

# STUDENT HANDBOOK

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## 2018-2019



Asnuntuck Community College  
170 Elm Street  
Enfield, CT 06082  
860-253-3000

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

# ACC Student Handbook

## 2019-2020

This publication is designed to introduce you to the various services, College policies, and programs available at Asnuntuck Community College. As you review the handbook, you will gain information to help you become a more successful student. If you have any questions about the information detailed, please contact any member of the Student Services staff to help you.

The handbook should be used in conjunction with another important document, the 2019-2020 Catalog. The catalog contains academic policies, considerable detail on our degree and certificate requirements, course descriptions and other academic information. As an Asnuntuck student, you are responsible to know and abide by the policies and procedures of the College detailed in these publications. We hope this handbook will help to make your journey here most worthwhile.

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#### Notice of Non-discrimination:

Asnuntuck Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the basis of veteran status or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Yhara Zelinka, Title IX Coordinator, yzelinka@asnuntuck.edu (860) 253-3092 and Deborah Kosior, 504/ADA Coordinator, AS-DisabilityServices@asnuntuck.edu (860) 253-3005, Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082.

# Asnuntuck Community College 2019-2020 Academic Calendar

Fall 2019

August 26	Monday	Last Day for 100% Tuition Refund. Fees are non-refundable.
August 27	Tuesday	Fall Classes Begin
August 31-September 1	Saturday-Sunday	College Closed
September 2	Monday	Labor Day (College Closed, No Classes Held)
September 3	Tuesday	End of Course Add/Swap Period
September 9	Monday	End of Course Drop Period* Last Day for 50% Tuition Refund
September 17	Tuesday	Constitution Day (College Open, Classes Held)
September 24	Tuesday	Last Day to Change to/from Audit Status
October 9	Wednesday	Last Day to Withdraw <b>without</b> Instructor Signature
October 14	Monday	Columbus Day (College Open, Classes Held)
October 22	Tuesday	Reading Day (College Open, No Classes Held)
October 28	Monday	Registration Begins for Wintersession 2019 & Spring 2020
November 5	Tuesday	Last Day to Make Up Incompletes from Spring 2019
November 11	Monday	Veterans' Day Observed (College Open, Classes Held)
November 12	Tuesday	Last Day for Course Withdrawal <b>with</b> Instructor's Signature
November 27	Wednesday	College Open, No Classes Held
November 28– December 1	Thursday -Sunday	Thanksgiving Recess (College Closed)
December 2	Monday	Deadline to Apply for December 2019 graduation
December 7	Saturday	Last Day of Classes
December 9-14	Monday-Saturday	Final Exams
December 18	Wednesday	Instructors' Final Grades Due by 12 Noon
December 20	Friday	Final Grades Available Online at <a href="http://my.comnet.edu">http://my.comnet.edu</a>
December 24-25	Tuesday-Wednesday	Holiday (College Closed)
December 31 – January 1	Tuesday-Wednesday	Holiday (College Closed)

*\*\*Students can change their schedules by adding and swapping courses through the first week of the fall and spring semesters. Courses may be dropped but not added in the second week.*

# Academic Calendar

## Spring 2020

January 22	Monday	Martin Luther King Day (College Closed)
January 21	Tuesday	Professional Day
January 22	Wednesday	Last Day for 100% Tuition Refund - Fees are non-refundable
January 22	Wednesday	Classes Begin
January 29	Tuesday	End of Course Add/Swap Period
February 5	Tuesday	End of Course Drop Period - Last Day for 50% Tuition Refund
February 12	Wednesday	Lincoln's Birthday (College Open, Classes Held)
February 14	Friday	Lincoln's Birthday Observed (College Closed, No Classes Held)
February 15-16	Saturday-Sunday	College Closed, No Classes Held
February 17	Monday	Presidents' Day/Washington's Birthday Observed (College Closed, No Classes Held)
February 19	Wednesday	Last Day to Change to/from Audit Status
March 6	Monday	Last Day to Withdraw Without Instructor Permission
March 16-22	Monday-Sunday	Spring Break (College Open, No Classes Held)
March 30	Monday	Registration Begins for Summer 2020 & Fall 2020
March 30	Monday	Last Day to Apply for Spring 2020 Graduation
April 10	Friday	Day of Reflection (College Closed, No Classes Held)
April 11-12	Saturday-Sunday	College Closed, No Classes Held
April 13	Monday	Last Day to Make Up Incompletes from Fall 2019
April 20	Monday	Last Day to Withdraw with Instructor Permission
May 7	Thursday	Reading Day
May 7	Thursday	Awards Ceremony
May 9	Saturday	Last Day of Classes
May 11-16	Monday-Sunday	Final Exams
May 19	Tuesday	Instructors' Final Grades Due by 12 Noon
May 21	Thursday	Final Grades Available Online at <a href="http://my.commnet.edu">http://my.commnet.edu</a>
May	TBD	Commencement, Class of 2020

## Message from the Regional President

Welcome to Asnuntuck Community College, where opportunities to continue lifelong learning abound.

Conveniently located just minutes from Springfield, MA and Hartford, CT, Asnuntuck offers a safe, picturesque campus with plentiful, free parking, world class technology and small class sizes.

Further, we pride ourselves on removing barriers to education so that everyone can truly reach their full potential. For example, Asnuntuck helps remove the barrier of transportation via our association with Enfield's Magic Carpet Bus Service. Just show your ACC student ID, and you have complete, free access to the town bus service. Free tutoring, scholarships and even free, cooperative childcare are also available – ensuring that every Asnuntuck student feels supported in whatever academic path they choose to pursue.

Are you looking to break into the in-demand field of Healthcare with one of our short-term certificate programs, learn real estate, relax with Yoga or take a “just for fun” class?

Our state-of-the-art Advanced Manufacturing Technology Center offers the latest in Welding, Electronics, Solidworks, Metrology and so much more.

We strive to have your experiences at Asnuntuck Community College enrich your life and prepare you for a successful future.



– Dr. James P. Lombella  
North-West Regional President

## Message from the Asnuntuck CEO



Welcome to Asnuntuck Community College! Thank you for making our campus part of your educational journey. You are brightening your future with every educational step that you take.

Asnuntuck Community College has many credit and non-credit offerings to enhance your life's journey. Our classrooms have welcoming learning spaces with small class sizes. While you are with us, consider joining our student organizations, use the free childcare on campus, visit the academic tutoring center or library, ride the Magic Carpet Bus, stop at the food pantry, or make use of many amenities that Asnuntuck Community College offers. We are here to provide you with the services necessary for you to succeed.

We want you to accomplish your future goals through our supportive, affordable, and quality environment.

– Michelle Coach  
Interim Chief Executive Officer

# From the Interim Dean of Student Services & Campus Facilities



Dear Students,

Welcome to Asnuntuck Community College! On behalf of the Student Services division, I congratulate you on making the decision to challenge yourself and pursue an education at an institution that is committed to your success and will undoubtedly have a positive impact on your future. I am certain you will find our faculty and staff to be engaging and willing to help you meet your educational, personal, and professional goals.

I challenge you to make the most of your educational journey by getting involved in the Asnuntuck community both in and out of the classroom. There are many clubs and activities that you can take part in while at ACC that will help to hone your leadership skills and enhance your overall learning experience. Above all else, I ask that you make connections with your peers, faculty, and staff and realize there are individuals here at Asnuntuck you can turn to for help. My door is always open to you and I look forward to working with you during your time at Asnuntuck and beyond. Again, congratulations on making the life-changing decision to attend Asnuntuck. Best wishes on your journey!

Sincerely,

– Timothy St. James  
Interim Dean of Student Services & Campus Facilities

## Mission Statement

The mission of Asnuntuck Community College is to offer quality education in an accessible, affordable, and nurturing environment.

The College fulfills its mission by

- offering associate degree and certificate programs for transfer opportunities, career preparation and enhancement, and lifelong learning.
- providing individualized support services to develop critical thinking skills, strengthen self-confidence, and foster personal growth.
- supporting community and workforce development with business, industry and community partnerships.

# College Directory

## Academic Affairs.....Room 117

Interim Assistant to the Dean/External Facilities, Jenna-Marie Jonah, [jjonah@asnuntuck.edu](mailto:jjonah@asnuntuck.edu).....860.253.3049  
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Director of Educational Technology, Katie O'Connell, [koconnell@asnuntuck.edu](mailto:koconnell@asnuntuck.edu), Room 113.....860.253.3109  
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## Accounting

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## Administrative Services.....Room 158

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Interim Director, Jennifer Anilowski, [janilowski@asnuntuck.edu](mailto:janilowski@asnuntuck.edu).....860.253.3090

## Art.....Room 151

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## Biology

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## Biology Lab

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## Bookstore.....Lobby

Manager, Pamela Fairbanks, [0820mgr@fheg.follett.com](mailto:0820mgr@fheg.follett.com).....860.253.3186

## Building Services.....Room 171

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## Business

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## Center for Advising & Student Achievement.....Room 111

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 Title IX Coordinator & Advisor, Yhara Zelinka, yzelinka@asnuntuck.edu.....860.253.3092

## Chemistry/Physics

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## Communications.....Room 152

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## Criminal Justice

Coordinator of Criminal Justice/Professor, Kobie Stewart, kstewart@asnuntuck.edu, Room 152.....860.253.3033

## Early Childhood Education

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## English

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Professor, Michaela Mullarkey, mmullarkey@asnuntuck.edu, Room 152.....860.253.3086

Professor, John Sheirer, jsheirer@asnuntuck.edu, Room 152.....860.253.3138

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## Human Resources.....Room 144

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## Information Center

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## Information Technology.....Room 149

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Information Technology Technician I, Charles Knurek, cknurek@asnuntuck.edu.....860.253.3037

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## Institutional Advancement & Community Engagement.....Room 151

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## Institutional Research.....Room 151

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**Library Services.....Room 119**

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Evening Librarian, Susanna Phillips, sphillips@asnuntuck.edu.....860.253.3170  
Librarian, Qiong Zou, qzou@asnuntuck.edu.....860.253.3172

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**Main Number.....860.253.3000**

**Manufacturing Technology**

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Business & Industry Instructor, Robert Vaida, rvaida@asnuntuck.edu, Room 139.....860.253.3126  
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**Office of the CEO.....Room 153**

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**Registrar.....Room 106**

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Interim Registrar, Stacey Musulin, smusulin@asnuntuck.edu Room 108.....860.253.3015

**Security.....Information Center**

1st Shift Security Guards, Officer Ireland, Officer McIntosh.....860.253.3013  
2nd Shift Security Guard, Officer McCrae, Officer Santiago.....860.253.3013

**Sociology**

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**Student Activities.....Room 200B**

Director, Sherry Paquette, spaquette@asnuntuck.edu.....860.253.1206

Student Accessibility/Disability Services.....	Room 111
Debbie Kosior, dkosior@tunxis.edu.....860.773.1526	
Student Services.....	Room 101
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Workforce Development and Continuing Education.....	Room 155
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Dean, Eileen Peltier, epeltier@asnuntuck.edu.....860.253.3032	
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Interim Director of Business & Industry, Gary Carra, gcarra@asnuntuck.edu.....860.253.3128	
Program Specialist, Sue Champagne, schampagne@asnuntuck.edu.....860.253.3034	
Success Coach (SNAP), Kamalah Hill, khill@asnuntuck.edu.....860.253.1220	

# ACADEMIC POLICIES AND PROCEDURES

## UNIT OF CREDIT

A semester hour is the unit of credit that students earn at Asnuntuck Community College. One semester hour usually corresponds to 50 minutes of class time.

## GRADES AND GRADE POINTS

Letter grades are given at the end of each semester to indicate how well a student has met the goals established for each course. For each letter grade, there is a corresponding number called a grade point. These are used to calculate a student's grade point average, or GPA.

### GRADES, GRADE POINTS AND GPA:

#### GRADE POINTS GRADE EXPLANATION

A	4.00	outstanding
A-	3.70	outstanding
B+	3.30	above average
B	3.00	above average
B-	2.70	above average
C+	2.30	average
C	2.00	average
C-	1.70	average
D+	1.30	below average
D	1.00	below average
D-	0.70	below average
F	0.00	fail — Appears on transcript and counts in the GPA.

### ADMINISTRATIVE NOTATIONS NOT USED IN CALCULATING THE GPA:

#### GRADE EXPLANATION

AU	0.00	audit (not for credit)
<i>Students may change from credit to audit or from audit to credit only until the last day for audits.</i>		
I	0.00	incomplete
<i>Temporary grade assigned to a student by the instructor. Course work must be completed by the end of the tenth week of the next standard semester. Student obtains an Assignment of Incomplete form from the Registrar and the instructor submits it with the final grade roster. Please note that although a student may request an Incomplete, the instructor is not required to honor the request.</i>		

N 0.00 no basis for a grade

M 0.00 maintaining progress

*Used only for developmental courses to indicate that the student is maintaining progress but not at the usual rate. It may be given to a student for a course only twice.*

P 0.00 pass

TR 0.00 transfer

*Assigned by the Registrar*

W 0.00 withdrawal

*Assigned by the Registrar*

## GRADE POINT AVERAGE (GPA)

The grade point average is a numeric representation of your cumulative performance at ACC. To calculate your GPA, multiply the grade point for each course, add up all the number of credits for that course, add up all the resulting grade point totals and divide by the total number of credits.

*Example* In one semester you take five courses, each for 3 credits, and receive these grades:  
A, B, B+, C+, C

To calculate your semester GPA, multiply each grade point by the number of credits:

4.0	x	3	=	12.0
3.0	x	3	=	9.0
3.30	x	3	=	9.9
2.30	x	3	=	6.9
2.0	x	3	=	6.0

Total = 43.8

Divide the total number of grade points by the number of credits:

$$43.8/15 = 2.92$$

## FRESH START OPTION

### 3.8.1 FRESH START

- Colleges shall have a policy, called Fresh Start, which will allow 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 the 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, all grades included in the Fresh Start term(s) will have a grade notation (^) added to the grades. The student will receive credit for courses with a grade of C- or above, including "P" (Pass).

3. The Fresh Start option can be used only once.
4. The Fresh Start option does not apply to any completed degree or certificate.
5. 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.
6. Each college is responsible for developing its own procedures for managing Fresh Start, including where and how the student applies, what forms are used, who approves the application, and how the student's progress is monitored.

(Adopted July 28, 2003; amended June 19, 2006)

## REPEATED COURSES

Courses may be repeated for a higher grade. No course may be repeated more than twice. All grades will be entered on the student's record, but only the highest grade earned will be computed in the grade point average. A student may receive credit for the same course only one time.

## INCOMPLETE GRADES

An incomplete (I) is a temporary grade assigned to a student who, because of special circumstances, cannot complete the requirements of a course within the regular semester and who has received a written time extension from the instructor. The course work must be completed by the end of the tenth week of the next standard semester and the Incomplete converted to a letter grade, or it will automatically convert to the grade of F.

Any student requesting an incomplete grade must submit an application form to the instructor for approval. Application forms can be obtained from the Registrar's Office. If approval is granted, the instructor must:

- indicate what work has been completed and what grades assigned;
- indicate what work remains to be completed.

The completed form will be sent by the instructor to the Registrar's Office.

## COURSE SUBSTITUTIONS AND PREREQUISITE WAIVERS

Course Substitution and Prerequisite Waiver forms are meant to ensure that course substitutions and prerequisite waivers are well documented. The

process for a course substitution or a prerequisite waiver request can be initiated by a student, advisor or faculty member. The forms are available in the counseling area.

## AUDITING COURSES

A student may request audit status from the Registrar. An audited course confers no credit, grade, or quality points. Auditors pay tuition and fees at the same rate as students taking the course for credit. Financial Aid does not cover audited courses. Students must complete an Audit Form obtained from the Registrar's Office.

In order to register as an auditing student, the prospective student must meet all college requirements and obtain the consent of the instructor.

