### 1.14 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**

### 1.15 CAREER DEVELOPMENT & PLACEMENT SERVICES

Any current student or alumni of the College is eligible to take advantage of the following services:

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

### 1.16 LEARNING DISABILITIES:

#### SUGGESTIONS FOR COLLEGE STUDENTS

1. If you know that you have a documented learning disability, you must see the disability coordinator in the counseling center to seek

accommodations. 906-5040

2. Set realistic goals and priorities for coursework.
3. Keep only one calendar with all relevant dates, assignments, and appointments.
4. Use a tape recorder during lectures. Selectively tape-record key points using the “pause” switch. Asking permission is a required courtesy.
5. Listen to the tape as soon after class as possible to refresh your memory, then reorganize your notes.
6. Make notes of any questions you might have so that they can be answered before the next exam. Ask for extended test time if necessary.
7. Sit toward the front of the classroom to maximize your eye contact and to reduce distractions.
8. Estimate how long a given class assignment will take, generally planning on two hours outside of class for every hour in class. Build in study breaks, as fatigue is a big time-waster.
9. If you are having trouble, seek help early in the semester.
10. If you think that you may have a specific learning disability, but aren't sure, contact a disability counselor.

### **1.17 ACADEMIC SUCCESS CENTER**

The Academic Success Center provides tutoring free of charge in most subject areas for all registered students.

#### **TUTORING BY APPOINTMENT**

Anatomy & Physiology, Accounting, Art Appreciation, Biology, Chemistry, Certified Computers, Criminal Justice, Early Childhood Education, Economics, English, French, History, Management, Marketing, Math for Meds, Philosophy, Physics, Political Science, Psychology, Sociology, Spanish, Study Skills, Writing

*Located in Room 409 (Fourth Floor)*

#### **DROP-IN TUTORING Math & Writing Centers**

##### **Math Center Hours**

The Math Center offers tutoring Monday through Thursday from 8:30 AM through 9:00 PM, Friday 8:30 AM through 1:30 PM, and Saturday 10:00 AM through 2:30 PM. Summer session hours will be posted.

*Located in Room 412 (Fourth Floor)*

## Writing Center Hours

The Writing Center offers day and evening hours Monday through Thursday and morning hours on Saturday. The current schedule will be posted at the beginning of each semester and summer session.

***Located in Room 409 (Fourth Floor)***

*Reception desk staff members are generally available to schedule appointments Monday through Thursday 8:30 AM to 8:00 PM, Friday 8:30 to 1:30 PM, and Saturday 9:00 AM to 2:00 PM.*

*For all Academic Success Center activities, please stop by the reception desk on the fourth floor to pick up a schedule, obtain information, or make an appointment - or call for information and appointments.*

**906-5200**

### 1.18 CAPITAL COMMUNITY COLLEGE LIBRARY

Located on the entire Fifth Floor, the college library is an information center and an integral part of the educational process. Its collection includes 45,000 volumes and 362 print journals and newspapers and over 6,000 full text periodicals are available in on-line databases. These databases cover the following disciplines: Business, Nursing and Allied Health, Social Services, including Criminal Justice, Psychology and Sociology, Library Science, Engineering and related technologies. Newspaper databases are also available. All databases can be accessed remotely. The book and journal collections are complemented by audio and videocassettes and computer-assisted instruction in subject disciplines.

Full services are available to Distance Education students via the Library's web page. Supplemental to college holdings, Capital Community College students have access to regional and national collections through our interlibrary loan system and reciprocal borrowing agreements. Students can also borrow materials directly from public libraries. The library also offers students a virtual reference service called InfoAnyTime. InfoAnyTime enables students to ask live librarians reference questions 24 hours a day 7 days a week.

In addition to interlibrary loan, the library offers a variety of other services. Instruction in information access is provided for classes or individuals upon request. Reference service and assistance with computer databases is readily available. Also, copy machines are available for student use.

The library provides access to various programs, including Access, Powerpoint, Word, Excel and the Internet.

Consulting with librarians and making use of library materials, facilities and services is fundamental to the college experience. Skills and knowledge gained at Capital Community College Library will serve students for a lifetime.

## **Carl Antonucci, Director 906-5021.**

### **Library Hours:**

|                 |                |        |               |
|-----------------|----------------|--------|---------------|
| Monday-Thursday | 8:30am-8:00pm  | Friday | 8:30am-4:30pm |
| Saturday        | 10:00am-2:00pm | Sunday | <b>Closed</b> |

Hours change during summer intercession and vacation weeks.

### **1.19 LOCKERS**

To obtain a locker consult the Director of Student Activities (Room 712). 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.

### **1.20 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!

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

Capital Community College requires each full-time or matriculating student born after December 31, 1956, to provide proof of adequate immunization against measles and rubella before permitting such student to enroll. Any student who (1) presents a certificate from a physician stating that in the opinion of such physician such immunization is medically contraindicated, (2) provides a statement that such immunization would be contrary to his religious beliefs, (3) presents a certificate from a physician, or from the director of health in the student's present or previous town of residence, stating that the student has had a confirmed case of such disease, (4) is enrolled exclusively in a program for which students do not congregate on campus for classes or to participate in institutional-sponsored events, such as students enrolled in distance learning programs for individualized home study or programs conducted entirely through electronic media in a setting without other students present, or (5) graduated from a public or nonpublic high school in this state in 1999 or later and was not exempt from the measles and rubella vaccination requirement pursuant to subdivision (2) or (3) of subsection (a) of section 10-204 shall be exempt from the appropriate provisions of this section.

For additional information or questions, contact the Office of Enrollment Services at 906-5126.

### **1.22 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 (cafeteria, library, bookstore, student lounge, student services area). They are also placed in display units on each floor of the building, and sent to faculty staff

electronically. If at any time you would like to submit an announcement for “The Bulletin,” please contact Marisol Malavé on the second floor, Room 212. Stay informed about what’s happening at CCC and read “The Bulletin!”

### **1.23 PERSONNEL**

See Appendix B.

### **1.24 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.

### **1.25 CLEAN AIR POLICY**

No smoking is allowed anywhere in the building.

### **1.26 SPORTS AND RECREATION INTRAMURAL**

Men and women are encouraged to participate in intramural activities such as volleyball, biking, table tennis, softball and more. In addition, martial arts, dance and other wellness activities are offered.

### **1.27 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 Community-Technical College 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.

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.
- ALPHA BETA GAMMA, national honor society in two-year colleges, for those pursuing a degree in business. A QPA of 3.0 for a minimum of 12 credits earned is a qualification for membership.
- 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.

