

# Student Handbook 2021-2022



Asnuntuck Community College

170 Elm Street

Enfield, CT 06082

860-253-3012

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

## Coronavirus (COVID-19) Pandemic Disclaimer

Beginning March 2020, Connecticut along with the rest of the United States suffered the effects of the COVID-19 coronavirus pandemic. Day-to-day life as it existed before the pandemic changed drastically, and individuals and institutions adapted to new practices and behaviors. Normative actions now include wearing facial masks, maintaining social distance, and working and learning remotely. Learning about and adherence to Center for Disease Control and Prevention (CDC) guidance has become a way of life. As we plan for the next academic year, so much is uncertain, including the continuing threat of COVID-19.

The Connecticut State Colleges and Universities (CSCU) must adapt to meet this reality. Going forward, it is up to all of us – faculty, staff and students – to do our part to ensure our campus community stays as healthy and safe as possible. This is a shared responsibility, and every member of our community must adhere to national, state, and local health guidelines and requirements, and adhere to those measures Asnuntuck College/University deems safe and appropriate for the campus. This will include social distancing, wearing masks or other facial coverings, not reporting to class or work if sick, and isolating when required.

Although Asnuntuck Community College is readily developing a schedule of courses that include some in-class and on-ground instruction, no one knows what the future may hold. In the case of an outbreak of the coronavirus or other illness, the institutions reserve the right to adapt the format of any class to an entirely online/distance learning modality as public health conditions warrant. Such change will not result in any increase or decrease of tuition and fees. We all understand that tuition and fees are in exchange for learning, academic credit, and certain non-academic services regardless of whether taught on-ground, in a hybrid environment or entirely remotely.

Most important to CSCU and Asnuntuck Community College is the health, safety and welfare of every member of its community. Yet, despite campus efforts to comply with health and safety guidelines, it is not possible to guarantee a disease free environment, or to guarantee that campuses will not close and return to an online-only learning environment. These are the realities of working and learning during a pandemic. If you choose to return to campus during the pandemic, you accept that you are willing to do your part to keep the campus safe and acknowledge that you may be required to complete your course work in an evolving or remote learning environment.

Asnuntuck Community College is looking forward to welcoming you back.



**Connecticut State  
Colleges & Universities**

# ACC Student Handbook

## 2021-2022

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 2021-2022 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:

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: Timothy St. James, Interim Dean of Students/Title IX Deputy, [tstjames@asnuntuck.edu](mailto:tstjames@asnuntuck.edu) (860) 253-3011 and Deborah Kosior, 504/ADA Coordinator, [AS-DisabilityServices@asnuntuck.edu](mailto:AS-DisabilityServices@asnuntuck.edu) (860) 253-3005, Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082. Políticas Antidiscriminatorias: Asnuntuck Community College no discrimina por razones de raza, color, creencias religiosas, edad, género, nacionalidad, estado civil, ascendencia, historia presente o pasada de discapacidad mental o física, problemas de aprendizaje, orientación sexual, Identidad y expresión de género, o información genética, en sus programas o actividades. Adicionalmente Asnuntuck no discrimina individuos por razones pertinentes a la categoría de veteranos o historia criminal. Las siguientes personas han sido designadas para resolver cualquier inquietud pertinente a las políticas antidiscriminatorias: Timothy St. James, Interim Dean of Students/Title IX Deputy, [tstjames@asnuntuck.edu](mailto:tstjames@asnuntuck.edu) (860) 253-3011 and Deborah Kosior, 504/ADA Coordinator, [AS-DisabilityServices@asnuntuck.edu](mailto:AS-DisabilityServices@asnuntuck.edu) (860) 253-3005, Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082.

Asnuntuck Community College is an Affirmative Action/Equal Opportunity Employer.

Asnuntuck Community College is accredited by the New England Commission of Higher Education (NECHE)

## Academic Calendar | Fall 2021

Different deadlines may apply to accelerated courses spanning less than 15 weeks (E.g., Late Start, Frist Half, Second Half). Contact the Registrar's Office for details.