Although auditors are not required to complete examinations or other academic exercises in the course, details of the auditor's participation in class activities will be determined by prior agreement between the student and the instructor. Audited course(s) will be shown on the student's transcript with the symbol "AU" in the grade column and will not carry any credit hours or quality points. An audited course does not meet any prerequisite.

A student may not register as an audit student until the first day of classes. Changes from credit to audit are not permitted after the fourth week of class. Changes from audit to credit must occur before the end of the fourth week of class and with the written permission of the instructor.

## ADD/DROP AND WITHDRAWAL

Once a semester has begun, course schedule changes can be made in various ways. Changes made to a course schedule that increase or decrease total number of credits in which a student is enrolled will affect billing and financial aid.

*Students should carefully review the Financial Aid and Tuition and Fees sections of this catalog before making schedule changes and meet with a Financial Aid counselor to determine any impact.*

### ADD/DROP AND COURSE WITHDRAWAL

Courses may be added to a student's schedule through the first seven (7) days of a standard semester (fall or spring). Students may drop or add a class:

- online at <http://my.comnet.edu>,
- in person at the Registrar's Office,
- or by faxing an Add/Drop form to 860.253.3016.

It is the student's responsibility to contact the instructor and make up missed work if the course added has already met.

Courses may not be added on or after the eighth (8th) calendar day after classes begin. Students who wish to add after this date can consider our late-start schedule.

*Courses that do not meet for the standard fifteen (15) weeks, including Summer session, Wintersession, accelerated, and late-start courses, have their own add/drop/withdraw deadlines. These deadlines are relative to the length of the course. In some cases the add/drop period can be as short as one day. Please consult your instructor the Registrar's website for applicable dates.*

### ***DROPPING AND WITHDRAWING FROM A COURSE***

Courses dropped during the Drop Period - the first fourteen (14) days of each standard semester - will not appear on students' academic transcripts, but affect billing and financial aid.\*

*After the Drop Period, a course withdrawal is reflected by a "W" notation on a student's transcript. A student may withdraw from a course through the end of the eleventh (11th) week of the semester, but the instructor's signature (or an email directly from the instructor to the Registrar) is required to withdraw after the sixth (6th) week of the semester. Students are encouraged to meet with a financial aid counselor to determine the impact that a withdrawal will have on financial aid awards.*

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

**TRANSCRIPT & FINANCIAL IMPACT OF DROPPING OR WITHDRAWING FROM COURSES**  
STANDARD 15WEEK SEMESTERS (FALL & SPRING)\*\*

Any change in the number of credits in which a student is enrolled can have an impact on Financial Aid. Meet with a Financial Aid counselor to determine any impact.

TIMING OF DROP/WITHDRAWAL	IMPACT ON TRANSCRIPT	FINANCIAL IMPACT	INSTRUCTOR SIGNATURE REQUIRED?
Before semester begins	Course will not appear	Fees not refunded 100% tuition refunded	No
Semester weeks 1-2 (Drop Period)	Course will not appear	Fees not refunded 50% tuition refunded	No
Semester weeks 2-6	*W* recorded	Fees not refunded Tuition not refunded	No
Semester weeks 7-11	*W* recorded with instructor permission	Fees not refunded Tuition not refunded	Yes
Semester weeks 12-15	Grade calculated based on work completed	Fees not refunded Tuition not refunded	n/a, withdrawal not permitted

*\*\*Courses that do not meet for the standard fifteen (15) weeks, including Summer session, Winter session, accelerated, and late-start courses, have their own add/drop/withdraw deadlines. These deadlines are relative to the length of the course. In some cases the add/drop period can be as short as one day. Please consult your instructor the Registrar's website for applicable dates.*

## ACADEMIC ADVISING

It is the student's responsibility to understand the requirements of his or her chosen program and to plan for their orderly fulfillment. Each student is afforded the opportunity to work with an advisor in making decisions by which desired academic goals may be attained. All program enrolled students are assigned an academic advisor. Though the advisor may be helpful, in every instance the responsibility for decisions remains with the student.

## CHANGE OF PROGRAM

Students may change their program by seeing a counselor or a member of the Student Services staff, and by filling out a Declare or Change a Major form available at the Registrar's Office. Students may also change their program at the time of registration. Students receiving veterans' benefits or other forms of financial aid should be aware that program changes may be restricted.

## STUDENT STATUS

We do not classify students as freshmen or sophomores. To qualify for graduation a student must meet specific degree requirements, achieve a 2.0 grade point average in the major field of

study and a 2.0 overall average. Students should periodically see an academic advisor to ensure they are meeting the necessary program requirements.

## ACADEMIC STANDARDS

### 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; amended February 14, 2005)*

## **ASSOCIATE DEGREES/ MULTIPLE**

Students who already hold an academic degree may earn a second degree in a different curriculum at Asnuntuck Community College. Such students shall be treated similarly to transfer students with respect to the minimum number of credits they must take for the second degree. This requires that a student meet all program requirements and earn at least 25 percent of the minimum requirements for the new curriculum at Asnuntuck.

A student may earn two degrees simultaneously at Asnuntuck Community College by fulfilling all requirements stated above.

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 25 percent of the minimum requirements for the new curriculum at Asnuntuck.

Completion of the requirements of an additional program option does not constitute a different degree.

## **GRADUATION REQUIREMENTS**

It is the student's responsibility to notify the college that he/she wishes to graduate. This is accomplished by submitting an Application for Graduation form. This must be done by: March 31 for the May graduation; August 1 for the August graduation; December 1 for the December graduation. There are no ceremonies for the August and December graduations. August graduates may request to participate in the May Commencement if they are no more than four credits short of their degree or certificate requirements. An Appeal to Participate form must be filled out in the Registrar's Office. December graduates may participate in the Commencement ceremony held the following May.

Students should apply for graduation once all their requirements, except courses in progress, for their degree programs are satisfied. They must have a 2.0 GPA overall, and a 2.0 average in their major requirements. Students who wish to graduate must have their records of all prior semesters in order by the end of the preceding fall semester. Any incompletes earned in the fall, any required transfer credits, or any non-traditional credits needed for graduation must be recorded on the student's record prior to April 1. Students must also satisfy all financial obligations to the college. Failure to meet the above deadlines absolves the school of any responsibility to graduate the student.

## **Workforce Development & Continuing Education Graduation**

Students who have completed a Health Career Certificate Program will be invited to participate in the May Commencement ceremony. It is the student's responsibility to

notify the Workforce Development & Continuing Education Department of their intent to participate in the ceremony no later than March 31. Students who receive licensure and certificates after the date of Commencement will be invited to participate in the Commencement ceremony held the following May.

## ACADEMIC HONORS

Honors for exemplary academic achievement are awarded to Connecticut Community College students at the end of each semester and at graduation.

### Semester Honors

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

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

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

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

### GRADUATION HONORS:

3.9 to 4.00 grade point average  
Summa Cum Laude or Highest Honors

3.7 to 3.89 grade point average  
Magna Cum Laude or High Honors

3.4 to 3.69 grade point average  
Cum Laude or Honors

An incomplete grade for any class during the semester will make the student ineligible for honors at graduation. However, upon completion of the coursework, if the student has earned the required grade point average, the appropriate level of recognition will be noted on the student's official transcript.

At the Asnuntuck Commencement Ceremony, Associate degree candidates who are members of Phi Theta Kappa Honor Society wear a gold sash. Gold cords are worn by students who are graduating with a 3.7 G.P.A. or higher. The President's Award for Academic Excellence is awarded in recognition of outstanding academic accomplishment of associate degree graduates with a perfect 4.0 cumulative average and is presented at commencement.

Annually, each community college shall determine the students eligible to receive the award in accordance with the following criteria:

1. Recipients must be graduating students who have earned a cumulative quality point ratio of 4.0.

2. Recipients must have completed the degree requirements of an approved associate degree program and must have completed at least 50% of the degree requirements in residence at the community college awarding the degree.

3. Graduates shall not be disqualified from receiving the award on the basis of having a "W" or other similar transcription notation of official course withdrawal(s).

4. This policy shall be implemented in recognition of the existence and intent of "fresh start" policies of community colleges.

## WAYS OF OBTAINING COLLEGE CREDIT

We believe that students should be given the widest possible choice of methods to receive college credit. At the present time, the following different methods are available for students.

### I. COURSE WORK

#### *A. CLASSROOM INSTRUCTION*

The foundation of the college is the traditional classroom style course. The majority of course



descriptions reflect this. The credit granted is noted in each of those descriptions.

### ***B. INDEPENDENT STUDY/299 COURSE NUMBERS***

The Independent Study program was designed to provide advanced students the chance to study beyond the level of regularly offered courses. Students interested in an Independent Study course should contact a full-time instructor in their area of interest to work out a program of study, objectives, materials, resources to be used, method of evaluation, and length of time needed to complete the program. A student may register after an Independent Study Application has been submitted by the instructor to the Registrar's Office.

A student will be allowed to take one course (3-4 credits) per semester. The maximum number of credits that will be accepted towards a degree will equal no more than nine credits. Exceptions may be granted by the Academic Dean. Students planning to transfer to another institution should contact that institution to determine if it will accept Independent Study credits. Not all institutions will accept Independent Study credits.

### ***C. DIRECTED STUDY***

A Directed Study is a special arrangement with a full-time faculty member for an approved course, e.g., a course listed in the current college catalog. Class meets as agreed to by the instructor and the student.

### ***D. SPECIAL TOPICS/298 COURSE NUMBERS***

Each major academic area may offer a Special Topics course. This course is a one-semester offering dealing with issues/content identified as pertinent to the college curriculum but not in the formalized offerings. A specific description for a specific semester is found in registration materials and with staff of Student Services.

## **2. CREDIT BY EXAMINATION**

Three types of Credit by Examination are available. Please note that not all colleges will accept credits granted in this manner.

### ***A. ADVANCED PLACEMENT***

Degree credit will be granted on the basis of scores on the Advanced Placement Examinations administered by the College Entrance Examination Board. Students who earn scores of 3 or higher receive credit for the courses for which the examinations are stipulated as measures.

### ***B. COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)***

The College Level Examination Program (CLEP) tests are designed to measure college-level learning acquired outside of the college classroom through independent reading, job training, accelerated high school courses, or other life experience and non-traditional sources. Degree credit, to a maximum of 48 semester hours, will be granted on the basis of the College Entrance Examination Board, CLEP policy in accordance with standards established by the college and the Board of Regents. Students must submit official scores of CLEP examinations to the Office of Admissions for evaluation of credit. Students interested in using CLEP credits as transfer credits to other institutions are advised to determine in advance whether the college to which they hope to transfer will accept CLEP credit.

The CLEP program offers two types of examinations:

GENERAL EXAMINATIONS provide a measure of undergraduate achievement in five basic areas: English composition, humanities, mathematics, natural science, and social science/history. The tests assess the student's knowledge of fundamental facts and concepts, ability to perceive relationships and understanding of basic principles.

SUBJECT EXAMINATIONS measure achievement in undergraduate courses. These tests measure the understanding of fundamental facts and concepts that would normally be covered in a college-level course in a specific subject area. There are subject examinations available in composition and literature, foreign languages, history and social sciences, science and mathematics, and business.

A complete listing of CLEP testing centers and dates can be found at [www.collegeboard.com](http://www.collegeboard.com).

### ***C. CREDIT BY EXAMINATION NOT COVERED BY CLEP***

#### ***CHALLENGE EXAMS***

At the discretion of the appropriate instructor and the Academic Dean, a student may take a special examination for credit for a course without having enrolled in that course, usually because of previous studies or experience. Such an examination will be administered and a grade assigned under the direction of the Academic Dean. Contact a counselor for information.

#### ***OVERSEAS ACADEMIC PROGRAMS***

Asnuntuck Community College students may take courses in England, France, Jamaica, Ireland, Germany, Spain, Switzerland, Portugal, Italy, Greece, Mexico, Israel, Costa Rica, Japan, Cyprus, Egypt, Colombia, and China. College students may participate in academic programs in the liberal arts, languages, business programs and areas such as catering and hotel management and filmmaking. These overseas study opportunities are offered through Three Rivers Community College and the College Consortium for International Studies (CCIS). Students are eligible to apply for the same loans or grants that they would be eligible for on the Asnuntuck Community College campus. For further information, contact the Academic Affairs Office.

## **TRANSFER**

Four-year institutions, public and private, Connecticut and out-of-state, all have unique procedures and requirements for acceptance of community college students and credits in transfer.

If you are interested in transferring to another college, you should:

1. Begin the process early by speaking with an academic advisor, counselor, or faculty member about your plans.
2. Investigate other college requirements by consulting college catalogs online. Transfer planning information, including equivalencies,

agreements, and pathway information, is available at [www.asnuntuck.edu/transfer](http://www.asnuntuck.edu/transfer).

3. Attend transfer events held on campus each semester including scheduled college visits and transfer fairs.

Asnuntuck Community College has established several guaranteed admission agreements with colleges and universities, including University of Connecticut, the Connecticut State Universities, American International College, Albertus Magnus College, Bay Path University, the University of St. Joseph, and Sacred Heart University. Specific eligibility requirements apply to each of the programs. The following information outlines the criteria for each program, but interested students are encouraged to meet with the Transfer Counselor during the first semester at ACC for further information.

### **Guaranteed/Joint Admissions Agreements with Asnuntuck Community College**

#### ***Albertus Magnus College – New Dimensions Program***

*Guaranteed Admission Agreement:* Guaranteed admission for students who graduate with A.A. or A.S. with min. 2.0 & enroll in B.S. of Business Management within six months of graduating from Asnuntuck Community College.

#### ***American International College***

*Joint Admissions Agreement between Asnuntuck Community College and American International College:* Students who satisfy the requirements of the Joint Admissions program are eligible for admission to AIC provided they complete an approved associate degree program or a minimum of 30 semester hours (for a health science major) at Asnuntuck Community College and meet the requirements of the Joint Admissions Agreement.

#### ***Bay Path University***

*Joint Admissions Agreement:* Students will be eligible for guaranteed admission to Bay Path University provided that they complete an associate degree

program or a minimum of 60 semester hours with a minimum cumulative G.P.A. of 2.0. Benefits include:

- Jointly supported advisement of students
- Junior status for pre-registration and priority housing
- Consideration for merit-based scholarships of up to \$9,000/year and an additional grant of \$2,000 per year. Additionally, Phi Theta Kappa scholarships are available of \$1,500 per year.
- Early and conditional acceptance into graduate school programs
- Access to the Bay Path University library and student support facilities/programs including athletic events

*Connecticut State University System Dual Admissions Agreement (Eastern CT State University, Central CT State University, Southern CT State University, Western CT State University)*

*Dual Admissions Agreement:* The Dual Admissions Agreement (or Transfer Compact Agreement) offers guaranteed admission to students who apply before earning 15 credits and earn an associate's degree at a CT community college. Additional benefits include coordinated advising and registration preference. Please visit [www.ct.edu/admission/dual](http://www.ct.edu/admission/dual) for more information.

*Sacred Heart University*

*Guaranteed Acceptance Agreement:* Guaranteed acceptance of an Associate Degree graduate who has earned a GPA of 2.5 or above into its baccalaureate programs. Students with at least 54 credits are classified as juniors.

*University of Connecticut*

*Guaranteed Admission Program:* The Guaranteed Admission Program (GAP) is an agreement between the Connecticut Community College System and the University of Connecticut, designed for transfer students who enroll in a Liberal Arts transfer program at one of Connecticut's community colleges.

Students who plan to continue their studies to earn a bachelor's degree in Liberal Arts and Sciences, Agriculture and Natural Resources or

Business are guaranteed admission to the University of Connecticut once the associate degree has been earned, appropriate courses have been completed, and minimum grades and requirements for the selected program have been achieved. Advisors from individual community colleges and UConn meet with Guaranteed Admission Program students throughout their community college careers, helping their eventual transition to the University. Students wishing to enroll in the Guaranteed Admissions Program must be matriculated in the Liberal Arts transfer program at one of the Connecticut Community Colleges.

To participate in this program, students must apply to the GA Program before they have accrued more than 30 transferable credits. Applications are available in the Admissions Office.