The Ambassadors' Club has been created to assist and support Mr. and Ms. CCC, our most visible Goodwill Ambassadors, in developing action plans in relation to the College's public relations and enrollment services strategies. The club consists of officers from the annual Mr. and Ms. CCC Pageant Court and is open to all students who are interested in supporting their stated mission, and fund-raising activities associated with the sponsorship of the pageant.

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.

## **1.28 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 Trustees 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 Trustees.
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 Trustees has designated the following as directory information: student names and addresses, dates of attendance, full vs. part-time student status, awards and honors and graduation date. For purposes of access by military recruiters only, telephone listings and, if known, age, 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.

#### **1.29 STUDENT CENTER**

Audio and visual equipment is available, all students are welcome.  
Hours: Monday through Friday 9am-6pm, seventh floor.

### 1.30 WELCOME CENTER

Your first stop into Capital, providing information about Admissions & Financial Aid, Placement Testing, Registration, Academic Programs, College Resources, Student Orientation & Tours.

#### HOURS:

Monday - Thursday 8:30 a.m. - 6:00 p.m.

Friday 8:00 a.m. - 4:30 p.m.

Saturday 9:00 a.m. - 12:00 p.m. (during academic year)

Contact us by:

Phone: (860) 906-5077

Email: ca-welcomecenter@ccc.commnet.edu

### 1.31 TUITION AND FEES

#### 1.31.1 PAYMENT POLICY

Make payments at the College on the day you register. Payment may be made by cash, check, MasterCard or Visa. 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 will 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 will be deregistered and not permitted to return to class.

#### 1.31.2 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 \$720.

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.

#### PAID ON INSTALLMENTS

| <i>Credits</i> | <i>Due at time<br/>of registration</i> | <i>Due<br/>Sept 26/Feb 19</i> | <i>Due<br/>Oct 26/Mar 19</i> | <i>Total</i>       |
|----------------|--|-------------------------------|------------------------------|--------------------|
| 6              | 337 <sup>50</sup>                      | 208 <sup>00</sup>             | 208 <sup>00</sup>            | 753 <sup>50</sup>  |
| 7              | 383 <sup>00</sup>                      | 243 <sup>00</sup>             | 243 <sup>00</sup>            | 869 <sup>00</sup>  |
| 8              | 430 <sup>50</sup>                      | 277 <sup>00</sup>             | 277 <sup>00</sup>            | 984 <sup>50</sup>  |
| 9              | 476 <sup>00</sup>                      | 312 <sup>00</sup>             | 312 <sup>00</sup>            | 1100 <sup>00</sup> |
| 10             | 523 <sup>50</sup>                      | 346 <sup>00</sup>             | 346 <sup>00</sup>            | 1215 <sup>50</sup> |
| 11             | 569 <sup>00</sup>                      | 381 <sup>00</sup>             | 381 <sup>00</sup>            | 1331 <sup>00</sup> |
| 12             | 619 <sup>50</sup>                      | 416 <sup>00</sup>             | 416 <sup>00</sup>            | 1451 <sup>0</sup>  |

Students who advance register and pay fees only at that time may opt for

the tuition installment plan, if they request so by the final tuition payment date, August 10th/January 4th. These students will be required to pay one-third 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.

## **1.32 REFUNDS OF TUITION AND FEES**

### **1.32.1 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, is non-refundable, except when course sections cancelled by the college would result in a change in fees otherwise due.

### **1.32.2 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 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 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 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)

### **1.32.3 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 a 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.

**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.

#### ***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.

### **1.32.4 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.

### **1.33 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.

### **1.34 VETERANS**

The college is approved for VA educational benefits as certified by the Veterans Administration and other federal and state agencies. Eligibility for educational benefits is determined by the Veterans Administration. To apply, you must obtain necessary paperwork from Michael Kriscenski, Veterans Coordinator. You are advised to make application as soon as you register for classes. In order to be eligible to use VA benefits, a student must be enrolled in a degree or certificate program. Once you have registered, paid in full, and started classes, the college will certify the appropriate amount. Your continued certification by the college is contingent upon meeting satisfactory academic progress guidelines. You are encouraged to visit or call Mr. Kriscenski with any questions you may have.

#### **1.34.1 TUITION WAIVER**

Tuition for general fund courses only shall be waived for a veteran having served on active duty (active duty for training not included) in time of war and having been honorably discharged, provided that the veteran has been a resident of Connecticut for at least one year upon enrolling at the College. The waiver is applicable to any full or part-time veteran enrolled in an undergraduate degree-granting or certificate program at the College. Proof of eligibility shall include US Department of Defense discharge records (DD214) and/or such other official records as the College deems necessary. Only those who served in the following manner may qualify:

*Active duty for at least 90 days during:*

|                                       |                            |
|---------------------------------------|----------------------------|
| World War II .....                    | 12/07/41 - 12/31/46        |
| Korean Conflict .....                 | 06/27/50 - 01/31/55        |
| Lebanon Conflict .....                | 07/01/58 - 11/01/58        |
| Vietnam Era .....                     | 02/28/61 - 07/01/75        |
| Operation Desert Shield & Storm ..... | 08/02/90 - *See Note Below |

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

|                                     |                     |
|-------------------------------------|---------------------|
| Lebanon Peace Keeping Mission ..... | 09/29/82 - 03/30/84 |
| Grenada Invasion .....              | 10/25/83 - 12/15/83 |
| Operation Earnest Will .....        | 02/01/87 - 07/23/87 |
| Panama Invasion .....               | 12/20/89 - 01/31/90 |

\*Until a date prescribed by the President or by law

**TOPIC: AMENDMENTS TO THE POLICY ON VETERANS TUITION WAIVERS**  
**RECOMMENDED BY: BUDGET AND FACILITIES COMMITTEE**

**RESOLVED: THAT** the Board of Trustees authorizes the Chancellor 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 regional community-technical colleges 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 Chancellor to implement these changes. Following a review of the statutory changes and current practices, members of the Chancellor’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.

### **1.34.2 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.

#### **TOPIC: 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 Trustees authorizes the Chancellor 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 Chancellor to implement the required changes. Following a review of the statutory changes and current practices, members of the Chancellor'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

### 2.1 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, or result in Administrative Withdrawal.
- 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 must be monitored by their parents/guardians at all times.

### 2.2 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 1.0 to 4.0. A student who receives a grade of 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 F and the notation “M.” No quality points are assigned for developmental courses. “M” indicates “Maintaining Progress.”

**2.2.1 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 nine 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.