### 15-Week Full Semester Session

August 25	Wednesday	Faculty Professional Day
August 26	Thursday	Fall Classes Begin
September 1	Wednesday	End of Course Add/Swap Period
September 1	Wednesday	Last Day to Drop with Full Refund
September 2	Thursday	Begin Late Drop Period (Flat fee per course)
September 4-5	Saturday-Sunday	College Closed, No Classes Held
September 6	Monday	Labor Day (College Closed, No Classes Held)
September 9	Thursday	Academic Engagement Deadline for Students
September 10	Friday	Academic Engagement Assessment Deadline for Faculty
September 16	Thursday	End of Late Drop Period (Flat fee per course)
September 17	Friday	Begin Course Withdrawal Period (No refunds)
September 17	Friday	Constitution Day (College Open, Classes Held)
September 23	Thursday	Last Day to Change to/from Audit Status
October 7	Thursday	Last Day to Withdraw Without Instructor Permission
October 11	Monday	Columbus Day Observed (College Open, Classes Held)
October 19	Tuesday	Reading Day (College Open, No Classes Held)
October 27	Wednesday	Registration Begins for Winter 2021 & Spring 2022 (TENTATIVE)
November 4	Thursday	Last Day to Make Up Incompletes from Spring or Summer 2021
November 11	Thursday	Veterans' Day Observed (College Open, Classes Held)
November 12	Friday	Last Day to Withdraw with Instructor Permission
November 24	Wednesday	College Open, No Classes Held
November 25-28	Thursday-Sunday	Thanksgiving Recess (College Closed, No Classes)
December 1	Tuesday	Last Day to Submit Graduation Application for December 30 <sup>th</sup> Conferral
December 8	Wednesday	Last Day of Fall Classes
December 9-15	Thurs-Wednesday	Final Exams
December 20	Monday	Instructors' Final Grades due by 12 Noon
December 22	Wednesday	Final Grades Available Online at <a href="http://my.comnet.edu">http://my.comnet.edu</a>
December 24-26	Friday-Sunday	Holiday (College Closed)

*CSCU Common Calendar or System-Wide Policy Dates in Italics*

### 13-Week Late Start Session

September 2	Thursday	Blackboard initially available for online content
September 9	Thursday	Late Start Classes Begin
September 14	Tuesday	End of Course Add/Swap Period
September 17	Friday	Last Day to Drop with Full Refund
September 17	Friday	Constitution Day (College Open, Classes Held)
September 18	Saturday	Begin Late Drop Period (Flat fee per course)
September 23	Thursday	Academic Engagement Deadline for Students
September 23	Thursday	Last Day to Change to/from Audit Status
September 27	Monday	End Late Drop Period (Flat fee per course)
September 28	Tuesday	Begin Course Withdrawal Period (No refunds)
October 7	Thursday	Last Day to Withdraw without Instructor Permission
October 11	Monday	Columbus Day Observed (College Open, Classes Held)
October 19	Tuesday	Reading Day (College Open, No Classes Held)
October 27	Wednesday	Registration Begins for Winter 2021 & Spring 2022 (TENTATIVE)
November 4	Thursday	Last Day to Make Up Incompletes from Spring or Summer 2021
November 11	Thursday	Veterans' Day Observed (College Open, Classes Held)
November 12	Friday	Last Day to Withdraw with Instructor Permission

### 13-Week Late Start Session (continued)

November 24	Wednesday	College Open, No Classes Held
November 25–28	Thursday -Sunday	Thanksgiving Recess (College Closed, No Classes)
December 1	Tuesday	Last Day to Submit Graduation Application for December 30 <sup>th</sup> Conferral
December 8	Wednesday	Last Day of Fall Classes
December 9-15	Thurs-Wednesday	Final Exams
December 20	Monday	Instructors' Final Grades due by 12 Noon
December 22	Wednesday	Final Grades Available Online at <a href="http://my.comnet.edu">http://my.comnet.edu</a>
December 24-26	Friday-Sunday	Holiday (College Closed)

*CSCU Common Calendar or System-Wide Policy Dates in Italics*

### First Half Session (8/16-10/13/2021)

August 19	Thursday	Blackboard available for online course content
August 25	Wednesday	Faculty Professional Day
August 26	Thursday	First Half Classes Begin
August 30	Monday	End of Course Add/Swap Period
August 30	Monday	Last Day to Drop with Full Refund
August 31-Sept 3	Tuesday-Friday	Late Drop Period (Flat fee per course)
September 4	Saturday	Begin course Withdrawal period (No refunds)
September 4-5	Saturday-Sunday	College Closed
September 6	Monday	Labor Day (College Closed, No Classes Held)
September 9	Thursday	Academic engagement Deadline for Students
September 9	Thursday	Last Day to Change to/from Audit Status
September 10	Friday	Academic engagement assessment deadline (faculty/instructors)
September 16	Thursday	Drop date for lack of academic engagement – Census Date (PM)
September 16	Thursday	Last day to drop without instructor permission
September 17	Friday	Constitution Day (College Open, Classes Held)
October 8	Friday	Last day for Course Withdrawal with Instructor Permission
October 11	Monday	Columbus Day Observed (College Open, Classes Held)
October 11-13	Monday-Wednesday	Last Classes/Final Exams
October 18	Monday	Instructors' Final Grades Due by 12 Noon
October 20	Wednesday	Final Grades Available Online at <a href="http://my.comnet.edu">http://my.comnet.edu</a>