*University of St. Joseph*

*Guaranteed Admission Program for Adult Learners:* Students can apply at any time in their Connecticut community college academic career for Guaranteed Admission into the University of Saint Joseph Program for Adult Learners for the following programs: Accounting, Psychology, Management, Social Work and Nursing. A Guaranteed Admission student will enjoy academic and professional advising by University of Saint Joseph faculty and a seamless transition from the community college to University of Saint Joseph. Applications are available in the Admissions Office.

Your admission will be guaranteed once you:

- Complete your associate's degree
- Earn a cumulative grade point average of 2.5 or above
- Enroll in the Program for Adult Learners within two years of earning your associate's degree Additionally, Asnuntuck Community College maintains close working relationships with many colleges and universities (both in and out of state) to assist students in the transfer process. Articulation agreements, transfer pathway programs, and course equivalencies exist to assist students in selecting courses that will fulfill requirements for specific schools and programs. For more

information, please visit:  
[www.asnuntuck.edu/transfer](http://www.asnuntuck.edu/transfer).

## TRANSFER TO ASNUNTUCK

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 Connecticut State Colleges and Universities Board of Regents for Higher Education.
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-specialty 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.

*(Adopted January 16, 1973; amended November 19, 1979; amended May 16, 2005; amended May 21, 2007)*

## TRANSCRIPTS

In compliance with the Family Educational Rights and Privacy Act (FERPA), transcripts may only be obtained while securely logged in to your student account or with a signed request form. Transcripts may be requested in the following ways:

### ONLINE

Any student who attended after 1983 can request an eTranscript using our third party transcript processing service. eTranscripts are official and can be provided to a valid email address on the same day of the request.

Current or recent (within 2 1/2 years) students have active accounts with the College and should request a transcript using their myCommNet account.

### IN PERSON

Students must complete and sign a Transcript Request Form at the Registrar's Office. Official transcripts are processed once daily and will be mailed directly to the address indicated on the form.

### BY MAIL/FAX

Mail or fax a completed and signed Request Form to the Registrar's Office. This form can be obtained in the Registrar's Office or downloaded from our website.

Transcripts are provided free-of-charge but are not processed while-you-wait. In order to obtain a transcript, the student must be in good financial standing with the college.

The end of each semester is a busy time for transcript requests please allow at least one week for processing during this time.

## TUITION AND FEES

### SCHEDULE OF TUITION AND FEES (2019-2020)

TUITION	AMOUNT
1. Full-Time Student - per semester: (1)	
a) CT and Massachusetts resident (2).....	1,992.00
b) NEBHE.....	5,976.00
c) NEBHE.....	2,988.00
2. Part-Time Student - per semester hour:	
a) CT and Massachusetts resident (2).....	166.00
b) Out-of-State resident.....	489.00
c) NEBHE.....	249.00

#### GENERAL FEES

##### COLLEGE SERVICES FEE

##### (CT and Massachusetts Residents)

1. Full-Time Student - per semester.....	246.00
2. Part-Time Student - per semester:	
a) Through 4 credits.....	106.00
b) Approximately \$17.00 for each additional credit up to a maximum of 246.00	

#### STUDENT ACTIVITY FEES

1. Full-Time Student - per semester.....	20.00
2. Part-Time Student - per semester.....	10.00

For New England Board of Higher Education (NEBHE) and non-resident (out-of-state) tuition and fees schedule, please visit: <http://www.asnuntuck.edu/admissions>

#### TRANSPORTATION FEES

1. Full-Time Student - per semester.....	20.00
2. Part-Time Student - per semester.....	20.00

#### EDUCATIONAL EXTENSION FEES (effective Fall 2019)

1. Credit Courses - per semester hour	
a) Regular academic year.....	180.00
b) Summer Session.....	180.00
2. Non-Credit Courses	

\*Rate set on a per-course basis dependent upon

course offered.

SPECIAL FEES	AMOUNT
1. Application Fee.....	No Fee
2. Program Enrollment Fee.....	No Fee
3. Late Registration Fee.....	5.00
4. Late Payment Fee.....	15.00
5. Installment Plan Fee.....	25.00
6. Returned Check Fee.....	25.00
7. CLEP Service Fee.....	15.00
8. Academic Evaluation Fee.....	15.00
9. Portfolio Assessment Fee.....	100.00
10. Replacement of Lost ID.....	10.00

*All tuition and fees subject to change without notice.*

## FOOTNOTES AND EXPLANATIONS

1. Students enrolled in Tuition Fund courses and/or Educational Extension Fund courses carrying 12 semester hours or more in total will be classified as full-time students for general fee purposes.

2. Waivers:

a. Complete a waiver of tuition for a dependent child of a person missing in action or former prisoner of war.

b. See Waiver of Tuition for Veterans, page 26.

c. The application fee and all general fees except Lab and Studio fees shall be waived for any Connecticut resident 62 years of age or older who has been accepted for admission. Tuition shall be waived for any Connecticut resident 62 years of age or older who has been accepted for admission, provided at the end of the regular registration period, there is space available in the course in which the person intends to enroll. The requirements for eligibility under this provision shall include the presentation of appropriate evidence of age.

Tuition may be waived or remitted by the President, or his/her designated appointee, for any in-state student who demonstrates substantial financial need and who is enrolled on a full-time or part-time basis in a degree or certificate program or a pre-college remedial program.

e. Tuition shall be waived for any student attending the Connecticut State Police Academy

who is enrolled in a law enforcement program at the Academy which is offered in coordination with a community college which accredits courses taken in the program. This waiver applies only to courses taken at the Connecticut State Police Academy and not to course work required for a degree taken at the college.

f. Tuition fees of any eligible member of the Connecticut Army or Air National Guard shall be waived. To be eligible for such waiver, a member of the Connecticut Army or Air National Guard must (1) be a resident of Connecticut, (2) present certification by the Adjutant General or his or her designee as a member in good standing of the Guard, and (3) be enrolled or accepted for admission to community college on a full-time or part-time basis in a degree granting program. The tuition waiver shall be reduced by the amount of any educational reimbursement received from an employer.

g. The community college presidents are authorized to waive the student activity fee only for students enrolled in Tuition Fund financed courses offered at off-campus locations.

h. Tuition is waived for any Connecticut resident who is a dependent child or surviving spouse of a specified terrorist victim, as defined in section 1 of Public Act No. 02-126, who was a resident of Connecticut.

## REFUND POLICY

### I. Non-refundable Fees

The college services fee and student activity fee paid by all students registering for tuition courses, or credit extension courses, are non-refundable, except when course sections canceled by the college would result in a change in fees otherwise due.

### II. Tuition Courses

#### *A. REFUND SCHEDULE—GENERAL*

For notice of withdrawal received prior to the first day of college classes for that semester, refund of one hundred percent of total tuition paid 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.

#### *B. REFUND SCHEDULE—ARMED SERVICES*

One hundred percent refund of tuition and fees will be granted to students entering the armed services before earning degree credit in any semester, upon submitting notice in writing of withdrawal accompanied by a certified copy of enlistment papers.

#### *C. SPECIAL FEES*

The following special fees are non-refundable: late registration fee, graduation fee, replacement of lost ID card fee, academic evaluation fee, portfolio assessment fee.

#### *D. STUDENTS COVERED*

For purposes of the refund policy outlined above, an individual is considered a student when he or she has registered and paid, in part or full, either by cash or by obligation, by the first day of class.

#### *E. PUBLICATION OF PAYMENT AND REFUND POLICIES*

All colleges will insert in their college catalogs and brochures the information concerning tuition payment and refunds contained in this policy.

#### *F. SPECIAL WAIVERS*

College presidents are authorized to modify the tuition refund policy for specific students on a case by case basis under the following

extenuating or extraordinary circumstances: severe illness documented by a doctor's certificate; erroneous advisement by the college; and military transfer.

Other extenuating or extraordinary circumstances may also be considered upon written request submitted by a college president to the Board president. Exceptions which should not normally be considered include change in job, normal illness, and poor decision or change of mind by a student.

### III. Extension Account Credit Courses

A student who withdraws by the last business day before the first class meeting of the course(s) is entitled to a full refund of all tuition paid. A request for withdrawal must be received by the president or his/her designee no later than the end of the last regular business day of the college before the first meeting of the course(s).

A student reducing his or her extension account course load will be entitled to a full refund of tuition paid, appropriate to the course(s) dropped, provided the request for refund is received by the president or his/her designee no later than the end of the last regular business day of the college before the first class meeting of the course(s).

No refund will be made after the first class meeting of the course except in cases of serious illness or other extraordinary circumstances, at the discretion of the college president or his/her designee. If a class is canceled, a full refund of extension account course fees will be made.

### IV. Refund Policy for a Complete Withdrawal from Courses for Students Participating in Federal Title IV Student Aid Programs

#### *RETURN OF TITLE IV FUNDS:*

In accordance with Federal regulations, beginning 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. Of the aid to be returned, the school pays the lesser of the Title IV aid disbursed minus (the percentage of Title IV aid earned multiplied by the amount of Title IV aid disbursed or that could have been disbursed) OR the amount of institutional charges multiplied by the percentage of Title IV aid unearned. The student may be responsible for returning a pro-rated percentage of the difference between the total unearned Title IV aid to be returned minus the amount of unearned Title IV aid to be returned by the school. The student is also responsible to repay the institution the amount the institution returned to the Federal Government. Failure of the student to return the amount owed will result in an overpayment, which will block any future financial aid disbursements at any institution until the overpayment is resolved.

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

# FINANCIAL AID

## STUDENT FINANCIAL ASSISTANCE

Asnuntuck Community College makes available to its students a variety of financial assistance programs. The objective of the student financial aid program at ACC is to provide financial aid to those students who, without such assistance, would be unable to pursue their program of study at the College. For this reason, all grant aid awarded by the College is based on financial need. Financial need is determined through the use of a financial need analysis system approved annually by the U.S. Department of Education. Utilizing federal, state, and institutional dollars, the College operates grant, work-study and loan programs in order to cover the student's direct costs (tuition, fees, and books) whenever possible.

1. GRANT PROGRAMS: Grants are gifts of aid to students, which normally would not have to be repaid. However, if a student completely withdraws from classes before the 60% point of the semester, the student may owe a partial repayment for any Title IV funds received and not earned (Federal PELL Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), and Federal Direct Stafford Loans).\* Other available grants include the Governor's Scholarship Program and the Asnuntuck Community College Grant (ACC).

\*For more detailed information, see Refunds/Return of Title IV Funds in the current Program and Course Schedule or contact the Financial Aid Office at 860.253.3030.

2. WORK-STUDY PROGRAM: The College offers opportunities for employment on campus in various departments to eligible financial aid recipients. Jobs include custodians, office assistants, library assistants, and peer tutors, all at competitive pay rates.

3. LOAN PROGRAMS: All loans certified and issued by the College must be repaid. Terms and interest rates vary significantly among the different programs. The College participates in

the Federal Direct Loan Program: Direct Stafford Loans (Subsidized and Unsubsidized), and Direct Parents' Loans for Undergraduate Students (PLUS).

In accordance with Federal regulations, a Student Financial Aid Ombudsman has been appointed. The Ombudsman will work with student loan borrowers to informally resolve loan disputes and problems from an impartial and independent viewpoint. The Ombudsman helps borrowers having problems with Direct Loans, Subsidized and Unsubsidized Stafford Loans, PLUS Loans (for parents) and Consolidation Loans. If your student loan complaint is justified, the Ombudsman will work with you and the office, agency, or company involved in the problem to seek a reasonable and fair solution.

On your behalf, he/she will contact offices within the U.S. Department of Education, private lenders/banks and loan guaranty or servicing agencies. The Ombudsman's Office recommends solutions, but doesn't have the authority to reverse decisions. To contact them, call 877.557.2575, or visit their website at [www.ombudsman.ed.gov](http://www.ombudsman.ed.gov).

## APPLICATION PROCEDURE

Each academic year, all applicants must complete the Free Application for Federal Student Aid (FAFSA) or the renewal FAFSA if you filed last year. Although you may complete a paper FAFSA, FAFSA on the Web is recommended for best results.

Simply log on to [www.asnuntuck.edu](http://www.asnuntuck.edu), click on ADMISSIONS, then select FINANCIAL AID from the list. Click on FINANCIAL AID INSTRUCTIONS & ELECTRONIC FILING and follow the step-by-step instructions. Be sure to list Asnuntuck's Federal Code number (011150) in Step 6. Once your information is processed, it will be sent to us electronically. You will then receive an email from us requesting documents necessary to complete your Financial Aid file.

Financial aid application materials are available from the Student Financial Aid Services Office



during office hours and will also be mailed in response to a telephone or written request. For further information, please call the office at 860.253.3030, email us at:

AS-FinAid@asnuntuck.edu,  
or go to [www.asnuntuck.edu](http://www.asnuntuck.edu).

Click on myCommNet. Enter your NetID and password. Select Student tab. Click on Student Self-Service and select Financial Aid.

## SCHOLARSHIPS

The Asnuntuck Community College Foundation offers a variety of scholarships to students of the College. Guidelines and the Application Form are available at

[www.asnuntuck.edu/about/scholarships](http://www.asnuntuck.edu/about/scholarships) or from the ACC Foundation office at 860.253.3041.

## SATISFACTORY ACADEMIC PROGRESS POLICY FOR STUDENT FINANCIAL AID RECIPIENTS

### PREFACE

In March 2005, the Connecticut Community Colleges approved a uniform academic progress policy for all students receiving financial aid. Recent changes to federal regulations (effective July 1, 2011) have required the Connecticut Community Colleges to make updates to this policy. This updated standard is reflected in the policy statement below and is effective with the Fall 2011 semester. Questions concerning this revised policy should be addressed to the Director of Student Financial Aid Services at Asnuntuck Community College.

### POLICY

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 using a

quantitative and qualitative standard 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, non-credit remedial courses (with appropriate credit equivalency evaluation), and ESL courses will also be included in this assessment. Transfer credits will be counted as both attempted and earned credits in the calculation for determining satisfactory academic progress.

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

Earned Credits	Minimum GPA
<15.99	1.50
≥16.00	2.00

A student's cumulative academic history will be evaluated at the end of each enrollment period and prior to the subsequent term's financial aid disbursement. This policy will be used to evaluate all students, regardless of their enrollment level.

### Repeated/Audit Coursework

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

### Communication

A student will receive notification prior to the start of a period of enrollment via postal mail or email that will describe any changes to the status of his or her academic progress. Updates to

academic progress standing are also available to students through the use of myCommNet online access (<http://my.commnnet.edu>).

#### Maximum Credit Hours

A student may receive financial aid for any attempted credits in his/her program of study that do not exceed 150% of the published length of the student's educational program at the College. For example, 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. The 150% maximum credit hours rule is applicable to students who change majors or who pursue a double major.

#### Financial Aid Warning

Any student who fails to meet the minimum satisfactory academic progress standard will be placed on Financial Aid Warning. The warning period will be the student's next semester or period of enrollment at the College. The College will communicate the Warning status to the student and inform the student that s/he must meet the academic progress standard by the end of the subsequent enrollment period in order to maintain eligibility to participate in the financial aid programs at the College.

#### Termination

Any student who fails to meet the minimum satisfactory academic progress standard at the end of the Warning period will become ineligible for the financial aid programs at the College. The College will communicate the Termination status to the student and inform the student of the available Reinstatement and Appeal Process.

#### Reinstatement Policy

A student's financial aid eligibility will be automatically reinstated at such time as the student meets the minimum satisfactory academic progress standard. Reinstatement to

the financial aid programs may also occur upon a successful appeal by the student (as described below).

#### Appeal Process

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

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

To provide consistency in decision-making, a Financial Aid Administrator will make all appeal decisions in a timely manner after the receipt of the appeal form. The student must: 1) explain the extenuating circumstances causing the non-compliance; 2) substantiate it with third party documentation, (i.e. letter from the doctor who treated the student); and 3) give a detailed explanation of specifically what has changed that will allow satisfactory progress to be demonstrated at the next evaluation.