N = No Grade - An administrative transcript notation for any situation where there is no grade reported at the end of the traditional semester (i.e., no grade received from a faculty member, courses in progress, or no basis for a grade.

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 is 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 |

Forty-six point nine quality points divided by 16 credits equals a QPA of 2.931.

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

### **2.2.2 STATEMENT ON SATISFACTORY PROGRESS**

1. The grading system employed by each college should accurately reflect the academic achievement of the student. In order to ensure appropriate use of state resources available for the education of its citizens, each college will develop procedures to monitor satisfactory progress through its 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. An appeals process will be established by each college, which provides for due process.

10. College procedures will be included in appropriate publications and communications.  
(Adopted October 17, 1993; amended January 28, 2002; amended February 23, 2004; amended September 20, 2004)

### **2.3 ACADEMIC GOOD STANDING/PROBATION**

Students who do not maintain a required grade point average, will not be considered in good academic standing.

1. Those who have completed 11 or fewer credits whose Cumulative Grade Point Average (CGPA) fall 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 1.9, will be given a written notice that they are placed on academic probation.
2. Students placed on academic probation will be required to take a reduced course load for one semester.
3. 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.
4. After the period of suspension, students may be reinstated, instated, either as regular or probationary students, upon application to the college.
5. An appeals process will be established by each college, which provides for due process.
6. College procedures will be included in appropriate publications and communications.

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.

### **2.4 ATTENDANCE REQUIREMENTS**

For the learning process to be effective, attendance at every class is expected. Each faculty member is responsible for determining whether a student has met the attendance requirement of the course. Generally, the following guidelines are used by the faculty to assist them in determining whether the student has satisfied the attendance requirement of a course. The guidelines are not obligatory upon the faculty member, and their use in determining the final grade is at the discretion of the faculty member.

1. If the equivalent of more than one week's classes is missed through unexcused absences in one semester, the student will not have satisfied the attendance requirements for the course.
2. Excused absences may be granted by a faculty member if substantiated by documentation. Faculty members may use their discretion in determining the effect excused absences will have on a student's grade. All responsibility for making up work missed due to absence rests with the student. Whether or not work is missed during excused absence can be made up is at the discretion of the faculty member.
3. Students are expected to arrive on time for all classes and remain for the entire class period.

### **2.4.1. 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.

### **2.5 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.

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

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

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

### **2.6 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.

### **2.7 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.

## **2.8 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. This Credit by Examination (CBE) program is intended to complement CLEP and, therefore, CBE will be offered in subject areas not included in the CLEP program.

The following rules govern CBEs:

### *Eligibility:*

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

### *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. CBE 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. CBE 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. CBE may be undertaken only once for the same course.
8. Examinations shall be scheduled within the first three (3) weeks of any academic term during the regular academic year.
9. No examination may be given to a student who is in the last semester before graduation.
10. A CBE may not be given if a CLEP is available.

### *Procedures:*

1. A student interested in a CBE must petition the appropriate faculty member. The faculty member will interview the student and, if in agreement with the petition, the student must then submit a formal application, which must be signed and approved by the Registrar to



ensure that the student has not previously attempted the CBE. The form is then forwarded for approval to the division director or department head.

2. An evaluation fee must be paid at the Business Office before the examination is administered.

All CBEs 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 CBE and will not affect the student’s grade point average. A failing grade will not be recorded.

## **2.9 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.

## **2.10 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 (Chancellor’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.

## **2.11 GRADUATION REQUIREMENTS**

### **2.11.1 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 GPA of 2.000 or higher.

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

(See Section 2.22, Acceptance of Transfer Credit at Community-Technical Colleges Policy 3.17.1 of Board of Trustees of Community-Technical Colleges.)

### **2.11.2 CERTIFICATES**

Students enrolled in certificate programs must achieve a GPA of 2.000 or higher only for those courses required for the certificate.

### **2.11.3 APPLICATIONS**

Applications for graduation, whether for a degree or a certificate, must be filed with the Counseling Center during the spring semester before the degree is awarded. The application must be accompanied by a non-refundable graduation fee of \$42.00. Students must have fulfilled all financial obligations to the college prior to graduation.

## **2.12 ASSOCIATE DEGREES - MULTIPLE**

Policy 3.3.5 of Board of Trustees of Community-Technical Colleges

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

*Adopted May 15, 1978*

*Amended October 19, 1987*

## **2.13 ACADEMIC HONORS**

### **2.13.1 SEMESTER HONORS**

There shall be a Dean's List of students, both full-time and part-time, who earn a semester grade point average of 3.4 or higher. Part-time students who pursue three credits or more in a semester shall be eligible for semester honors. 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 at the College's discretion be recognized retroactively.

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.

### **2.13.2 HONORS AT 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, at the College's discretion, 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.

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

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

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

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.

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

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.

### **2.14 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. 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. All Incompletes must convert to a letter grade by the end of the next semester. Students with Incompletes are temporarily ineligible for semester or graduation honors.

## **2.15 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.

## **2.16 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.

## **2.17 FRESH START OPTION**

Capital Community College has a policy called Fresh Start, which permits 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 accepted for enrollment under Fresh Start will meet with a designated college official to determine their academic status for re-entry into college.

All grades previously earned will remain on the student's transcript. The semesters for which Fresh Start is invoked will include a transcript symbol indicating that the policy is in effect. The original GPA will not be included in any subsequent computation of the new GPA. If the Fresh Start option is approved, the student will receive credit for courses with a grade of C - minus or above, including "P" (Pass).

The Fresh Start option can be used only once and does not apply to any completed degree or certificate.

A student must complete a minimum of 15 credits after returning to

college under the Fresh Start option to be eligible for a degree or certificate, and for graduation honors. For additional information, please contact the Dean of Students at 860-906-5086.

## **2.18 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.

## **2.19 REPEATED COURSES: CREDIT AND GRADES**

No course may be repeated more than twice. The highest grade received will be used in calculating the student's academic average. A student may not repeat a course for credit when a grade of "C" or better was earned; such a course may be repeated for an automatic grade of Audit. If a course in which an "F" or a "D" is repeated and passed, only the higher grade is calculated in the Quality Point Ratio, although the lower grade remains on the transcript.

Any repetition of a previously taken course will not confer credit if credit for the course was transferred from another institution. Courses for which a student has received "W," "AW," or "AU" are not affected by this policy.

## **2.20 TRANSCRIPTS**

Transcripts are provided at a charge of \$3.00 each, but students must meet all financial obligations to the college before they will be issued. Official transcripts are mailed directly from the College to third parties; unofficial transcripts are mailed to students for their personal use.