*CSCU Common Calendar or System-Wide Policy Dates in Italics*

### Second Half Session (10/21-12/15/2021)

October 14	Thursday	Blackboard available for online course content
October 21	Thursday	Second Half Classes Begin
October 25	Monday	End of Course Add/Swap Period
October 26	Tuesday	Last Day to Drop with Full Refund
October 27-Nov 1	Wednesday-Monday	Late Drop Period (Flat fee per course)
October 28	Thursday	Last Day to Change to/from Audit Status
November 2	Tuesday	Begin course Withdrawal period (No refunds)
November 5	Friday	Academic engagement assessment deadline (faculty/instructors)
November 10	Wednesday	Drop date for lack of academic engagement (note earlier student deadline)
November 11	Thursday	Veterans' Day Observed (College Open, Classes Held)
November 24	Wednesday	College Open, No Classes Held
November 25–28	Thursday -Sunday	Thanksgiving Recess (College Closed, No Classes)
December 3	Friday	Last day for Course Withdrawal with Instructor Permission
December 13-15	Monday-Wednesday	Last Classes/Final Exams
December 20	Monday	Instructors' Final Grades Due by 12 Noon
December 22	Wednesday	Final Grades Available Online at <a href="http://my.comnet.edu">http://my.comnet.edu</a>

*CSCU Common Calendar or System-Wide Policy Dates in Italics*

## Wintersession 2021

October 27	Wednesday	Winter Registration Begins (tentative)
December 27	Monday	Winter Classes Begin
December 28	Tuesday	Last Day to Drop with Full Refund and No Late Drop Fee
December 29-30	Wednesday-Thurs	Begin Late Drop Period (Flat fee of \$50 per course)
December 31	Friday	Withdrawal Period Begins
Dec. 31-Jan. 2	Friday-Sunday	College Closed
January 3	Monday	Last Day for Audit Changes
January 7	Friday	Winter Academic Engagement Deadline for Students
January 10	Monday	Last Day to Withdraw (No extensions allowed)
January 14	Friday	Winter Classes and Exam Period Ends
January 18	Tuesday	Instructors' Final Grades Due by 12 Noon
January 20	Thursday	Final Grades Available Online at <a href="http://my.comnet.edu">http://my.comnet.edu</a>

## Academic Calendar | Spring 2022

Different deadlines may apply to accelerated courses spanning less than 15 weeks (E.g., Late Start, First Half, Second Half). Contact the Registrar's Office for details. Late Start, First Half, and Second Half schedules have not been created at time of catalog publication date of July 1, 2021.

October 21, 2021	Wednesday	Spring 2022 Registration Begins (Tentative)
<i>January 17</i>	<i>Monday</i>	<i>Martin Luther King Day (College Closed)</i>
January 19 & 20	Wednesday & Thurs	Professional Days
January 21	Friday	Classes Begin
<i>January 27</i>	<i>Thursday</i>	<i>Last Day to Add/Swap Spring courses</i>
<i>January 27</i>	<i>Thursday</i>	<i>Last Day to Drop with Full Refund and No Late Drop Fee*</i>
Jan. 28-Feb. 11	Friday-Friday	Begin Late Drop Period (Flat fee of \$50 per course)
February 4	Friday	Academic Engagement Deadline for Students
February 12	Saturday	Begin Course Withdrawal Period (No refunds)
February 17	Thursday	Last Day to Change to/from Audit Status
<i>February 18-21</i>	<i>Friday-Monday</i>	<i>President's Recess (College Closed, No Classes Held)</i>
March 4	Friday	Last Day to Withdraw without Instructor Permission
<i>March 14-20</i>	<i>Monday-Sunday</i>	<i>Spring Break (College Open, No Classes Held)</i>
April 1	Friday	Last Day to Make Up Incompletes from Fall or Winter 2021
April 1	Friday	Last Day to Apply for May 2022 Graduation
April 4	Monday	Summer and Fall Registration Begins (Tentative)
April 14	Thursday	Last Day to Withdraw with Instructor Permission
<i>April 15</i>	<i>Friday</i>	<i>Day of Reflection (College Closed, No Classes Held)</i>
<i>April 16-17</i>	<i>Saturday-Sunday</i>	<i>College Closed, No Classes Held</i>
May 5	Thursday	Award Ceremony
May 9	Monday	Last Day of Classes
<i>May 10-16</i>	<i>Tuesday-Monday</i>	<i>Final Exams</i>
May 19	Thursday	Instructors' Final Grades Due by 12 Noon
May 23	Monday	Final Grades Available Online at <a href="http://my.comnet.edu">http://my.comnet.edu</a>
May 26	Thursday	Commencement

*CSCU Common Calendar or System-Wide Policy Dates in Italics*

\*Different deadlines may apply to accelerated courses less than 15 weeks in length. Contact the Registrar's Office.



## Message from the Campus Chief Executive Officer

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 courses have welcoming learning environments with small class sizes. This fall, we will be offering online, hybrid, and remote courses, so there will be a variety of different delivery methods available. We want you to stay safe while you continue or start your coursework at ACC.