If the appeal is approved but the student is not mathematically able to return to satisfactory academic progress at the conclusion of the next enrollment period, a Financial Aid Administrator will implement an appropriate academic plan for the upcoming semester with the student. In most cases, the terms of the academic plan will be as follows:

1. Register for a minimum of six (6) credits and successfully complete one hundred percent (100%) of the credits attempted for that semester; and,
2. Successfully complete these courses with a minimum GPA of 2.0.

At the end of the semester, grades will be reviewed. If the student has met the required terms, the student may continue to receive

financial aid the following semester. The student's progress will continue to be monitored at the end of each semester with the same terms in place until the student is in compliance with Asnuntuck's Standards of Satisfactory Academic Progress.

If the student's appeal is denied, the student will receive a letter by email or postal mail. If the student is already registered for the upcoming semester, the student is responsible for any monies owed the college. If the student pays for the next semester and successfully completes his/her classes with grades of a "C" or better, the student may appeal again at the end of that semester.

## STUDENT SERVICES COUNSELING SERVICES

The College's counseling staff offers personal assistance with those concerns that may affect a student's ability to find academic success. Transfer, adjustment, and career counseling as well as academic advising are available to students. It is our goal to offer referral resources and other supportive services, so that greater academic success may be realized.

## PERSONS WITH DISABILITIES

Asnuntuck Community College is committed to providing an equal educational opportunity and full participation for qualified students with disabilities in accordance with the Americans with Disabilities Act of 1990 (ADA) and section 504 of the Rehabilitation Act of 1973. The College strives to provide equality of access through academic adjustments, auxiliary aids and services determined to be appropriate to address those functional limitations of the disability which adversely affect educational opportunity.

The Board of Regents for Higher Education and all of the colleges under its jurisdiction are committed to the goal of achieving equal educational opportunity and full participation for people with disabilities in the community

colleges. To that end, this statement of policy is put forth to reaffirm our commitment to ensure that no qualified person be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination under any program or activity on a community college campus.

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

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

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

## STUDENT DISABILITIES SERVICES

We welcome students with disabilities and seek to provide opportunities for a positive college experience. Notification of a disability, with supporting documentation, should be submitted to the Coordinator of Student Disability Services in order to determine appropriate and reasonable services, academic adjustments and implementation. Individual services are consistent with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act and are provided to each eligible

student. Requests accompanied by appropriate documentation can be submitted at any time. Students with disabilities are encouraged to notify Debbie Kosior, Associate of Student Accessibility/Disability Services, [dkosior@tunxis.edu](mailto:dkosior@tunxis.edu), (860) 773-1526.

## VETERAN EDUCATIONAL BENEFITS

Veterans and Connecticut National Guard members who are eligible for State of Connecticut and/or Veterans Administration Education Benefits must see the Financial Aid Office each semester in order to be certified for their entitlement. Educational assistance is available from the Veterans Administration under the following programs:

- Chapter 30 The Montgomery GI Bill
- Chapter 31 Veterans Vocational Rehabilitation
- Chapter 33 Post 9/11 GI Bill
- Chapter 35 Survivors and Dependents Education
- Chapter 1606 Selected Reserve Program
- Chapter 1607 (REAP) for Reserves and Guard members – activated after 9/11/2001.

For returning active duty, National Guard and Reserve Service members, visit the Department of Veterans Affairs website at [www.gibill.va.gov](http://www.gibill.va.gov) for specific information regarding VA Education Programs. To apply for educational benefits, use the "Apply for Benefits" tab or call the toll-free telephone number 888.442.4551 to reach an Educational Case Manager.

### Connecticut Veterans Tuition Waivers

State statutes provide that tuition at Connecticut public colleges and universities may be waived for:

- any Connecticut resident who is a dependent child or a surviving spouse of a member of the Armed Forces killed in action on or after September 11, 2001 who was a Connecticut resident; and
- state residents who are dependent children of a person whom the Armed Forces has

declared to be either missing in action or a prisoner of war while serving in the Armed Forces after January 1, 1960.

College costs other than tuition - such as for books, student activity and course fees, parking and room and board - are not waived. When applying for admission or registering for courses, bring a copy of your separation paper (Form DD-214). Waivers may be reduced by the amount of education reimbursement you may receive from your employer.

Tuition Waivers are for credit courses during the Spring and Fall semesters ONLY and are not provided for Summer Session, Winter Intersession, or Continuing Education/Credit-Free Courses.

### How to Qualify

To be eligible at a public college or university, veterans must:

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

### Periods of Service

Those who served in the following manner may qualify for benefits:

- Active duty for at least ninety (90) days:
- World War II - December 7, 1941 to December 31, 1946

- Korean Hostilities - June 27, 1950 to January 31, 1955
- Vietnam - February 28, 1961 to July 1, 1975
- Persian Gulf Era (August 2, 1990 - a date to be determined by Presidential proclamation or federal law - Operations Desert Shield and Desert Storm, Enduring Freedom (Afghanistan) and Iraqi Freedom are included in this category).

OR, Engaged in combat or in combat support role in the:

- Lebanon Conflict - July 1, 1958 to November 1, 1958
  - Peace-keeping Mission in Lebanon - September 29, 1982 to March 30, 1984
  - Grenada Invasion - October 25, 1983 to December 15, 1983
- Operation Earnest Will - July 24, 1987 to August 1, 1990
- Panama Invasion - December 20, 1989 to January 31, 1990

## STUDENT SENATE, ACTIVITIES

The following organizations form the basis for student activities at Asnuntuck. Students are encouraged to become active members of these organizations.

## STUDENT SENATE

The Student Senate helps students shape decisions that affect their education and experiences while they develop leadership skills. The mission of the Student Senate is:

"Our goal as the Student Senate is to serve and represent the student body of Asnuntuck Community College. In addition, the Senate promotes good citizenship and harmonious relationships with the college community. The Senate also provides students with opportunities to participate in leadership and college governance."

The Senate helps to promote extracurricular activities, various student groups, seasonal student functions, fundraisers and improvements to the school. We also represent

the student body in assorted committees, including the Curriculum and Standards Committee, The College Council, and the Asnuntuck Community College Foundation.

Members should have the drive to help and represent their fellow students, work together as a team and display the ability to be a leader on and off campus."

Students who are interested in starting a new club should organize a group of at least five additional students interested in the same club. Once the students are organized, they should contact a full-time faculty, staff or administrator about becoming their group advisor. A Club Recognition Form and Budget Request Form will need to be completed and submitted to the Student Senate. For forms and other information, please contact Sherry Paquette at 860.253.1206 or spaquette@asnuntuck.edu.

\*Clubs vary from year to year depending on student interest. Recent clubs have included:

- Business Club
- Gay-Straight Alliance
- Human Services Club
- Origami Club
- Poetry Club
- Society of Medieval Arts and Combat
- Veteran Society
- Criminal Justice Fitness Club
- APAC – Asnuntuck for Prevention & Change
- Men's Basketball Club
- Robotics & Electronics Club
- Volleyball Club
- Non Traditional Students Club
- Art Club
- Student Activities Club

## STUDENT ID CARDS

The Information Center provides photo ID services for the College during its regularly scheduled hours. Students are required to obtain their ID card at the time of admission. Continuing students can obtain an ID verification sticker at the Information Center. ID cards will be needed to use school computers, to

obtain a copy of their schedule, and to attend activities on campus. Students are required to wear their ID cards in a visible location while on campus and present them for identification when requested by a faculty/staff member or security guard. The College will provide a lanyard/clip for students to use to display their ID.

## STUDENT ACTIVITIES

The Student Activities Club coordinates an ongoing schedule of activities for the Asnuntuck community. Committee members choose, plan and promote social activities, parties, concerts, etc. The Activities Committee welcomes participation, new members, and ideas. If you are interested in joining, please contact Sherry Paquette at 860.253.1206 or [spaquette@asnuntuck.edu](mailto:spaquette@asnuntuck.edu).

## PHI THETA KAPPA - HONOR SOCIETY

Phi Theta Kappa is a national honor society for community college students. The society recognizes those students who have achieved academic excellence. Membership provides opportunities for leadership, involvement in college and community service, and stimulation for continuing academic excellence. For more information, contact Michelle Coach at 860.253.3141 or Heather D'Orlando at 860.253.3103.

## SECURITY

ACC Security should be notified immediately of any emergency or of any situation that might jeopardize the safety of persons or property on campus. The Information Center can contact security.

ACC Security CANNOT jumpstart any vehicle, change a tire or provide vehicle unlocking. Contact a towing company.

**Clery Act:** The *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990* (34CFR668.46), also known as the "Clery Act", is a federal law that requires colleges and universities to disclose information about crime on and around their campuses and to provide the institution's policies concerning campus

security. ACC's *Crime Survey Report*, prepared to meet the requirements of this act, can be accessed on the ACC website (<http://www.asnuntuck.edu/about/documents/CleryAct-CrimeStatACC2008.pdf>). A copy of this report is available, upon request, from the Student Services Office.

## PETS

With the exception of guide and assistance dogs, pets are not permitted in college buildings.

## PARKING REGULATIONS

Parking is permitted in designated areas only. Regulations will be posted and strictly enforced. State of Connecticut handicapped parking permits are required in handicapped-designated parking areas.

Parked vehicles presenting a hazard, impeding vehicular or pedestrian traffic, interfering with the operation of emergency vehicles, or in a restricted area will be tagged and towed, without notice, at the owner's expense. Owners are responsible for costs for towing, impounding and storing their vehicles.

### Faculty/Staff Parking:

There is a designated parking lot for Faculty/Staff members' use only. An ACC parking permit is required for these areas and students and visitors are prohibited from parking in this lot. Vehicles with a disability permit can park in handicapped parking spaces in any lot.

## TRAFFIC

All Connecticut motor vehicle laws are applicable on campus property and will be strictly enforced.

## TRAFFIC ACCIDENTS

Any motor vehicle or pedestrian accident, no matter how minor, should be reported to ACC Security. Failing to report an accident that causes physical injury or property damage could result in a charge of evading responsibility (C.G.S. 14-224(b)).

## LOST AND FOUND

Lost and found is located at the Information Center.

## FOOD SERVICE

Arnie's Corner Café is located in the Lobby next to the Student Lounge. Students will find freshly prepared foods for breakfast, lunch and dinner daily. 860.253.3199

Hours:

Monday - Friday:

8:00 a.m. - 1:30 p.m.

Monday - Thursday:

5:00 p.m. - 7:00 p.m.

*\*During Fall and Spring semesters only*

## COLLEGE CANCELLATIONS

When the college closes or cancels classes due to inclement weather conditions or technical difficulties please check the ACC web site at [www.acc.commnet.edu](http://www.acc.commnet.edu), call the ACC information line at 1-800-501-3967 and select option 2 or visit the ACC Facebook page. Announcements may also appear or be heard on:

RADIO STATIONS	TV STATIONS
WACC FM - 107.7 (ENFIELD)	CTI - FOX CT WFSB - TV 3 WGGB - ABC 40 WVIT - NBC 30 WWLP - TV 22

myCommNet Alert is a notification system that delivers critical information to students, faculty and staff of the Connecticut Community Colleges in the event of an emergency.

**Enrollment in myCommNet Alert is free and voluntary.** If you do not enroll in the system, you will not receive emergency alert messages through this system. Enrollment is strongly recommended. Enrollment is easy and takes only a few minutes. myCommNet Alert is powered through MIR3, a worldwide provider of emergency notification systems. The contact information you provide will only be used for this system. Contact information will not be shared for any commercial purposes. myCommNet Alert will only be used for emergency notifications, testing and maintenance of the system. Tests are expected to be conducted once a year. You will not

receive spam through the myCommNet Alert system.

## DIRECTIONS TO THE COLLEGE

From the North: Take 91S to exit 48. Turn left onto CT-220/Elm Street. Turn right at the sixth stop light.

From the South: Take 91N to exit 48. Turn right onto CT-220/Elm Street. Turn right at the sixth stop light.

## MINORS ON CAMPUS

Minors on campus **MUST** be accompanied by a parent/guardian at all times.

## Affirmative Action/Equal Opportunity

Asnuntuck Community College adheres to the principles of affirmative action/equal opportunity in admission and employment. The College does not discriminate against any individual on the grounds of race, color, religious creed, sex, age, national origin, ancestry, mental status, mental retardation, learning disability, physical disability, sexual orientation, political beliefs, veteran status, or prior conviction of a crime, unless the provisions of sec. 46a-80(8) of the Connecticut general statutes are controlling.

## Veterans' O.A.S.I.S. Center

The Veterans' O.A.S.I.S. (Operation Academic Support for Incoming Service Members) Center is for use by ACC veteran students for a multitude of reasons including: studying, socializing and talking with other veterans.

## CHILDREN'S READING ROOM/CO-OP CHILD CARE

The Children's Reading Room is a cooperative childcare service offered to registered students, staff & faculty at Asnuntuck Community College. Established in 1974 by the Director of the

Women's Center, the Children's Reading Room remains a unique service exclusive to Asnuntuck.

The Children's Reading Room functions on a Cooperative Basis. Each parent is required to volunteer two hours per week regardless of how much time they utilize the service for their child during the week.

Parents can leave their child while they attend classes, do research, computer work, study, do homework, or any other educational needs while on campus. The Children's Reading Room is funded by the Student Government, which is the reason we can offer this "priceless" service for free.

Children registered for the Reading Room are exposed to many developmental and age appropriate activities. In a safe, creative and encouraging environment the children develop their social, motor and literacy skills, which help in their daily lives and educational development.

Child Requirements:

The Children's Reading Room is open to children 3 years and older. All children must be pre-registered with proof of immunization and birth certificate required.

For more information or to register your child contact 860.253.3040.

## ADMISSIONS

### POLICIES ON STUDENT ADMISSION

Applicants for admission should present evidence of graduation from an approved secondary school or should have been awarded a state high school diploma or its equivalent (GED), or be qualified under the provision of Board Policy 5.15 for Home

Schooled Students (see below). The College may also grant special waivers to applicants who demonstrate the ability and maturity to perform academically at the college level. Notwithstanding the foregoing, whenever in the judgment of the college president, the admission, readmission or registration for any course, whether credit or non-credit, of any person as a student would constitute an unreasonable threat to the safety of the people, the security of property or the integrity of academic processes or functions of the college, such person may be denied admission or readmission to the College or registration for the course.

Applications should be forwarded to the Admissions Office of the College. Students may be admitted to the College on a full- or part-time basis.

#### *HOME SCHOOLED STUDENTS:*

1. A home-schooled student is defined, for purposes of this policy, as someone who has completed a secondary school education in a home school setting that is treated as a home school or private school under state law, or who is in the process of doing so.
2. Home-schooled students who wish to attend a community college and pursue a degree or certificate must meet the same admission requirements as any other applicant, except for providing evidence of graduation from a secondary school or obtaining a state equivalency diploma. This includes, but is not necessarily limited to, completing an application, paying admission fees, submitting evidence of inoculation against measles, mumps, rubella and varicella, taking placement tests, etc.



Home-schooled applicants may also submit a copy of a transcript from any secondary school attended, whether or not they may have graduated there from, or a copy of a federal or state equivalency diploma, or a summary of the secondary program of study they pursued, and a certificate of successful completion thereof, signed by the parent or other provider of the home-schooling.

- a. Home-schooled applicants may be required to submit transcripts, or records of study, if such are required for other applicants.
3. Home-schooled applicants who wish to enroll at a community college, but not pursue a degree or certificate, shall be treated as any other non-matriculated student at the college.
4. Home-schooled applicants may, at the discretion of the college to which they are applying, be required to have an in-person interview with the college's director of admissions, or such other officer as the college may direct, to assess the applicant's ability to benefit from the program of study.
5. Each college shall develop such procedures, forms, and other materials as may be necessary to manage this policy.
6. Each college shall also establish an appeals process, with appeals going to a designated dean, who may, in special circumstances, waive the requirements of the policy.
7. If and when the State of Connecticut enacts laws or issues policies regarding home schooled students or their admission to public colleges, this policy will be revised and reissued, as may be necessary, to ensure compliance therewith.