Transcripts may be requested in person on the second floor, Room 207. Requests may be submitted in writing, along with a check payable to CCC, to: Registrar's Office-Transcripts, CCC, 950 Main St., Hartford, CT 06103

Transcript requests should include:

Student's name, current address, Social Security Number or student's identification number, and student's signature.

Under normal circumstances, eight to ten days for processing is required.

## **2.21 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 via our website [www.ccc.commnet.edu](http://www.ccc.commnet.edu).

## **2.22 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, a copy will be mailed to the transfer student. Please allow sufficient time for transfer evaluations.

*Acceptance of Transfer Credit at Community-Technical Colleges Policy  
3.17.1 of Board of Trustees of Community-Technical Colleges.*

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 trustees.
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.

## **2.23 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.

### **2.23.1 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.

### **2.23.2 TRANSFER TO SAINT JOSEPH COLLEGE**

Capital Community College and Saint Joseph College 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.

### **2.23.3 BACHELOR OR GENERAL STUDIES AGREEMENT WITH THE UNIVERSITY OF CONNECTICUT**

UCONN's Bachelor of General Studies program offers Connecticut Community College students (College of Continuing Studies), who successfully complete an associate degree with a GPA of at least 2.0, automatic admission into the College of Continuing Studies Bachelor of General Studies Program. The course credits earned for the associate's degree will be transferred toward the 120 credits needed to earn a BGS degree from the University of Connecticut. The BGS program is available at all the campuses of the University.

## **2.24 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 173 on the computerized version of the TOEFL (Test of English as a Foreign Language) or 500 on the paper version of the TOEFL; (2) a minimum score of 85 on the Michigan Test of Language Proficiency; (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.

## **2.25 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.

## **2.26 WITHDRAWALS**

A student may withdraw up to the final day of the eighth week of class. (Extension Courses: A student may withdraw up to the equivalent of the final day of the eighth week of class in the regular semester). After that, he/she may withdraw with written permission of the instructor until the last day of class. The final examination period is not considered as a class day.

A student should take the responsibility for initiating a withdrawal by using the applicable form. This form may be obtained from a Counselor,



Academic Advisor or the Registrar's Office. It is in the best interest of the student to discuss a withdrawal with a Counselor and/or the instructor and obtain their signature on the withdrawal form. The completed withdrawal form is turned in to the Registrar's Office.

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

The student who does not complete a withdrawal form or who exceeds the absence limit or who is a no-show (not attending class), may be assigned a grade of "N" at the discretion of the instructor. The student who does not initiate a withdrawal may be assigned a performance grade (A-F or I) based on work completed.

### **2.26.1 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.**

### **2.26.2 MEDICAL WITHDRAWALS**

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.**

### **2.27 APPEALS ON ACADEMIC DECISIONS AND GRADES**

See Section 3.1.3.



# CHAPTER 3

## STUDENT POLICIES

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# STUDENT POLICIES

## 3.1 POLICY ON STUDENT RIGHTS

### 3.1.1 RIGHTS OF STUDENTS

Connecticut Community-Technical Colleges Board of Trustees Policy

It is the policy of the Board of Trustees of Community-Technical Colleges that the educational offerings of the Community-Technical Colleges be available to students without regard to the individual's race, color, religious creed, sex, age, national origin, ancestry, present or past history of mental disorder, marital status, sexual orientation, mental or learning or physical disability, including, but not limited to, blindness, or prior conviction of a crime (unless the provisions of Sections 46a-60(b), 46a-80(b), or 46a-81(b) of the Connecticut General Statutes are controlling or there is a bona fide educational qualification excluding persons in one of the above protected groups). Further, the system will not discriminate against any person on the grounds of political beliefs or veteran status.

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

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

### 3.1.2 STUDENT GRIEVANCE PROCEDURE

1. Definition: A grievance is an allegation by a student that, as to him or her, an agent of the college has violated Board or College policies relating to students other than assignment of grades or other academic evaluation (see Section 3.1.3: Review of Academic Standing).
2. How to file a grievance: A grievance is to be submitted in writing to the Dean of Student Services or such other College official as the President may designate (hereinafter, the Dean of Student Services), within thirty days of the date the grievant knew or reasonably should have known of the alleged violation. The written grievance shall specify the right claimed to have been violated and state briefly the underlying facts.
3. Procedure for grievance resolution: The Dean of Student Services shall

investigate the grievance and, within thirty days from the time the grievance was submitted, recommend to the President a disposition of the grievance, except as provided hereinafter:

- a. In the course of each investigation, the Dean of Student Services shall consult with the Dean responsible for the area of college operations in which the grievance arose.
  - b. In the case of a grievance alleging discrimination based on race, color, religious creed, sex, age, national origin, ancestry, present or past history of mental disorder, marital status, mental retardation or physical disability, prior conviction of a crime, political beliefs, veteran status, or sexual preference, the Dean of Student Services shall consult with the College's Affirmative Action person during the course of the investigation.
  - c. In the case of a grievance against a Dean, the grievance shall be filed with the President. The President may accept or reject the recommendation, or direct such further investigation as he or she deems appropriate. The President shall notify the student of the final disposition of the grievance within fifteen days of receiving the recommendation, except for good cause or as provided in section 3.1.3, step 4.
4. Advisory Committee: The President may establish an advisory committee of students and staff which may be charged with the responsibility of making recommendations at either the level of the Deans or the President. The President may appoint and remove members of the Committee. If an advisory committee is appointed, the President shall establish a reasonable time frame within which the Committee must make recommendations.

### **3.1.3 REVIEW OF ACADEMIC STANDING**

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

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

democratic 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.

## **3.2 POLICY ON STUDENT CONDUCT**

### **3.2.1 STUDENT CONDUCT PHILOSOPHY**

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students and the general well-being of society. This Policy is intended to ensure that members of the College community are able to pursue their goals in an atmosphere free from unreasonable interference or threat of interference.

This Policy is also intended to foster the development of important values, including accountability, responsibility, fairness, respect for self and others, appreciation of personal freedoms and a recognition of the importance of physical safety in the College community. Compliance with the Policy provides an opportunity to develop and practice skills in leadership, group process, decision making and ethical and moral reasoning. Students who demonstrate these values and possess these skills are more likely to find success and fulfillment in their academic, professional, family and personal endeavors.

This Policy sets forth a number of expectations for student conduct and prescribes procedures for enforcement. Since students are assumed to be at various stages of moral and social development, sanctions imposed should attempt to assist students in their growth and development, wherever possible. However, the paramount consideration must always be to protect members of the College community and the educational process from harm.