(Adopted April 18, 2005)

#### ***ADVANCED PLACEMENT HIGH SCHOOL STUDENTS:***

Community Colleges are authorized to accept for advanced placement high school students who demonstrate sufficient scholastic ability and who are approved by the high school principal or his or her designated representative, with the understanding that no additional general fund class sections will be created to accommodate them except as approved by the board.

(Adopted June 25, 1973; amended March 15, 1982)

## **HOW TO APPLY**

### **DEGREE OR CERTIFICATE STUDENTS**

Students applying for a degree or certificate program must:

- Complete the Admissions Application form along with a one time, non-refundable \$20.00\* application fee. The application is available through the College Admissions Office at 170 Elm St., Enfield, CT 06082, or from guidance counselors at all local high schools, or online at [www.asnuntuck.edu](http://www.asnuntuck.edu).
- Submit official transcripts from an approved high school or the official copy of the GED (General Education Development).
- Take the Basic Skills Assessment. New students should call the College Information Center (860.253.3012) and register for a test date. Results of this test will be used for placement

recommendation for college level courses in English and Mathematics.

- Submit proof of immunization for measles, mumps, rubella and varicella.

## NON-DEGREE STUDENTS

Non-degree students are those who are taking credit courses but are not working towards a degree or certificate at Asnuntuck Community College. Persons applying as non-degree students may complete the Admission Application form before or during published registration times. A one time, non-refundable \$20.00\* application fee must accompany the completed application form.

Applicants admitted as non-degree students may subsequently choose to become degree or certificate program seeking students. You are encouraged to speak with a college advisor to facilitate this process. Non-degree students are not eligible to receive financial aid or veterans benefits. *Non-degree students are not permitted to register for a full-time course load (12 credits or more).*

\*The \$20.00 non-refundable application fee will be waived for those students who have previously applied and paid an application fee at any other Connecticut Community College.

## TRANSFER STUDENTS

Students wishing to transfer to Asnuntuck Community College from other colleges are considered for admission upon completing the requirements listed above for degree and certificate students. Upon receipt of official transcripts from previous college(s) attended

and the submission of an Application for Transfer Credit (available from the Admissions Office), courses will be evaluated for transfer credit for those students who have been admitted to degree or certificate programs. (Detailed information on credit by transfer can be found in the "Transfer to Asnuntuck" section of this catalog.)

It is the applicant's responsibility to request official transcripts from all previous colleges attended.

## FORMER STUDENTS AND RE-ADMISSION

Students who have previously enrolled in a degree or certificate program of study at ACC, but have not attended the College for two or more years, must submit a re-admission form (available in the Admissions Office). Readmitted students must follow the program requirements of the catalog in effect when they are readmitted.

## PLACEMENT ASSESSMENT

Asnuntuck Community College assesses the basic skill level of students in order to provide them with a solid foundation in reading, writing, and mathematics. To that end, the College requires all students to take the assessment as part of the initial enrollment process at the College. This program (mandated by the Board of Governors for Higher Education and the Connecticut State Colleges and Universities Board of Regents for Higher Education) is in place to ensure our students are given the best opportunity for success in their academic endeavors at Asnuntuck Community College and beyond.

## PLACEMENT WAIVERS

1. Students who have an associate's degree or higher are exempted from assessment testing upon presentation of appropriate documentation, i.e., transcripts or degree showing they have met the specified prerequisite.
2. Students who have either an SAT Writing or Critical Reading score of 450 or higher will be placed in ENG\* 101: Composition. An SAT Mathematics score of 400 or higher will place you in MAT\* 095: Elementary Algebra Foundations. This math course is not used for credit towards a degree program. If you feel you should be placed in a higher level of mathematics, we would encourage you to take the mathematics portion of the Placement Assessment.
3. Students who have either an ACT English score of 21 or higher, or a composite score of 47 or higher on the ACT English and Reading portions will place into ENG\* 101: Composition. Students who have an ACT Math score of 18-21 will place into MAT\* 137: Intermediate Algebra.
4. Students who self-select to take an Intro. To College English or Prealgebra & Elementary Algebra course will still be encouraged to take the Accuplacer to ensure proper placement.

Any student who has a physical or learning disability, or other limitation that may require special assistance and/ or facilities for testing, is encouraged to contact the Coordinator of Disability Services at 860.253.3021.

Students may sign up for an assessment appointment at the Admissions Office or by calling 860.253.3010.

## IMMUNIZATION REQUIREMENTS

For students born after December 31, 1956, Connecticut State Law requires that all full-time (degree-seeking and non-degree/non-matriculating) and part-time matriculating students enrolled in postsecondary schools be adequately protected against measles, mumps, rubella and varicella. Proof includes such documentation as a physician-signed Immunization Form (available in the ACC Admissions Office), a medical record, a physician's statement, or elementary or secondary school health record. Students must have documentation of two (2) doses of each vaccine administered before they will be permitted to register.

The first dose must be given on or after the first birth-day and the second at least one (1) month later to insure adequate immunization. Exemptions will be granted only (1) for medical reasons, confirmed by a physician's statement; (2) if you have had measles, mumps, rubella and/or chicken pox and have a physician's or health department certificate stating so (ie. Titer Test results); or (3) if your religious beliefs do not allow you to be vaccinated and you sign a statement to that effect. If you claim a religious or medical exemption and there is an outbreak of measles, mumps, rubella or chicken pox on campus, you may be excluded from college activities, including classes and exams.

## **SPECIAL COOPERATIVE PROGRAMS**

### **New England Regional Student Program**

The Board of Regents adopts the following recommendations of the New England Board of Higher Education (NEBHE) for reciprocity among the New England states through the New England regional student program, with the reservation that priorities go to Connecticut students in the event of budget and/or space limitations.

Nonresident students whose traveling time would be less if attending a Connecticut community college than if attending a similar in-state institution are permitted to attend the Connecticut institution at the NEBHE tuition rate, which is 50 percent above the resident tuition rate, pursuant to section 10a-67 of the general statutes, as amended. Nonresident students who wish to enroll in a Connecticut community college degree program that does not exist in their home states are permitted to enroll in such program at the NEBHE tuition rate. NEBHE students must be enrolled in a degree program.

## **HIGH SCHOOL PARTNERSHIP PROGRAM**

Developed by the Connecticut State Colleges and Universities Board of Regents for Higher Education, this program provides the opportunity for a junior or senior to experience college while still in high school.

For students to participate, their high school must have a partnership contract signed and on file with the College.

Currently school systems in East Granby, East Windsor, Ellington, Enfield, Granby, Somers, Stafford Springs, Suffield, and Windsor Locks have contractual agreements with Asnuntuck Community College.

Tuition and fees for students in this program are paid for by the Board of Regents and apply toward General Fund (fall and spring semester) credit classes. Admission guidelines are as follows:

- Juniors and seniors who apply must have a minimum scholastic average of 80 percent.
- Participation in all college courses is on a space-available basis.
- Participating students will be responsible for the cost of books and transportation.
- Subject to the limitation on the number of high school students who may be admitted to the program based on resources available to the community colleges as a whole, the College and the school district should agree upon the total number of participating students prior to the beginning of each semester.

Transfer of these courses to other colleges is evaluated in the same manner as any other college credit transfer. For more information, contact the Admissions Office at 860.253.3010.

## **COLLEGE CAREER PATHWAYS**

College Career Pathways credit from Asnuntuck Community College is available to high school sophomores, juniors and seniors in 11 area schools. College Career Pathways, a federally funded program, allows students to earn up to 13 FREE college credits by taking classes at their high school that have been approved through Asnuntuck Community College. Students apply for

College Career Pathways at their high school and can enroll in three core areas, including, math, science and a career-related area (e.g. accounting, early childhood development, digital photography, business, etc.). Students are able to apply the credits they have earned toward a degree or certificate program at Asnuntuck Community College or transfer them to another college or university.\* Applications must be submitted at the high school. See high school guidance office for specific dates. For additional information, please contact Julie Cotnoir, College Career Pathways Coordinator, at 860.253.3019. Visit us on the Web at [www.asnuntuck.edu/admissions/college-career-pathways](http://www.asnuntuck.edu/admissions/college-career-pathways).

\* Most colleges accept incoming community college credit. The final decision is dependent on the accepting college's transfer policy.

## COLLEGE CONNECTIONS

Asnuntuck Community College has established a series of technology programs designed to provide high school juniors and seniors with opportunities to consider career paths in manufacturing.

Through the College Connections program, students from local high schools can participate in a series of courses in electronics, machine, and welding technologies and related subject matter and can earn both high school and college credit.

The program provides basic and advanced technology education directed specifically at the needs of the school population and the requirements of the employer community in North Central Connecticut.

The College Connections coursework involves both classroom and manufacturing

lab settings and includes regularly scheduled exams and independent assignments. The classes are conducted at Asnuntuck Community College during the regular school day. College credits earned through the College Connections program can be used towards **Manufacturing Technology** certificate and degree programs at Asnuntuck.

The program offers the unique opportunity for high school junior and senior students to gain high school and college credit as well as the ability to establish long-term manufacturing technology competencies and an appreciation for continuous learning and improvement.

## CROSS-REGISTRATION PRIVILEGE

A cross-registration privilege exists for students who register for General Fund courses at multiple colleges within the state system of higher education. A student who has proof of payment for the maximum full-time tuition at their "home" institution is exempt from further charges at a state university, the University of Connecticut or another community college. A student who has paid the tuition and fees of a part-time student at their "home" institution and registers for additional courses at another college shall not exceed the amount charged for a full-time student, if the student's combined registration at both institutions would classify him or her as a full-time student. If you are a financial aid recipient and you are attending another higher education institution at the same time, please see the Financial Aid Office. This exchange privilege is offered on a space-available basis only. Connecticut community college

students can register any time during in-person registration. All students interested in this special cross-registration plan should contact the Registrar's Office at 860.253.3015.

## ACADEMIC DEPARTMENTS AND SUPPORT

The Asnuntuck Community College faculty are committed to their disciplines, and committed to the community college student. Our faculty hold advanced degrees in their disciplines, and many are actively involved in publishing, community projects, research and consulting work for the betterment of the community at large. The faculty are organized under a four Academic Department structure: Science, Technology, Engineering, Art & Mathematics (STEAM); Liberal Arts; Careers and Advanced Manufacturing Technology. These Academic Departments are chaired by Michael Demers, Frederic Stefanowicz, Carol LaLiberte and Mary Bidwell, respectively. The chart below represents the full-time faculty assigned to each Academic Department:

### DEPARTMENT OF SCIENCE, TECHNOLOGY, ENGINEERING, ART & MATHEMATICS (STEAM)

James Chadic	Eric Mosher
Amely Cross	MaryBeth Rajczewski
Tawana Jewell	Cheryl Turgeon
Arben Zeqiraj	

### DEPARTMENT OF LIBERAL ARTS

Joseph Berenguel	Joe Finckel
Laurie Chancey	Michaela Mullarkey
Heather D'Orlando	John Sheirer
Jean Egan	Marilynn Turner
Elle Van Dermark	

### DEPARTMENT OF CAREERS

Robert Brown	Brian Kenny
Heidi Fitzgerald	Nick Lefakis
Michele Howard-Swan	Kobie Stewart
Sam Irizarry	Jim Wilkinson

### DEPARTMENT OF ADVANCED MANUFACTURING TECHNOLOGY

Muhammed Awais	Stan Kochanek
Mike Lombardi	Bob Vaida

Academic support is provided by the Academic Skills Center, the Library (inclusive of the Library and Media Services) and the Educational Technology Center. The Centers offer tutorial supports, informational literacy education, and training and access to the many different technology and media that enhance learning. The College has ample on-campus computer facilities, updated science labs, and the latest in teaching technology and distance learning opportunities.

Asnuntuck is the only community college of the Connecticut College System with its own radio station, WACC-107.7 FM. Students enjoy the experiential learning opportunities involved in creating and presenting on-air programming.

Asnuntuck Community College's eight foundational *Learning Competencies* provide the educational standards for a graduate of Asnuntuck. They are:

- (1) Critical/analytical thinking
- (2) Quantitative reasoning
- (3) Technological literacy
- (4) Information literacy
- (5) Communication (both written and oral)
- (6) Understanding of the values of responsible citizenship
- (7) Appreciation of other cultures
- (8) Knowledge of the methods and goals of inquiry in the arts, humanities, social sciences, and natural and physical sciences

## LIBRARY

The Library supports teaching and learning at ACC by providing access to print, multimedia, and online resources. Through interlibrary loan services, the Library provides access to materials from academic and public libraries throughout the state and beyond. The Library maintains a small collection of textbooks and other materials that faculty have donated to help support classroom instruction.

The Library also offers access to a variety of online academic databases, including magazine and journal articles, newspapers, electronic books, and films. These e-resources are available to students both on campus and remotely through myCommNet.

The Library staff provides a full range of services to support student learning, including: research assistance (in person and online), information literacy instruction (individual and classroom), interdepartmental outreach, and adaptive technological support.

The Library has comfortable seating, individual and group study tables, a group workstation, computers, and a magazine and newspaper reading area. The Homework Lab, equipped with PCs, Macs, and a scanner, is located on the south wall. The Academic Skills Center will be located in the Library beginning fall 2016.

## ACADEMIC TUTORING CENTER

The Academic Skills Center helps Asnuntuck students achieve their educational goals through a variety of services including one-on-one and small group tutoring, online tutoring, and computer-assisted instruction. Traditional and online tutoring is available in mathematics and statistics, accounting, English/writing, computer information systems, and science. Registered students are welcome to use the computers with printing capability in the Academic Skills Center.

The Academic Skills Center is located in Room 119 (inside the Library) and is open six days a week for tutoring and computer use. For further information, call 860.253.3164 or 860.253.3175.

## TEACHING AND LEARNING CENTER

The Teaching and Learning Center offers a communal space that promotes a culture of excellence in teaching and learning by

facilitating professional development activities. The goal of the center is to enhance teaching techniques, promote best practices, and support innovation to accommodate current and evolving pedagogies. The center is located in Room 113 and also houses the office of the Director of Educational Technology.

## COMPUTER LABS

Asnuntuck Community College maintains modern computing facilities equipped with the latest hardware and software in support of instructional programs, students, faculty, staff and administration. The College's instructional computing facilities, which include several full service labs and other labs that support specific programs, are networked using the latest network hardware and software. Students, faculty, staff and administrators are able to access the Internet through the campus network. A Homework Lab is located in the Library and a mini-lab is located in the Academic Skills Center.

## RADIO STATION (WACC)

107.7 FM, WACC began broadcasting in January 2003 with 100 watts. The station reaches all of Enfield and surrounding communities. Students, faculty and staff all have the opportunity to participate in the operation of WACC. WACC operates 24 hours a day through an "automation system" (technology used at professional radio stations throughout the country). This allows students to produce their shows in advance and broadcast them at any time of the day or night.

WACC has state-of-the-art digital audio production facilities. Over a dozen networked workstations allow students to produce public service announcements, sweepers, radio ID's and other materials for on-air broadcast and class projects. For more information, visit <http://www.asnuntuck.edu/Asnuntuckradio>.

### *WACC RADIO STATION MISSION STATEMENT*

WACC, 107.7 FM, is a noncommercial radio station providing educational, informational, and

entertainment programming for Asnuntuck Community College and its surrounding communities and beyond on the Internet. The station's primary purpose is to serve as a communications lab, engaging students and volunteers in audio production, programming, and distribution for listeners in the College's service area.

## BOOKSTORE

The bookstore is open throughout the year to provide textbooks, reference materials, software at educational discount prices and course supplies. Also available are college imprinted clothing and gifts, and snacks. Text buy-back services and special ordering are done daily. Phone: 860.253.3186, Fax: 860.741.6797

# RULES & REGULATIONS

## I. STUDENT CODE OF CONDUCT

### Preamble

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

CSCU has certain self-defined institutional values. Principal among these values is respect for the safety, dignity, rights, and individuality of each member of the CSCU Community. The opportunity to live, study, and work in an institution which values diverse intellectual and cultural perspectives

and encourages discussion and debate about competing ideas in an atmosphere of civility is a basic component of quality higher education.

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

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

### Introduction

This Student Code of Conduct (hereinafter the "Student Code" or "Code") is intended to present a clear statement of student rights and responsibilities established by the Board of Regents for Higher Education. The BOR has charged the President of the Board of Regents for Higher Education with developing procedures to protect those rights and to address the abdication of responsibilities in collaboration with the four State



Universities, the twelve Community Colleges and Charter Oak State College. The Student Code describes the types of acts that are not acceptable in an academic community.

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

#### Part A: Definitions

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

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

- Northwestern Connecticut Community College, Norwalk Community College, Quinebaug Valley Community College, Three Rivers Community College, Tunxis Community College, and Charter Oak State College.
8. "CSCU Affiliates" means individuals and/or entities with whom or with which the College or University has a contractual relationship.
  9. "CSCU Official" means any person employed by the College or University to perform assigned administrative, instructional, or professional responsibilities.
  10. "CSCU Premises" means all land, buildings, facilities, and other property in the possession of, or owned, used, and/or controlled by, the University or College, either solely or in conjunction with another entity.
  11. "Disciplinary Officer" or "Conduct Administrator" means a University, College or CSCU official who is authorized to determine the appropriate resolution of an alleged violation of the Code, and/or to impose sanctions or affect other remedies as appropriate. Subject to the provisions of this Code, a disciplinary officer or conduct administrator is vested with the authority to, among other duties: investigate a complaint of an alleged violation of the Code, decline to pursue a complaint, refer identified disputants to mediation or other appropriate avenues of resolution, establish charges against a student, enter into an administrative agreement developed with an Accused Student in accordance with Section II-B-3 of this Code, advise a Hearing Body, and present the case before the Hearing Body.
  12. "Hearing Body" or "Hearing Panel" means any person or persons authorized by the University Vice President for Student Affairs, Community College Dean of Students or Charter Oak State College Provost to determine whether a student has violated the Code and to impose sanctions as warranted, including a hearing officer or hearing board. "Institution" means the University or College within CSCU.
  13. "Instructor" means any faculty member, teaching assistant or any other person authorized by the University to provide educational services, including, but not limited to, teaching, research, and academic advising.
  14. "Member of the CSCU Community" means any person who is a student, an official or any other person who works for CSCU, either directly or indirectly (e.g., for a private enterprise doing business on a CSCU campus).
  15. "Policy" means the written regulations, standards, and student conduct expectations adopted by the BOR and found in, but not limited to, the Student Handbook, the Residence Life Handbook, the housing contract, the graduate and undergraduate catalogs, and other publicized University and College notices.
  16. "Prohibited Conduct" means the conduct prohibited by this Code, as more particularly described in Part I-D of this Code.
  17. "Reporting Party" means any person who alleges that a student has violated this Code.
  18. "Student" means either (1) any person admitted, registered, enrolled or

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

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

## Part B: Application, Distribution, and Administration of the Student Code of Conduct

1. Application of the Student Code: The Student Code shall apply to the four Connecticut State Universities, the twelve Community Colleges, and the online college: Central Connecticut State University, Eastern Connecticut State University, Southern Connecticut State University, Western Connecticut State University; Asnuntuck Community College, Capital Community College, Gateway Community College, Housatonic Community College, Manchester Community College, Middlesex Community College, Naugatuck Valley Community College, Northwestern Connecticut Community College, Norwalk Community College, Quinebaug Valley Community College, Three Rivers Community College, Tunxis Community College, and Charter Oak State College. An alleged violation of the Student Code shall be addressed in accordance with the Code of Conduct, even if the accused Student has withdrawn from the Institution prior to the completion of the disciplinary procedures.

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

Organization accountable for their individual acts committed in the context of or in association with the organization's alleged violation of this Code.

2. **Distribution of the Student Code:** The Student Code shall be made readily available electronically and/ or in a printed publication to students, faculty and staff. The office responsible for Student Affairs will annually distribute and make available to students, faculty and staff, electronically and/or in a printed publication, any revisions to the Code.
3. **Administration of the Student Code:** A University's and Charter Oak State College's Provost or a Community College's Dean of Students shall be the person designated by the institution President to be responsible for the administration of the Academic Misconduct portion of the Student Code. A University's Vice President for Student Affairs, a Community College's Dean of Students, or Charter Oak State College's Provost shall be the person designated by the institution President to be responsible for the administration of the Non-Academic Misconduct portion of the Student Code.

### **Part C: Scope of Authority**

A Student who is found responsible for engaging in conduct that violates the Student Code on any CSCU campus or on property controlled by the BOR or by any CSCU Affiliate or any CSCU sponsored function or event shall be subject to the sanctions described in this Code. The

Student Code of Conduct also applies to on-line activities, where applicable. Students who attempt to engage in conduct that violates this Code, who knowingly encourage, aid or assist another person in engaging in such conduct, or who agree with another person, explicitly or otherwise, to engage in such conduct, may also be subject to disciplinary action.

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

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

institution has the right to impose the sanctions of this Code even though the conduct does not impair institution-related activities of another member of the university or college community and does not create a risk of harm to the college or university community. The decision to exercise this right will be in the sole discretion of the President of the impacted institution or his/her designee.

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

#### **Part D: Prohibited Conduct**

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

1. Academic misconduct, which includes, but is not limited to, plagiarism and all forms of cheating.
  - Plagiarism is defined as the submission of work by a student for academic credit as one's own work of authorship which contains work of another author without appropriate attribution.
  - Cheating includes, but is not limited to:
    - (i) use of any unauthorized assistance in

taking quizzes, tests or examinations; (ii) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments; (iii) the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff; and (iv) engaging in any other behavior specifically prohibited by a faculty member in the course syllabus.

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

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

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

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

A person who initially consents to sexual activity shall be deemed not to

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

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

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

- Prostituting another person;
- Non-consensual visual (e.g., video, photograph) or audio-recording of sexual activity;
- Non-consensual distribution of photos, other images, or information of an individual's sexual activity, intimate body parts, or nakedness, with the intent to or having the effect of embarrassing an individual who is the subject of such images or information;

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

- The contact causes the other person reasonable apprehension of imminent physical harm or the contacting person knows or should know that the contact causes substantial impairment of the other person's ability to perform the activities of daily life.

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

10. Harassment, which is defined as conduct which is abusive or which interferes with a person's pursuit of his or her customary or usual affairs, including, but not limited to, such conduct when directed toward an individual or group because of race, ethnicity, ancestry, national origin, religion, gender, sexual orientation or expression, age, physical attribute, or physical or mental disability or disorder, including learning disabilities and mental retardation.
11. Conduct that is disorderly, lewd or indecent (including, but not limited to, public nudity and sexual activity in areas generally open to members of the campus community), breach of peace or aiding, abetting or procuring another person to breach the peace on CSCU premises or at functions sponsored by, or affiliated with the University or College.
12. Behavior or activity which endangers the health, safety, or well-being of oneself or others.
13. Offensive or disorderly conduct which causes interference, annoyance or alarm or

recklessly creates a risk thereof at CSCU or CSCU premises, CSCU web or social media sites, at a CSCU-sponsored activity or in college or university courses, including cyber bullying. This offense does not apply to speech or other forms of constitutionally protected expression.

14. Unauthorized possession, duplication or use of keys (including, but not limited to, card access, card keys, fobs, etc.) to any CSCU premises or forcible and/or unauthorized entry on or into CSCU premises.
15. Starting fires, causing explosions, falsely reporting the presence of fire, bombs, incendiary or explosive devices, or falsely reporting an emergency.
16. Unauthorized or improper possession, use, removal, tampering or disabling of fire and/or safety equipment and warning devices, failure to follow standard fire and/or emergency safety procedures, or interference with firefighting or emergency response equipment or personnel.
17. Use, possession, purchase, sale or distribution of alcoholic beverages, except as expressly permitted by law and CSCU regulations. Alcoholic beverages may not, under any circumstances, be used by, possessed by, or distributed to any person under twenty-one (21) years of age.
18. Use, possession, purchase, sale, distribution or manufacturing of narcotics, controlled substances and/or drugs, including, but not limited to, marijuana and heroin, or drug paraphernalia, except as expressly permitted by law.
19. Use, possession or distribution of firearms, ammunition for firearms, other weapons or dangerous



- instruments, facsimiles of weapons or firearms, fireworks, explosives or dangerous chemicals. A dangerous instrument is any instrument, article or substance that, under the circumstances in which it is being utilized, is capable of causing death or serious physical injury. The possession of a deadly weapon or dangerous instrument on campus is strictly prohibited, even if such item is legally owned.
20. Gambling, including, but not limited to, promoting, wagering, receiving monies for wagering or gambling for money or property on CSCU premises.
  21. Disruption or obstruction of any College or University function, activity or event, whether it occurs on or off the campus, or of any non-University or College function, activity or event which is authorized by the institution to occur on its premises.
  22. Intentional obstruction of the free flow of pedestrian or vehicular traffic on CSCU premises or at University or College-sponsored or supervised functions or interference with entry into or exit from CSCU premises or with the free movement of any person.
  23. Failure to comply with the directions of CSCU officials or law enforcement officers acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
  24. Conduct that violates published BOR/CSCU policies, rules, and regulations, including, but not limited to, residence hall rules and regulations.
  25. Conduct prohibited by any federal, state, and/or local law, regulation or ordinance.
  26. Unauthorized use of CSCU property or the property of members of the CSCU Community or of CSCU Affiliates.
  27. Theft, unauthorized use, or abuse of University or College computers and/or peripheral systems and networks, including, but not limited to:
    - a. Unauthorized access to CSCU computer programs or files;
    - b. Unauthorized alteration, transfer or duplication of CSCU computer programs or files;
    - c. Unauthorized use of another individual's identification and/or password;
    - d. Deliberate disruption of the operation of CSCU computer systems and networks;
    - e. Use of the institution's computing facilities and resources in violation of copyright laws (including unauthorized peer-to-peer file sharing of copyrighted material, including, but not limited to, copyrighted music, movies, and software);
    - f. Use of computing facilities and resources to send obscene messages (which are defined as messages which appeal mainly to a prurient, shameful or morbid interest in nudity, sex, excretion, sadism or masochism, go well beyond customary limits of candor in describing or representing such matters, and are utterly without redeeming social value); and
    - g. Violation of the BOR Policy Statement on Acceptable and responsible use of Information Technology resources and/or any

applicable BOR computer use policy.

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

- i. Influencing or attempting to influence another person to commit an abuse of the disciplinary system.

#### **Part E: Hearing Procedures for Sexual Misconduct, Sexual Intimate Partner, and Domestic Violence Cases**

The Title IX Coordinator can assist in explaining the student conduct process. In addition to disciplinary procedures applicable to Community College students in Section III, for any hearing conducted involving allegations of sexual misconduct, the accuser and the accused student shall each have the following rights:

1. At any meeting or proceeding, both the reported victim and accused student may be accompanied by an advisor or support person of the student's choice provided the advisor or support person does not cause a scheduled meeting or hearing to be delayed or postponed and provided an advisor or support person may not directly address the Hearing Body, question witnesses, or otherwise actively participate in the hearing process (or other proceeding or pertaining to a report of sexual misconduct);
2. The reported victim of sexual misconduct is entitled to request that an investigation or disciplinary proceedings begin promptly;
3. Any hearing regarding an accusation of sexual misconduct shall
  - (i) be fair, prompt and impartial;
  - (ii) be conducted by a Hearing Body annually trained in issues relating to sexual misconduct
  - (iii) use the preponderance of evidence (more likely than not) standard;
  - (iv) shall allow both the accused student and reported victim the

opportunity to present evidence and witnesses on their behalf during any disciplinary proceeding; and (v) shall provide both the accused student and the reported victim with equal access to any information that will be used during meetings and hearings; and (vi) invoke the standard of "affirmative consent" in determining whether consent to engage in sexual activity was given by all persons who engaged in sexual activity.

4. In accordance with the Family Educational Rights and Privacy Act (FERPA), the accused student and the reported victim have the right to keep their identities confidential;
5. Any reported victim shall be provided written notice of the decision of the Hearing Body at the same time as the accused student, normally within one (1) business day after the conclusion of the Hearing. In accordance with the Family Educational Rights and Privacy Act (FERPA) the notice to any reported victim of sexual misconduct shall contain only the following: the name of the accused student, the violation committed, if any, and any sanction imposed against the accused student.
6. The reported victim shall have the same right to request a review of the decision of the Hearing Body (appeal rights) in the same manner and on the same basis as shall the accused student; however, if a request for review by a reported victim is determined to be properly made and if the review determines there is sufficient grounds for altering the decision of the Hearing Body, among the other actions that may be taken as set forth above, the sanction of the hearing may also be increased.

Notwithstanding the foregoing, in any hearing pertaining to sexual misconduct both the reported victim and the accused student are entitled to be simultaneously provided notice of any change in the results of the hearing prior to the time when the results become final as well as to be notified when such results become final.

The standard of "Affirmative Consent" is set forth in the BOR Sexual Misconduct Reporting, Support Services and Processes Policy and is incorporated herein by reference.

#### **Part F: Conduct and Disciplinary Records**

The written decision resulting from an administrative conference or a hearing under this Code shall become part of the student's educational record and shall be subject to the provisions of the Family Educational Rights and Privacy Act (FERPA). A student's disciplinary record shall be maintained separately from any other academic or official file maintained by the institution. Disciplinary records will be maintained for a period of five (5) years from the date of the incident, except that the sanction of expulsion shall be noted permanently.

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

other college or university, and may interfere with his/her selection for employment.

#### **Part G: Interpretation and Revision**

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

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

## **II. CONDUCT AND DISCIPLINARY PROCEDURES APPLICABLE TO COMMUNITY COLLEGE STUDENTS**

Procedures for Community College students differ from those procedures applicable to either the Universities or Charter Oak State College. This is due to the environmental, cultural and administrative differences within the types of the institutions comprising CSCU. Procedures for addressing allegations and sanctions regarding academic misconduct (as defined in Section I.D.1 above) for Community College Students as set forth in this Section III of the Code.

#### **Part A: Disciplinary Procedures**

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

1. Information that a student may have violated the Code should be submitted to the Dean of Students, Dean of Academic Affairs or other designee of the President (hereinafter referred to as "the Dean"), normally within thirty (30) calendar days of the date of a possible violation or within thirty (30) calendar days of the date that the facts constituting a possible violation were known.
2. Upon receipt of information relating to a possible violation, the Dean may immediately place restrictions on or suspend a student on an interim basis if, in the judgment of the Dean, the continued presence of the student at the College or continued participation in the full range of college activities poses a danger to persons or property or constitutes an ongoing threat of disrupting the academic process.
  - 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) calendar days from the date the interim suspension was imposed. The decision of the Dean regarding an interim suspension shall be final.
3. Following the imposition of interim restrictions or interim suspension, if any, the Dean shall promptly investigate the information received by meeting with individuals who may have knowledge of the matter, including the accused Student, and by reviewing all relevant documents. If upon the conclusion of the Dean's investigation, the Dean determines that there is insufficient reason to believe the Student has committed a violation of any part of Section I.D. of this Policy, the Dean shall dismiss the matter and shall so inform the Student in writing.
4. If upon the conclusion of the Dean's investigation, the Dean determines that there is reason to believe the Student has committed a violation of any part of Section I.D. of this Code and, after considering both the possible violation and the prior conduct record of the Student, that a sanction of less than suspension or expulsion is appropriate, the Dean shall schedule an administrative conference with the Student. The Student shall be given reasonable notice of the time and place of the conference. At the administrative conference, the Student shall have the opportunity to present information for the Dean's consideration. At the conclusion of the administrative conference, the Dean shall determine whether it is more likely than not that the Student has violated the Policy and, if so, impose a sanction less than suspension or expulsion. The Dean shall provide the Student with a written explanation for the determination. The decision of the Dean shall be final.
5. If upon the conclusion of the Dean's investigation, the Dean determines that there is reason to believe the Student has committed a violation of any part of Section I.D. of this Code and, after considering both the violation and the prior conduct record of the Student, that a sanction of suspension or expulsion is appropriate, the Dean shall provide the Student with reasonable written notice of a meeting and shall inform the Student that his/her failure to attend the meeting or to

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

**Part A: Disciplinary Sanctions**

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

A “sanction” may be any action affecting the status of an individual as a Student taken by the College in response to a violation of this Policy, and for the purposes of this Section

III of the Code include but are not limited to the following:

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

**5.2.2 POLICY ON STUDENT RIGHTS**

**Section I: Rights of Students**

It is the policy of the Board of Regents for Higher Education that the educational

offerings of the community colleges be available to students without regard to the individual's race, color, religious creed, sex, age, national origin, ancestry, present or past history of mental disability, genetic information, marital status, mental retardation, sexual orientation, learning disability, 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 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. 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 college students are both citizens and members of the academic community. As citizens, they enjoy the same freedom of speech, peaceful assembly, and

right of petition that other citizens enjoy, and as members of the academic community they are subject to the obligations which accrue to them by virtue of this membership.