### **3.2.2 APPLICATION OF THE STUDENT CONDUCT POLICY**

This Policy applies to student conduct on campus and on other property or facilities owned, controlled or used by the College. It also applies to

student conduct on premises not owned, controlled or used by the College if the off-campus conduct impairs College-related activities or affairs of another member of the College community or creates a risk of harm to any member or members of the College community.

Conduct on or off College premises that are prohibited by federal, state or local law, codes and ordinances are also covered. Students who engage in behavior prohibited by law may be subject to civil or criminal sanctions as well as to the sanctions of this Policy.

Additionally, where a court of law has found a student to have violated the law, a College has the right to impose the sanctions of this Policy even though the conduct does not impair the College-related activities of another member of the College community and does not create a risk of harm to the College community. The decision to exercise this right will be in the sole discretion of the President or his/her designee.

For purposes of the Policy on Student Conduct, a “student” is any person who has registered for at least one (1) course, credit or non-credit, at the College. Student status continues in effect for two (2) calendar years after the conclusion of the last course, in which the student was registered, unless the student has formally withdrawn from the College, graduated or been expelled.

### **3.2.3 EXPECTATIONS FOR STUDENT CONDUCT**

Consistent with the Student Conduct Philosophy set forth in Section 1 of this Policy, students are expected to:

1. Demonstrate respect for the College community by acting in accordance with published Board policies and College rules and regulations;
2. Demonstrate academic integrity by not engaging in conduct that has as its intent or effect the false representation of a student’s academic performance, including but not limited to:
  - a. cheating on an examination,
  - b. collaborating with others in work to be presented, contrary to the stated rules of the course,
  - c. plagiarizing, including the submission of others’ ideas or papers (whether purchased, borrowed or otherwise obtained) as one’s own,
  - d. stealing or having unauthorized access to examination or course materials,
  - e. falsifying records or laboratory or other data,
  - f. submitting, if contrary to the rules of a course, work previously presented in another course, and
  - g. knowingly assisting another student in any of the above, including an arrangement whereby any work, classroom performance, examination, or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed;



3. Demonstrate respect for the property of the College and of others by not damaging or destroying or attempting to damage or destroy such property, and by not possessing or attempting to possess such property without authorization, including unauthorized entry to or use of College premises;
4. Demonstrate respect for others by:
  - a. refraining from conduct that constitutes a danger to the personal health or safety of other members of the College community and guests or licensees of the College, including intentionally causing or attempting to cause injury;
  - b. refraining from conduct that obstructs or seriously impairs or attempts to obstruct or seriously impair College-sponsored or College-authorized activities; and
  - c. refraining from harassment, which is defined as conduct that is abusive or which substantially interferes with a person's pursuit of his or her customary or usual affairs;
5. Demonstrate respect for others by refraining from sexual misconduct (see the Sexual Misconduct and Relationship Violence Statement);
6. Be truthful in all matters and not knowingly make false statements to any employee or agent of the Board or the College with regard to a College-related matter, nor forge, alter or otherwise misuse any document or record;
7. Comply with the directions of College staff members acting within the scope of their employment responsibilities;
8. Contribute to a safe and healthy learning and working environment by refraining from the unauthorized possession or use of weapons or dangerous instruments as defined by law and pursuant to Board Policy, and by refraining from possessing or using other objects in a manner that causes harm, threatens or endangers oneself or others;
9. Respect oneself and others in the community by refraining from knowingly possessing using, transferring, selling or being under the influence of any controlled substance, as defined by law, or possessing or consuming alcoholic beverages unless specifically authorized, pursuant to Board Policy. Use or possession of a drug authorized by prescription from a licensed medical practitioner is not covered by this statement;
10. Refrain from any unauthorized use of electronic or other devices to make an audio or video record of any person while on College premises without his/her prior knowledge or without his/her expressed consent;
11. Conduct oneself in a civil and respectful manner, both within and outside the College.

Students may be sanctioned for behavior that is not in accordance with the above-stated expectations.

### **3.2.4 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 of this Policy. 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, including but 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 of this Policy and that any repetition of such conduct or other conduct that violates this Policy 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.

### **3.2.5 PROCEDURES**

The following procedures shall govern the enforcement of this Policy:

1. Information that a student may have violated this Policy should be submitted to the Dean of Students or other designee of the President (hereinafter referred to as “the Dean”), normally within thirty (30) days of the date of a possible violation or within thirty (30) 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.
  - a. “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.

- b. "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) business 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 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 3 of this Policy 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 of this Policy 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 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 a writing, which must be received by 5:00pm 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) business 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 a nonlawyer advisor. 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 in his or her behalf; and
  - f. to receive a written decision following the hearing.
- (See Section 6 for additional procedures regarding sexual misconduct.)
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.

### **3.2.6 ADDITIONAL HEARING PROCEDURES FOR SEXUAL MISCONDUCT CASES**

In any hearing conducted pursuant to Section 5, paragraph 6 of this Policy and involving allegations of sexual misconduct, the accuser and the accused student shall each have the right to:

- a. be accompanied by a support person during the hearing (see Section 5, paragraph 6c of this policy regarding limited right to have a lawyer present.); and
- b. receive a written report from the Dean indicating the determination of the impartial party or panel and the sanction(s) imposed on the accused student, if any.



# CHAPTER 4

## COLLEGE STUDENT PARKING POLICY

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# CHAPTER 4

## COLLEGE STUDENT PARKING POLICY

### 4.1 STUDENT PARKING POLICY

Capital Community College provides free parking for students. Parking is restricted to times involving educational activities associated with the College. In particular, students may not park for free for employment purposes outside of the College. Access to the garage/lots will be by use of a Proximity Access Card which will be issued to each student.

### 4.2. STUDENT RESPONSIBILITY

1. It is the responsibility of each student to know and comply with the parking regulations.
- 2 It is the responsibility of each student to maintain a current valid driver's license.
3. It is the responsibility of each student to 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/lots do 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/lots 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 m.p.h. - conditions permitting.**

#### **4.3 IF YOU FORGET YOUR ACCESS CARD**

Pull a ticket, park your vehicle in a regular parking space and bring this ticket to the Garage Office in the Main Lobby. *You will need to show a valid ID*. Once the office verifies your account is current, you will receive a courtesy validation stamp on your ticket, to be given to the cashier upon exit.

#### **4.4 REPLACEMENT ACCESS CARDS**

To receive a replacement card please see the Bursar's office on the second floor located near the Welcome Center. The fee for a replacement access card is \$10.00.