## Section 2: Student Grievance Procedure

1. Definition: A grievance is an allegation by a student that, as to him or her, an agent of the College has violated board or college policies relating to students other than assignment of grades or other academic evaluation (see Section 3: Review of Academic Standing).
2. How to file a grievance: A grievance is to be submitted in writing to the Dean of Student 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 4., below.
4. **Advisory Committee:** The President may establish an Advisory Committee of students and staff which may be charged with the responsibility of making recommendations at either the level of the Deans or the President. The President may appoint and remove members of the committee. If an Advisory Committee is appointed, the President shall establish a reasonable time frame within which the committee must make recommendations.

**Section 3: Review of Academic Standing** A student may seek review of the assignment of a grade or other decision affecting academic status in accordance with the following procedure:

1. **The grade or academic decision** affecting academic status should be discussed informally with the instructor or official responsible for the decision within fifteen calendar days of the student's awareness of the decision.

2. **If the matter is not satisfactorily adjusted within ten calendar days** of this appeal or the instructor is not available, the student may refer the matter to the Academic Dean by filing a written appeal. The appeal must be filed with the Academic Dean within thirty calendar days of the student's awareness of the decision which is being appealed.

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

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

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

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

(Adopted October 10, 1975; amended May 17, 1982, July 19, 1982, April 15, 1985, November 17, 1986, February 26, 1990 and March 22, 1993; technical amendment May 1, 2002 in compliance with Public Acts 98-180 and 01-28.)

## POLICY STATEMENTS

### 2.1.2 Equal Opportunity Policy Statement

This statement establishes a policy framework for the implementation of equal opportunity and affirmative action principles within the Community College system. The purpose is to set forth an appropriate and consistent standard for each college and the system office.

The statement constitutes the policy statement required by section 46a-68-63 of the regulations of Connecticut state agencies.

The President of the Board of Regents for Higher Education is authorized to promulgate a supplement to this statement in order to achieve compliance with paragraphs 3 and 8 of the subject regulation, which supplement shall be an integral part of this policy statement. The BOR President is further authorized to establish system-wide standards for the implementation of

affirmative action and equal opportunity consistent with the requirements of applicable law, regulation, and executive orders.

### The Role and Purpose of Affirmative Action

The Board of Regents for Higher Education recognizes that historically certain groups have been excluded from full participation in educational and employment opportunities and that if they are to overcome the present effects of this past exclusion, affirmative steps beyond simple neutrality are required. Without such affirmative action, society runs the risk of the perpetuation of the status quo ante.

Affirmative action in employment involves taking additional steps to recruit, employ, and promote members of protected groups. More particularly, the Board endorses and expects full compliance with the requirements of law, including but not limited to positive action designed to identify and remove practices, policies, or other job related requirements which act as barriers to equal employment opportunity for women, blacks, Hispanics, and other protected groups found to be underutilized in the work force or affected by policies or practices having an adverse impact.

Similarly, the Board endorses and expects that there will be efforts made to reach out to groups within our society which have historically been excluded from or are disproportionately represented in postsecondary education. The mission of the Community Colleges is particularly well suited to include and provide an environment of success for members of such historically underrepresented groups.

Need for Immediate Action

Both the executive and legislative branches of government have identified the need for positive and effective affirmative action in employment and services offered to the public through the agencies of the state of Connecticut. The Board recognizes, adopts, and pledges its support for such affirmative action as a necessary and immediate objective for all the Community Colleges and the system office of the Board of Regents for Higher Education.

In considering the need for affirmative action, it is useful to distinguish between affirmative action and equal employment opportunity. The latter implies an absence of discrimination. In contrast, affirmative action recognizes that a simple stance of neutrality is not sufficient to surmount existing patterns of underrepresentation and underutilization both in employment and education.

While it is understood that affirmative action relates to societal groups based on such characteristics as race and sex, the Board of Regents also recognizes the special problems of the aged and people with disabilities as requiring particular attention and sensitivity in the implementation of equal opportunity and affirmative action. To this end, each college and the system office shall identify problem areas, if any, and where appropriate, establish program goals to achieve full and fair utilization of such individuals in the workplace.

#### Nondiscrimination Policy

The Community 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 disability, genetic information, marital status, mental retardation, sexual orientation, learning disability, 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 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 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.

#### Affirmative Action in Employment

The employment process consists of recruitment, selection, placement, promotion, transfer, tenure consideration, salary and fringe benefit determination, separation and termination, and job training. The role of affirmative action is to provide an environment for the application of equal opportunity principles and to monitor the employment process to prevent instances of illegal discrimination from arising or existing.

The affirmative action influence on the employment process seeks to assure that:

1. recruitment and hiring of protected group members reflect their availability in the job market;
2. selection, tenure, placement, and related activities are based upon job-related factors, and criteria and practices which have an illegal discriminatory impact have been identified and eliminated;
3. salary and fringe benefits, including opportunities for training and education, are administered in an equitable manner; and
4. transfer, reassignment, separation, and termination decisions are nondiscriminatory and do not result in an illegal adverse impact upon members of protected groups, and, where there is a negative impact upon protected groups, alternative approaches to separation and termination are explored.

(Adopted October 10, 1975; amended May 17, 1982, July 19, 1982, April 15, 1985, November 17, 1986, February 26, 1990 and March 22, 1993; technical amendment May 1, 2002 in compliance with Public Acts 98-180 and 01-28.)

### 2.1.5 RACISM AND ACTS OF INTOLERANCE POLICY STATEMENT

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 differences. 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 nonviolent action, which protect even unpopular or divisive ideas and perspectives.

Such constitutionally protected expression can contribute to an unwelcome 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 action grievance procedures and the student grievance and disciplinary procedures.

Each college will provide a comprehensive educational program designed to foster understanding of different-ness 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.

*(Adopted February 26, 1990)*

## 2.1.6 PEOPLE WITH DISABILITIES: POLICY STATEMENT

### *PEOPLE WITH DISABILITIES IN THE COMMUNITY COLLEGES*

The Board of Regents for Higher Education and all of the colleges under its jurisdiction are committed to the goal of achieving equal educational opportunity and full participation for people with disabilities in the community colleges. To that end, this statement of policy is put forth to reaffirm our commitment to ensure that no qualified person be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity on a community college campus or in the system office of the Board of Regents for Higher Education.

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

The efforts of the community colleges to accommodate people with disabilities should be measured against the goals of full participation and integration. Services and programs best promote full participation and integration of people with disabilities

when they complement and support, but do not duplicate, the regular services and programs of the College.

Achieving the goal of full participation and integration of people with disabilities requires cooperative efforts within and among higher education. The Board of Regents for Higher Education will work to achieve a higher level of services and appropriate delivery methods at all Connecticut Community Colleges.

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

*(Adopted November 20, 1989)*

### 2.1.6.1 ADA GRIEVANCE PROCEDURE FOR THE GENERAL PUBLIC

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

1. How to file a grievance: A grievance must be submitted in writing to the Affirmative Action Officer/ Title IX Coordinator or other college official as the President may designate within thirty days of the date the grievant knew or reasonably should have known of the alleged violation. The written grievance shall describe the discriminatory action and state briefly the underlying facts.
2. Procedure for grievance resolution: The Affirmative Action/Title IX Coordinator shall investigate the grievance in consultation with the College's

affirmative action person and, within thirty days from the time the grievance was submitted, recommend to the President a disposition of the grievance. The President may accept or reject the recommendation or direct such further investigation as he or she deems appropriate. The President shall notify the grievant if the final disposition of the grievance within fifteen days of receiving the recommendation.

*(Adopted December 21, 1992)*

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

## 2.10 POLICY ON AIDS AND OTHER COMMUNICABLE DISEASES

The Community College system reaffirms its commitment to provide a safe and healthy educational environment, safeguard the rights of individuals, and comply with state and federal antidiscrimination 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 disability. 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 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.

All community college employees are further subject to the June 3, 1988 "AIDS Policy for State Personnel" and the

January 1987 “AIDS Guidelines for State Personnel.”

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 other body fluids (such as in science laboratories or allied health practices) 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 all student handbooks and shall be made available to all employees.

*(Adopted February 21, 1989)*

## **SEXUAL MISCONDUCT, SEXUAL ASSAULT AND INTIMATE PARTNER VIOLENCE POLICY**

### **STATEMENT OF POLICY**

The Board of Regents for Higher Education (BOR) in conjunction with the Connecticut State Colleges and Universities (CSCU) is committed to insuring that each member of every BOR governed college and university community has the opportunity to participate fully in the process of education and development. The BOR and CSCU strive to maintain a safe and welcoming environment free from acts of sexual misconduct, intimate partner violence and stalking. It is the intent of the BOR and each of its colleges or universities to provide safety, privacy and support to victims of sexual misconduct and intimate partner violence.

The BOR strongly encourages victims to report any instance of sexual misconduct, including sexual harassment, sexual assault, sexual exploitation, stalking and intimate partner violence, as an effective means of taking action by reporting such acts to the appropriate officials and pursuing criminal or disciplinary remedies, or both. The only way that action can be taken against anyone who violates another in such a manner is through reporting. Each and every BOR governed college or university shall provide those who report sexual misconduct with many supportive options, including referral to agencies that provide medical attention, counseling, legal services, advocacy, referrals and general information regarding sexual

misconduct. Each and every BOR governed college or university will preserve the confidentiality of those who report sexual misconduct to the fullest extent possible and allowed by law. All BOR and CSCU employees, victim support persons and community victim advocates being consulted will make any limits of confidentiality clear before any disclosure of facts takes place. Other than confidential resources as defined above, in addition to employees who qualify as Campus Security Authorities under the Jeanne Clery Act, all BOR and CSCU employees are required to immediately communicate to the institution's designated recipient any disclosure or report of sexual misconduct received from a student as well as communicate any disclosure or report of sexual misconduct the employee received from another employee when misconduct is related to the business of the institution.

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

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

#### TERMS, USAGE AND STANDARDS

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

Affirmative consent may never be assumed because there is no physical resistance or other negative response. A person who initially consents to sexual activity shall be deemed not to have affirmatively consented to any such activity which occurs after that consent is withdrawn. It is the responsibility of each person to assure that he or she has the affirmative consent of all persons engaged in the sexual activity to engage in the sexual activity and that affirmative consent is sustained throughout the sexual activity. It shall not be a valid excuse to an alleged lack of affirmative consent that the student or employee responding to the alleged violation believed that the student reporting or disclosing the alleged violation consented to the activity

(i) because the responding student or employee was intoxicated or reckless or failed to take reasonable steps to ascertain whether the student or employee reporting or disclosing the alleged violation affirmatively consented, or

(ii) if the responding student or employee knew or should have known that the student or employee reporting or disclosing the alleged violation was unable to consent because the student or employee was unconscious, asleep, unable to communicate due to a mental or physical condition, or incapacitated due to the influence of drugs, alcohol or medication.



The existence of a past or current dating or sexual relationship between the persons involved in the alleged violation shall not be determinative of a finding of affirmative consent.

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

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

#### **MANDATED REPORTING**

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

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

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

#### **CONFIDENTIALITY**

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

Confidential resources, such as off-campus counseling and psychological services, health services providers, member(s) of the clergy, and the local Sexual Assault Crisis Center are bound by state statutes and professional ethics from disclosing information about reports without written releases. Information provided to a confidential resource by a victim of a sexual assault or the person reported to have been assaulted cannot be disclosed legally to any other person without consent, except under very limited circumstances, such as an imminent threat of danger to self or others

or if the reported victim is a minor. Therefore, for those who wish to obtain the fullest legal protections and disclose in full confidentiality, she/he must speak with a confidential resource. Each BOR governed college or university will provide a list of such confidential resources in the College or University's geographic region to victims of assault as well as publish these resources online and in various publications.

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

#### **RIGHTS OF THOSE WHO REPORT**

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

- All reports of sexual misconduct, including sexual harassment, sexual assault and intimate partner violence, will be treated seriously and with dignity by the institution.
- Referrals to off-campus counseling and medical services that are available immediately and confidential, whether or not those who report an assault feel ready to make any decisions about reporting the assault to police, the Dean

of Students or the Campus' Title IX Coordinator.

- Those who have been assaulted have the right to take both legal action (criminal/civil action) and action against the individual allegedly responsible.
- Those who seek confidentiality may contact a clergy member(s) and/or the Sexual Assault Crisis Center of Connecticut - all of whom are bound by state statutes and professional ethics to maintain confidentiality without written releases.

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

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

#### **SUPPORT SERVICES CONTACT INFORMATION**

It is BOR policy that whenever a college or university Title IX Coordinator or other employee receives a report that a student, faculty or staff member has been subjected to sexual misconduct, including sexual harassment, sexual assault or intimate

partner violence, the Title IX Coordinator or other employee shall immediately provide the student, faculty or staff member with contact information for and, if requested, professional assistance in accessing and using campus, local advocacy, counseling, health, and mental health services. All CSCU campuses shall develop and distribute contact information for this purpose as well as provide such information online.

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

Those who report being subjected to sexual misconduct, including harassment, sexual assault or intimate partner violence, shall be provided written information about her/his right to:

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

#### **STUDENT CONDUCT PROCEDURES**

The Student Code of Conduct provides the procedures for the investigation, definitions of terms, and resolution of complaints regarding student conduct, including those involving sexual harassment, sexual assault and intimate partner violence.

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

Reported victims of such assault or violence shall have the opportunity to request that disciplinary proceedings begin promptly and such disciplinary proceedings shall be conducted by an official trained in issues relating to sexual assault and intimate partner violence and shall use the preponderance of the evidence standard in making a determination concerning the alleged assault or violence. Both the reported victim of such assault or violence and the accused are entitled to be accompanied to any meeting or proceeding relating to the allegation of such assault or violence by an advisor or support person of their choice, provided the involvement of such advisor or support person does not result in the postponement or delay of such meeting as scheduled, and each shall have the opportunity to present evidence and witnesses on their behalf during any disciplinary proceeding. Both the reported victim and accused are entitled to be informed in writing of the results of any disciplinary proceeding not later than one business day after the conclusion of such proceeding. Sanctions may range from a warning to expulsion, depending upon the behavior and its severity. To the extent permitted under state or federal law or as necessary for the disciplinary proceeding, the college or university shall not disclose the identity of the reporter or the accused.

## DISSEMINATION OF THIS POLICY

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

## TERMS AND USAGE

Sexual misconduct may include engaging in one of more behaviors:

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

- sexual flirtation, touching, advances or propositions; is used as a basis for academic decisions affecting the individual; or such conduct has the purpose or effect of substantially interfering with an individual's

academic performance or creating an intimidating, hostile or offensive educational environment. Examples of conduct which may constitute sexual harassment include but are not limited to:

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

(b) Sexual assault may include a sexual act directed against another person when that person is not capable of giving consent, which shall mean the voluntary agreement by a person in the possession and exercise of sufficient mental capacity to make a deliberate choice to do something proposed by another. Sexual assault is further defined sections 53a-70, 53a-70a, 53a-70b, 53a-71, 53a-72a, 53a-72b or 53a-73a of the general statutes.