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

Documents needed for obtaining a parking access card

- Copy of Official Class Schedule printed offline
- Valid Driver's License
- License Plate number

#### **4.6 LOST TICKET POLICY**

If a student loses a parking ticket before the end of the 2 week grace period (first two weeks of the semester) please see the Dean of Administration. If the ticket is pulled after the 2 week grace period the student is responsible for paying for parking.

#### **4.7 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. Motor-cycles are also not allowed in 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.

# CHAPTER 5

## ADDITIONAL POLICY STATEMENTS

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# CHAPTER 5

## ADDITIONAL POLICY STATEMENTS

### 5.1 NONDISCRIMINATORY POLICY

The Community-Technical College 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, 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.

### 5.2 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 sex. The Affirmative Action Officer, has been appointed to coordinate the College's efforts to comply with the law. Anyone who believes that in some respect the College is not in compliance with Title IX and its regulations should contact the Affirmative Action Officer at (860) 906-5007.

### 5.3 STUDENTS WITH SPECIAL NEEDS

CCC is committed to provide 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 Learning Disabilities Specialist at least sixty (60) days prior to the beginning of each semester.
- Self-identify & provide documentation of their specific disability
- Be able to identify **reasonable** accommodations 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 **reasonable accommodations** 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 accommodations depend upon your particular disabilities and how they impact the student in the college setting. Accommodations might include: course accommodations (e.g. taped textbooks, use of a tape recorder, instructions orally and in writing, note taker, and priority seating) and examination accommodations (e.g. extended test time, reader, and quiet room).

### **For more information, contact:**

Glaisma Pérez-Silva, MS; Learning Disabilities Specialist at the Counseling Center, 860-906-5042 or email: [gperez-silva@ccc.commmnet.edu](mailto:gperez-silva@ccc.commmnet.edu)

## **5.4 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. The Coordinator of Disabilities should be contacted for this purpose. A copy of the procedure may be found in the office of the Coordinator of Disabilities and the office of Affirmative Action.

## **5.5 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 Services or consult a counselor. Staff complaints should be reported to the Affirmative Action officer.

### **5.5.1 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.

### **5.6 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.

### **5.7 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.

### **5.8 POLICY ON AIDS AND OTHER COMMUNICABLE DISEASES**

The Community-Technical College 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 practica) 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".

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

### **Drugs & Alcohol in the Community-Technical Colleges**

The Board of Trustees of Community-Technical Colleges 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 Trustees 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.

## **5.10 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.

### **5.10.1 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 Trustees of Community-Technical Colleges has adopted and expanded the application of the Governor's policy. Executive Order No. 16 is attached to this Board policy and is fully incorporated herein.

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 Act**

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 to proper law enforcement authorities and/or to the campus Public Safety/Security Department.*

Any individual who has applied for or obtained a protective or restraining order which lists the premises of the Community Colleges as protected areas, must provide to the Human Resources office 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 substantial 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 inquires.

### **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.

## **5.11 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 riffle, 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.

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

### *Report Issued August 2007*

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 Crime 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 students and staff.

### **CAPITAL COMMUNITY COLLEGE**

The college is part of the state-supported system of community colleges and enrolls 4,000 students each semester in credit and continuing education programs. Dr. Calvin E. Woodland is the College President.

Capital Community College is located at 950 Main Street, Hartford, Connecticut 06103.

### **ADMINISTRATION OF PUBLIC SAFETY**

Lester Primus, the Administrative Dean is the Administrator in charge of Public Safety. Public Safety staff are: Police Master Sergeant James Griffin; Lead Building and Grounds Officers are Darryl Camp and Leon Goolsby. Patrol Officers are Robert Hagedorn, Paul Vivolo, Carmen Escobar, Scott Diorio, Jose Agosto, and Marcus Thomas. Master Sergeant Griffin is the Director of Public Safety. He is a certified Police Officer and a graduate of

the State of Connecticut Municipal Police Academy.

### **CONTACTING PUBLIC SAFETY BY COLLEGE TELEPHONE**

The Public Safety Office is located in Room 102 in the Lobby of the Main Street entrance of the building. In the event of an emergency, Public Safety Officers may be summoned by pressing the button and speaking into the communication system on any emergency call box located under the blue lights on each of the eleven floors. For routine business, the Public Safety Office is operational from 7:00 a.m. to 11 p.m., five days a week. The main phone number is 906-5075.

The switchboard operator is located in the lobby of the Main Street entrance to the building. The operator is present at the front desk from 8:30 a.m. until 4:30 p.m., Monday through Friday.

### **EMERGENCIES ARISING IN THE MORGAN STREET PARKING GARAGE**

The Hartford Parking Authority can be contacted for emergencies arising in the garage by pressing a button on any emergency call box located throughout the Morgan Street Parking Garage.

### **ESCORT**

Upon request, Public Safety personnel are available to escort students, staff, and guests to and from their automobiles parked in the Morgan Street Garage.

### **SUGGESTED SAFETY AND SECURITY PROCEDURES**

At periodic intervals, Master Sergeant Griffin distributes information, using memos and bookmarks regarding campus safety and security. The following precautions are recommended to students and staff: engrave personal items whenever possible; keep automobiles locked with all valuables placed out of sight; secure keys; secure the office; secure purses; report losses to security; report the presence of strangers in the office and work areas. Informational pamphlets are also available in various locations throughout the college on topics such as drug/alcohol abuse, sexual assault/rape. Counseling is available on-site pertaining to such issues. Referrals to crisis centers will be made on a case by case basis.

### **SAFETY RESPONSIBILITIES**

Staff and student awareness, cooperation and involvement are critical to the success of campus safety. Students and staff must assume responsibility for their own personal safety, and the security of their belongings by taking common sense precautions. See "**Informational Programs**" above for specific suggestions to enhance personal and Campus-wide security.

### **PROCEDURES FOR REPORTING ON-CAMPUS INJURIES**

In the event of injury to a student or staff member occurring at a College-sponsored event off-campus, the staff member in charge will decide the best course of action to be taken, and shall report this injury to a member of

Public Safety upon return to the College.

Capital Community College, in compliance with the federal Jeanne Clery Campus Security Act, is required to annually prepare a Uniform Crime Report. This report reflects the crime statistics on the College's campus, as defined in the act, for preceding calendar year.

Each annual report includes the number of full-time equivalent (FTE) students, the number of FTE employees, the number of incidents reported, and the crime rate. The crime rate is equal to the number of incidents reported divided by the number of FTE students and Employees. For the Fall 2006 semester, Capital Community College's FTE was 2705. The FTE for employees in the year 2005 was 166.