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

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

Consent is the equal approval, given freely, willingly, and knowingly of each participant to desired sexual involvement. Consent is an affirmative, conscious decision – indicated clearly by words or actions – to engage in mutually accepted sexual contact. Consent cannot be assumed because there is no physical resistance or other negative response. A person who initially consents to sexual activity shall be deemed not to have consented to any such activity which occurs after that consent is withdrawn. A lack of consent may result from mental incapacity (e.g., ingestion of alcohol or drugs which significantly impair awareness or judgment) or physical incapacity (e.g., the person is unconscious or otherwise unable to communicate consent).

Intimate partner violence is any physical or sexual harm against an individual by a current or former spouse of or person in a dating relationship with such individual that results from any action by such spouse or such person that may be classified as a sexual assault under section 53a-70, 53a-70a, 53a-70b, 53a-71, 53a-72a, 53a-72b or 53a-73a of the general statutes, stalking under section 53a-181c, 53a-181d or 53a-181e of the general statutes, or domestic violence as designated under section 46b-38h of the general statutes. The offenses that are designated as “domestic violence” are against family or household members or persons in dating relationships and include assaults, sexual assaults, stalking, and violations of protective or restraining orders issued by a Court. Stalking is one person's repetitive and willful following or lying in wait behavior towards another person that causes that other person to reasonably fear for his or her physical safety. Relationship violence may also include physical abuse, threat of abuse, and emotional abuse.

*(Adopted March 13, 2014)*

## INFORMATION TECHNOLOGY RESOURCES

(ACCEPTABLE USE POLICY)  
<http://www.ct.edu/it/policy-list>

Asnuntuck Community College operates in accordance with the Board Computing Policy (printed below) and the associated Acceptable Use Policies. These documents are incorporated by reference in this Policy. All computer resources and facilities of ACC shall be used solely for legitimate and authorized ACC academic and administrative purposes. The following guidelines represent an extension and

clarification of the Acceptable Use Policy applicable to Asnuntuck Community College.

Sanctions: Violations of this Policy shall subject users to the regular disciplinary processes and procedures of the College for student, staff or faculty and may result in loss of computing privileges. Illegal acts involving College computing resources may also subject violators to prosecution by local, state, and/or federal authorities.

General Principles for Use: The College reserves the right to inspect and examine any Asnuntuck owned or operated communication system, computer resource, and/or files or information contained therein at any time. It is prohibited for Systems or Network Administrators to read users' files unless required to react to or prevent actions by users that may violate this Acceptable Use Policy or may cause significantly detrimental effects on system or network operation.

Unacceptable Uses: The viewing, downloading, and/or printing of materials for purposes other than legitimate academic work is prohibited. The viewing, downloading or printing of sexually graphic or suggestive materials may additionally be considered grounds for further disciplinary action for sexual harassment. Storing of files and/or programs on the hard drives of the computers by students is prohibited. Installation of personal software on computers is prohibited.

Additional Guidelines: Software downloads or printouts of materials from the Internet are subject to limitation. No food or drink is allowed at any computer table. Cups and other containers must be left on the floor. Children must be supervised by parents at all times and are not allowed to use computers without specific authorization from College staff supervising Computer Resource areas, unless participating in College-sponsored activities.

***ACCEPTABLE USE AND RESPONSIBLE USE OF INFORMATION TECHNOLOGY AND RESOURCES POLICY (BOARD POLICY IT-001)***

## **Introduction**

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

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

## **Purpose**

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

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

- Ensure CSCU IT resources are used for purposes consistent with CSCU mission and goals;
- Prevent disruptions to and misuse of CSCU IT resources;
- Ensure CSCU community is informed of state and federal laws and CSCU IT policies governing the use of CSCU IT resources and;

Ensure IT resources are used in a manner, which comply with such laws and policies.

## **Scope**

This Policy applies to:

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

## Policy Authority

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

## Definitions

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

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

## Provisions

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

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

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

- Use CSCU IT resources to violate any CSCU policy or state or federal law.

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

## No Expectation of Privacy

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

Pursuant to Communications Assistance for Law Enforcement Act (CALEA), Public Act 98-142, and the State of Connecticut's "Electronic Monitoring Notice", the Board of Regents reserves the right to monitor and/ or log all

activities of all users using CSCU IT systems without notice. This includes, but is not limited to, files, data, programs and electronic communications records without the consent of the holder of such records.

#### **Assurance**

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

#### **Enforcement**

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

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

#### **Exception Process**

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

Accordingly, exceptions may be made provided:

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

#### **Exception Request**

To request an exception, please submit the Information Security Exception request to SecProg@ct.edu.

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

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

#### **Review**

This policy will be reviewed every three years by the Board of Regents.

### **ELECTRONIC COMMUNICATIONS POLICY (BOARD POLICY IT-002)**

#### **Introduction**

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

#### **Purpose**

The purpose of this Policy is to:

- Promote the use of electronic communication as an official means of communication within CSCU



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

### Scope

This Policy applies to:

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

### Policy Authority

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

### Definitions

The following terms are used in this Policy.

Knowledge of these definitions is important to an understanding of this Policy:

**Electronic Communication:** Any communication that is broadcast, created, sent, forwarded, replied to, transmitted, stored, held, copied, downloaded, displayed, viewed, read, or printed by one or several electronic communications

services, including but not limited to email and telephone.

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

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

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

### Provisions

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

- Email is an official means for communication within CSCU unless otherwise prohibited by law. The colleges and universities reserve the right to send official communications to

employees and students via email. In the event of an emergency, the colleges and universities shall utilize all available communication mechanisms including email to reach employees and students.

- All employees and students will be given official college/university email accounts. Official university communications shall be sent to official college/ university email addresses. Employees and students are expected to check their official email accounts on a frequent and consistent basis in order to stay current with campus related communications. Failure to receive or read official communications does not absolve the employee or student from knowing and complying with the content of such official communications.

- Employees are not allowed to conduct official CSCU business via private (unofficial) email accounts unless specifically authorized.

- Students, who choose to have their emails auto-forwarded to private (unofficial) email addresses, do so at their own risk. The college/university is not responsible for any difficulties that may occur in the transmission of the emails.

- Contents of all electronic communications shall conform to state and federal laws and CSCU policies regarding protection of privacy, intellectual property, copyright, patents and trademarks

- Using electronic communications resources for any purpose restricted or prohibited by state and federal laws, regulations or CSCU policies is prohibited.

- Using electronic communications resources for monetary gain or for commercial, religious, or political purposes that are not directly related to CSCU institutional missions or otherwise authorized by appropriate CSCU authority is prohibited.

- Usage that directly or indirectly causes strain on the electronic communications resources is prohibited.

- Capturing, opening, intercepting or obtaining access to electronic communications, except as otherwise permitted by the appropriate CSCU authority is prohibited.

- Using electronic communications to harass or intimidate others or to interfere with the ability of others to conduct CSCU business is prohibited.

- Users of electronic communications resources shall not give the impression that they are representing, giving opinions or otherwise making statements on behalf of CSCU unless authorized to do so.

- Directly or by implication, employing a false identity (the name or electronic identification of another), except under the following circumstances, is prohibited:

A supervisor may direct an employee to use the supervisor's identity to transact CSCU business for which the supervisor is responsible. In such cases, an employee's use of the supervisor's electronic identity does not constitute a false identity.

A user of the CSCU electronic communications services may not use a pseudonym (an alternative name or electronic identification for oneself) for privacy or other reasons, unless authorized by an appropriate CSCU authority for business reasons.

- Forging email headers or content (i.e., constructing an email so it appears to be from someone else) is prohibited.
- Unauthorized access to electronic communications or breach any security measure is prohibited.
- Interfering with the availability of electronic communications resources is prohibited, including but not limited to the following:

- i. sending or forwarding email chain letters or their equivalents in other electronic communications services;
- ii. "spamming," i.e., sending electronic junk mail or junk newsgroup postings;
- iii. "letter-bombing," i.e., sending an extremely large message or sending multiple messages to one or more recipients to interfere with the recipient's use of electronic communications resources; or
- iv. intentionally engaging in other practices such as "denial of service attacks," i.e., flooding the network with traffic.

- Distribution of an electronic mail to the entire or a substantial portion of a campus community must obtain prior approval as specified by the receiving institution.

### **No Expectation of Privacy**

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

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

### **Assurance**

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

### **Enforcement**

Violations of CSCU Electronic Communication Policy may result in appropriate disciplinary measures in accordance with local, state, and federal laws, as well as CSCU Policies, general rules of conduct for all colleges and university employees, applicable collective bargaining agreements, and the CSCU student conduct codes.

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

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

### **Exception Process**

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

Accordingly, exceptions may be made provided:

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

### **Exception Request**

To request an exception, please submit the Information Security Exception request to SecProg@ct.edu.

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

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

### **Review**

This policy will be reviewed every three years by the Board of Regents.

### **Electronic Device Policy**

In order for students to receive uninterrupted quality instruction and services, all cell phones, beepers, pagers, and alarm watches should be

turned to vibrating mode while students are in classrooms, labs, Library, Academic Support Center, and Computer Labs. Should a cell phone, beeper, or pager need to be answered during these times, the student should leave the area. Many instructors do not allow students to return to the classroom if exams or presentations are in progress. Students should check instructors' individual policies on leaving the classroom to respond to one of the above-mentioned devices.

#### 4.23 Weapons on College Campuses

The use or possession of weapons (as defined in Section 53206 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.

*(Adopted May 18, 1992)*

Sec. 53206: "slung [sic] shot, air rifle, BB gun, black jack, sand bag, metal or brass knuckles, or any dirk knife, or any switch knife having an automatic spring release device by which a blade is released from the handle, having a blade of over one and one half inches in length, or stiletto, or any knife the edged portion of which is four inches or over in length, or any martial arts weapon or electronic defense weapon, as defined in section 53a3, or any other dangerous or deadly weapon or instrument" Sec. 53a3(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."

## STUDENT RECORDS AND CONFIDENTIALITY (FERPA)

5.7 NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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 a process to question substantive judgments that are correctly recorded. For example, the right of 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 education 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 or 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 results 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. 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 the 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.

*(Adopted March 20, 2006; amended March 15, 2010)*

## 4.15 DRUGS AND ALCOHOL POLICY

*The following policy covering alcohol and drugs has been adopted by the Board of Regents for Higher Education:*

The Board of Regents of Higher Education 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 socioeconomic

groups, all age levels, and even the unborn. Education and learning are especially impaired by alcohol abuse and illicit drug use.

- a. 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 law and regulation and Board of Trustees policy, 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. 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.

2. 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. Consistent with previous Board policy, the consumption of alcoholic beverages on campus may be authorized by the president subject to the following conditions, as appropriate:

- a. when a temporary permit for the sale of alcoholic beverages has been obtained and dram shop act insurance has been purchased;
- b. when a college permit has been obtained;

- c. when students bring their own beverages;
- d. when alcoholic beverages are provided by a student organization and no fee is charged for attendance or for said beverages.

3. 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.

4. This policy shall be published in all college catalogs, faculty and staff manuals, and other appropriate literature.

5. 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.

*(Adopted November 20, 1989)*

(1.) Statement of the Network of Colleges and Universities Committed to the Elimination of Drug and Alcohol Abuse.

## **SMOKING POLICY**

Smoking is permitted only in the gazebos located in the back of the building. Smoking is not permitted in any entrance, sidewalk, deck, or grassy area around the building.

Definitions: Smoking is the burning, lighting or use of a tobacco product and any other smoking device or equipment that includes, but is not limited to, cigarettes, cigars, electronic cigarettes (e-cigarettes), vaporizers, hookahs, and pipes.

*Change proposed by College Council on April 14, 2016*

*Amended by Extended Cabinet on April 19, 2016*

*Approved by Cabinet on May 3, 2016*

# UNIFORM CAMPUS CRIME REPORT

In accordance with Connecticut Public Act 90-259, the Campus Safety Act, the college has prepared a Uniform Campus Crime Report consistent with the FBI's Uniform Crime Reporting System. This report reflects the crime statistics on the property of the institution for the preceding academic year. A copy of the report may be obtained by request from the Dean of Student Services.

## STUDENT TECHNOLOGY

### Welcome to Online Learning

Do you have limited time to attend class and are interested in online classes? We suggest you complete the [Learning Online Readiness Inventory](#) first to assess your chances of success online.

If online learning is right for you, then the distance learning program at Asnuntuck Community College may offer you the flexibility you desire to fulfill coursework requirements beyond the bounds of a classroom. Students need to have access to the Internet and a web browser. Students may use a personal Internet service provider or the college computer labs during posted lab hours.

Our fully online and hybrid courses are presented using a powerful, Internet-based platform provided via the Blackboard Course Management System and students have access to all college support services, including academic tutoring and Blackboard technical support.

When you're ready to experience online learning, follow the link below to search the database for credit courses. You will find additional information provided in the links at left to help you access your course, check your computer's compatibility, and inform you of other resources to help ensure a successful online experience.

For more information about online learning please contact: Katie O'Connell;

Director of Educational Technology  
860.253.3109 or [koconnell@asnuntuck.edu](mailto:koconnell@asnuntuck.edu).

### myCommNet & Blackboard Login Information & Help

Our online and hybrid courses are delivered through the Blackboard Content Management System and are accessed through myCommNet. myCommNet is the name of our system portal that makes it easier to conduct college business, complete your coursework, check your academic progress, register for classes, and manage your college finances, all with a single sign-on.

"How do I get to myCommNet and my online course?"

Before accessing your course make sure you have a compatible browser and Java.

- [Test your web browser for compatibility](#)
  - [Click here for supported web browsers](#)
- Ready? From a web browser go to <http://my.commmnet.edu> or click the image below.

The logo for myCommNet, featuring the text "myCommNet" in white lowercase letters on a blue rectangular background.

"How do I log in?"

To log in, simply use your current NetID and password.

A NetID is: [BannerID@student.commmnet.edu](mailto:BannerID@student.commmnet.edu)  
(ex. [87654321@student.commmnet.edu](mailto:87654321@student.commmnet.edu))

**Password for returning students:** The 8-character password you currently use

**Password for new students:** The initial password for all new NetIDs will be based on a combination of personal information (birth date and social security number). Specifically, the following three items will make up the initial password:

- Ist three characters of birth month (with first letter capitalized)
- Ampersand character - &
- Last 4 digits of Social Security Number

So, for a user with a birth date on 10/24/79 and social security number of 123-45-6789, the initial password would be: Oct&6789. NOTE: You will be forced to change your password the first time you logon and select a security question.

"How do I find my courses?"

Once you are logged in, click the Blackboard link.



"The system isn't letting me login with my password."

"I forgot my password."

"I don't know what my password is."

- If this is your first time logging in, be sure you have read "How do I login?" above.
- You can try to reset your password here: [NetID Password Reset](#).
- You can call the Registrar's Office at 860-253-3017 or the Information Desk at 860-253-3012 for reset assistance.

"What if I have a question about using Blackboard or need technical assistance?"

Contact the Blackboard Student Support Center & HelpDesk

Check the Getting Started or Blackboard Support menu items in your course.

Getting Started contains useful tutorials on how to use many of the Blackboard Tools and the Blackboard Support menu item will provide you with contact information for technical support.

These items are found in every course.

**On Campus Support**

You can get help Monday-Friday from 9:00 - 4:30 by calling, emailing, or visiting Katie O'Connell at 860.253.3109 or at [koconnell@asnuntuck.edu](mailto:koconnell@asnuntuck.edu).

## Student Email

Please visit our website at [www.asnuntuck.edu](http://www.asnuntuck.edu).

- Click on "Current Students"
- Click on "Your College-assigned Email" which you will find half way down the page on the right side
- Follow the step-by-step "Instructions For Accessing Student Email".



## Adjunct Faculty 860.253.3000

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