### **CRIME STATISTICS**

For the 2003,2004, 2005 calendar years the crime statistics for Capital Community College are as follows:

| <b>Category</b>            | <b>2004</b> | <b>2005</b> | <b>2006</b> | <b>2006 Rate</b> |
|----------------------------|-------------|-------------|-------------|------------------|
| Criminal Homicide          | 0           | 0           | 0           | 0                |
| Negligent Manslaughter     | 0           | 0           | 0           | 0                |
| Non-Negligent Manslaughter | 0           | 0           | 0           | 0                |

| <b>Category</b>          | <b>2004</b> | <b>2005</b> | <b>2006</b> | <b>2006 Rate</b> |
|--------------------------|-------------|-------------|-------------|------------------|
| Robbery                  | 1           | 0           | 0           | 0                |
| Aggravated Assault       | 2           | 2           | 2           | 0.000698         |
| Larceny                  | 12          | 17          | 16          | 0.00557          |
| Motor Vehicle Theft      | 0           | 0           | 0           | 0                |
| Arson                    | 0           | 0           | 0           | 0                |
| Forcible Sex Offense     | 0           | 0           | 0           | 0                |
| Non-forcible Sex Offense | 0           | 0           | 0           | 0                |

### **5.13 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 906-5086.



# APPENDICES

## A-E

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# APPENDIX A

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## EMERGENCY NUMBERS

|                                       |          |
|---------------------------------------|----------|
| All emergencies (pay phones) .....    | 911      |
| All emergencies (office phones) ..... | 9-911    |
| Ambulance (L and M) .....             | 233-3673 |
| Hartford Police .....                 | 527-6300 |
| Police Complaint Desk .....           | 527-6300 |
| Fire .....                            | 911      |
| State Police .....                    | 534-1055 |

## NON-EMERGENCY MEDICAL ASSISTANCE

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

## OTHER HELPFUL NUMBERS

|  |                |
|--|----------------|
| AIDS National Hotline .....                  | 1-800-342-2437 |
| AIDS Program (State) .....                   | 509-7801       |
| MOBIL CRISIS Intervention Unit (State) ..... | 297-0999       |
| CRISIS Info-Line .....                       | 1-800-203-1234 |
| CRISIS 24 Hour "Helpline" .....              | 524-1182       |
| (for Emotional Assistance) .....             | (203) 289-0285 |
| CULT Hotline .....                           | 1-312-267-7777 |

## DISCRIMINATION

|  |          |
|--|----------|
| Commission on Human Rights & Opportunity ..... | 566-3350 |
|--|----------|

## DISABLED

|  |                |
|--|----------------|
| Office of Protection and Advocacy for<br>Handicapped and Developmentally ..... | 297-4300       |
| Disabled Persons .....   | 1-800-842-7303 |

## WOMEN'S ISSUES

|   |                |
|---|----------------|
| State of CT Permanent Commission .....          | 566-5702 or    |
| on the Status of Women .....                    | 1-800-233-9675 |
| 90 Washington St., Hartford, CT 06106           |                |
| CT Women's Education and Legal Fund             |                |
| 22 Maple Ave., Hartford, CT 06114 .....         | 247-6090       |
| Sexual Assault Crisis Service, YWCA (Info Only) |                |
| 135 Broad St., Hartford, CT 06105 .....         | 525-1163       |
| HOTLINE (24 hour hotline) .....                 | 522-6666       |

# APPENDIX B

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## PERSONNEL

|  | Phone Numbers |
|--|---------------|
| Chief Administrative Staff                   |               |
| Calvin E. Woodland, President                | 906-5100      |
| Mary Ann Affleck, Academic Dean              | 906-5011      |
| Doris B. Arrington, Dean of Student Services | 906-5086      |
| Linda Guzzo, Dean of Continuing Education    | 906-5131      |
| Lester Primus, Dean of Administration        | 906-5051      |

## Student Services Directory

|   |                     | Room    |
|---|---------------------|---------|
| Dean of Student Services                          | Doris B. Arrington  | 212     |
| Registrar   | Patrick Tucker      | 207B    |
| Assistant Registrar                               | Waynette Amum       | 207A    |
| Registration Services Assistant                   | Marilyn Goodman     | 207C    |
| Director of Admissions                            | Marsha Ball-Davis   | 207E    |
| Assistant Director of Admissions                  | Carlos Castillo     | 207D    |
| Director of Career Services                       | Linda Domenitz      | 209     |
| ConnCAS Grant Assistant                           |                     | 201     |
| Director of Financial Aid Services                | Margaret Wolf       | 216B    |
| Associate Director of Financial Aid Services      | José Velez          | 216A    |
| Associate Director of Financial Aid Services      | Bryan J. Lewis      | 216C    |
| Director of Student Activities                    | Jai E. Smith        | 707     |
| Student Senate Office                             |                     | 704     |
| Counselor   | Renee Wilder        | 208A    |
| Student Center                                    |                     | 709-711 |
| Counselor/Veterans                                | Margaret Abraham    | 208B    |
| Counselor/ Coordinator                            | Michael Kriscenski  | 208C    |
| Welcome & Advising Center Director                | Jacqueline Phillips | 222     |
| Welcome & Advising Center Assistant Director      | Helena Carrasquillo | 203     |
| Coordinator of Administrative Information Systems | Flora L. Long       | 221     |
| Placement Testing Director                        | Hassan Babatunji    | 220     |
| Learning Disabilities Specialist                  | Glaisma Perez-Silva | 208D    |

# APPENDIX C

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## WHERE CAN I GET HELP?

*Obtain information regarding:*

1. Academic programs
2. Veteran Affairs
3. Career Planning
4. Change of Schedule
5. Change of Major
6. Lost and Found
7. Records
8. Scholarships, Loans, Financial Aid
9. Transcripts
10. Student Government
11. Foreign Students
12. Transfer
13. Withdrawal from College
14. I.D. Cards
15. Study and Research
16. Talk over scholastic problem
17. Books and supplies
18. Talk over a personal problem
19. Stay abreast of what's going on
20. See a faculty member
21. See a counselor
22. Clear general news release for public news media
23. To make photocopies
24. Clear news releases or post bulletins
25. Find a part-time job  
State of CT Job Service
26. Register for more than normal 16 credit hours
27. Change address or name
28. Obtain parking permit

*Consult:*

- Counselors, Department/Division  
Chairpersons, Advisors  
Veterans Coordinator  
Career Planning  
Enrollment Services Office  
Counselor, Dept. Chairpersons  
Public Safety  
Enrollment Services Office  
Financial Aid Office  
Enrollment Services Office  
Director of Student Activities  
Enrollment Services Office  
Counselor  
Counselor/Enrollment Services  
Student Activities  
Library Staff  
Faculty or Counselor  
Bookstore  
Counselor, Dean of Student  
Services  
The Weekly Bulletin/Monitor in  
Lobby/Bulletin Boards  
Office, during listed office hours  
Counseling Office, no appoint-  
ment necessary, but advisable  
Information & Marketing Office
- Library  
Dean of Student Services  
Career Planning Office
- Dean of Student Services
- Enrollment Services Office  
Public Safety Office

# APPENDIX D

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## ***Campus Directory***

### **Talcott Street Level**

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Early Childhood Education (ECE)  
Central  
Classroom (1)  
ECE Resource Room  
Faculty Offices/ECE  
Laboratory School  
Lab School Outdoor Playground

### **1st Floor**

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Main Street Lobby  
Information Desk  
Main Street Entrance  
Mall Entrance  
Public Safety

### **2nd Floor**

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Enrollment Central  
Admissions  
Business Office  
Career Development  
Cashier  
Community Room  
CONNCAS Office  
CONTAC-EOC Office  
Counseling  
Dean of Administration  
Dean of Student Services  
Enrollment Services  
Financial Aid  
Human Resources  
Placement Testing  
Purchasing  
Registrar  
Self-Help Terminals  
Special Populations Office  
Welcome Center

### **3rd Floor**

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The Capital Preparatory Magnet School  
Continuing Education Central  
A+ Computer Lab  
Civil Engineering Lab  
Classrooms (9)  
CONNCAP Offices  
Continuing Education Offices  
Continuing Education Teaching  
Kitchen  
Dean of Continuing Education  
Electrical Circuitry & Electronics Lab

### **4th Floor**

---

Academic Success Central  
Black & Latino Male Resource Center  
Classrooms (8)  
ESL Program Offices  
ESL Tutoring  
Group Tutoring Rooms (2)  
Language Lab  
Learning Center  
Library Instruction Classroom  
LTA & VCOM Lab  
Math Center  
Nursing Practice Room

### **5th Floor**

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Library

### **6th Floor**

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Computer Central  
Architectural Drafting Lab  
CAD Lab  
Computer Labs (15)  
Faculty Offices/CIS  
Information Technology Dept.

# APPENDIX D

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## ***Campus Directory***

### **7th Floor**

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Student Union  
Bookstore  
Cafeteria  
Campus Ministry Office  
Classrooms (2)  
Game Room  
Internet Café  
Lecture Hall (60 seats)  
Mail Room  
Maintenance  
Photo ID Station  
Student Activities Offices  
Student Clubs & Organizations Office  
Student Senate Office  
TV Room  
Wellness Center & Locker Rooms  
Women's Center Office

### **8th Floor**

---

Nursing & Health Central  
Allied Health Lab  
Classrooms (2)  
Faculty and Director's Offices/  
Nursing & Health Careers  
Health Careers Labs (2)  
Nursing Labs (3)

### **9th Floor**

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Science Central  
Analytical Chemistry Lab  
Anatomy and Physiology Labs (2)  
Biology Lab  
Chemistry Lab

Classrooms (2)  
Faculty Offices/Science & Math  
Instrumentation Lab  
Microbiology Lab  
Organic Chemistry Lab  
Physics Lab

### **10th Floor**

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Academic Media Technology Department  
Dean of Academic Affairs  
Academic Department Chair Offices  
Classrooms (5)  
Faculty Offices  
Photography Lab & Classroom  
Tech Prep Offices  
TV Studio

### **11th Floor**

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Art, Music and Performance Central  
Auditorium (350 seats)  
Alumni Association Office  
Ceramics Studio  
Classrooms (3)  
Drawing & Painting Studio  
Faculty Offices  
Institutional Research & Development  
Offices  
Lecture Hall (145 seats)  
Marketing & Public Relations Office  
Music Appreciation Room  
President's Office  
Printmaking Studio

# U-PASS

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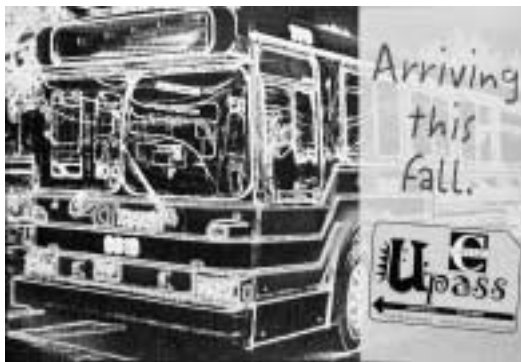
The Upass is a special transportation pass for Capital Community College students that is valid for unlimited trips during the semester on all CTTransit local buses. The Upass gives you transportation freedom with no out of pocket expense. All eligible credit students will receive a Upass after payment of tuition or other approved financial arrangements have been completed.

When boarding the bus, show the driver your Student ID and insert the pass, with the arrow on the front pointing forward, into the pass reading machine on the farebox. The farebox will “beep” to indicate your pass has been accepted. A block before your stop, pull the signal cord to notify the driver you want to exit the bus.

Ride the bus to class, to the malls or out on the town. Getting around Metro-Hartford has never been easier! CTTransit operates every day; morning, noon and night.

If you have route or schedule questions, please call CTTransit Customer Service Representatives at 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.

To report a lost or stolen pass, or for questions regarding administration of the Upass program, contact The Enrollment Services Office at 906-5120.







**BE INDEPENDENT**  
Access Capital's Website:  
[www.ccc.commnet.edu](http://www.ccc.commnet.edu)



### Access General Information such as.

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

### Visit Student Banner Online to Access:

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

You will need your Banner ID @xxxxxxx &  
Pin xxxxxx (Birthdate - mmddyy)

### Please follow these instructions:

- Go to Capital's website [www.ccc.commnet.edu](http://www.ccc.commnet.edu)
- On right hand side under "Online Resources" click on "ONLINE"
- Click on the first heading "Login to ONLINE" (NOTE: This is where you will need your Banner ID number and your Pin number/ birthdate (Birthdate - mmddyy). If you have not used Banner online before you will be asked to change your pin number. Make certain that you write your pin number down and keep it handy with your banner ID number).

**If you have problems accessing this  
information, please contact the staff  
in Enrollment Services at:**

**860.906.5126**