Our Fall services will be present in a hybrid format, so students can be served on ground and virtual. Please check with each department to see how to do things like schedule a tutoring appointment, make an advising appointment, use the library, or any other student service. Student organizations continue to meet, and I encourage you to join an organization

that will enhance your educational experience. While you are with us in the Spring, consider joining our student organizations, 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, physically and virtually, 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.

– Dr. Michelle Coach  
Chief Executive Officer

## Message from the Regional President

One of the best ways to be prepared for the future is to get the education and skills you need to reach your goals. Whether you are unemployed, a recent high school graduate or looking to make a career change, at Asnuntuck Community College we will support you every step of the way.

We provide assistance with transportation to get to campus and childcare while you're in class. Once you're here, we are committed to your academic success. Our professors go the extra mile and know their students by name. We provide free tutoring, academic advising, career and transfer counseling, disability counseling and many other support services to ensure you meet your goals.



We look forward to seeing you on campus and to being part of your success story!

– Dr. James P. Lombella  
North-West Regional President  
Connecticut Community Colleges

# From the Interim Dean of Student Services



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

## 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

<b>Academic Affairs</b> .....	<b>Room 117</b>
Administrative Assistant, Jenna-Marie Jonah, JJonah@asnuntuck.edu.....	860.253.3049
Interim Coordinator Academic Admin/Computing, Marcos Rodriguez, MRodriguez@asnuntuck.edu.....	860.253.3070
Interim Dean, Teresa Foley, TFoley@asnuntuck.edu.....	860.253.3141
Director of Education Technology, Katie O'Connell, KOconnell@asnuntuck.edu, Room 113.....	860.253.3109
<b>Academic Tutoring Center</b> .....	<b>Room 119</b>
Director, Angelina Hinojosa, AHinojosa@asnuntuck.edu.....	860.253.3169
<b>Administrative Services</b> .....	<b>Room 158</b>
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Assistant Director, Chad Glabach, CGlabach@asnuntuck.edu.....	860.253.3044
Associate Dean of Campus Operations, Alfred DiMauro, ADimauro@asnuntuck.edu.....	860.253.3031
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Interim Director, Jennifer Meny, JMeny@asnuntuck.edu.....	860.253.3090
<b>Art</b> .....	<b>Room 151</b>
Department Chair/Associate Professor, Michael Demers, MDemers@asnuntuck.edu.....	860.253.3075
<b>Biology</b>	
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<b>Biology Lab</b>	
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<b>Bookstore</b> .....	<b>Lobby</b>
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<b>Building Services</b> .....	<b>Room 171</b>
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Professor, James Wilkinson, JWilkinson@asnuntuck.edu, Room 152.....	860.253.3181
<b>Center for Advising &amp; Student Achievement</b> .....	<b>Room 111</b>
Academic & Career Advisor, Catherine Carter, CCarter@asnuntuck.edu.....	860.253.3072
Academic & Transfer Advisor, Amanda Looney-Goetz, ALooneygoetz@asnuntuck.edu.....	860.253.3073
Advising Services Assistant, Tommi DeMichael, TDemichael@asnuntuck.edu.....	860.253.3065
Guided Pathways Advisor I, Carlos Castillo, CCastillo@asnuntuck.edu.....	860.253.3096
Guided Pathways Advisor I, Emily Santaniello, ESantaniello@asnuntuck.edu.....	860.253.3092

## Chemistry/Physics

Assistant Professor, Amely Cross, ACross@asnuntuck.edu, Room 126.....860.253.3119

## Children's Reading Room.....Room 168

Coordinator, Pamela Keenan, PKeenan@asnuntuck.edu.....860.253.3040

## Communications

Assistant Professor/Coordinator of Communications, Robert Brown, RBrown@asnuntuck.edu, Room 152.....860.253.3124

## Criminal Justice

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

## Early Childhood Education

Coordinator of ECE/Associate Professor, Carol LaLiberte, CLaliberte@asnuntuck.edu, Room 112.....860.253.3187

## English

Assistant Professor, Joseph Berenguel, JBerenguel@asnuntuck.edu, Room 126.....860.253.3142

Coordinator of Writing/Associate Professor, Joseph Finckel, JFinckel@asnuntuck.edu, Room 112.....860.253.3076

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

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

Professor, Marilynn Turner, MTurner@asnuntuck.edu, Room 112.....860.253.3108

## Financial Aid.....Room 109

Interim Associate Director, Jody Weller, JWeller@asnuntuck.edu.....860.253.3030

Interim Director, Beth-Anne Egan, BEgan@asnuntuck.edu.....860.253.3030

## History/Political Science

Associate Professor, Elle Van Dermark, EVandermark@asnuntuck.edu, Room 112.....860.253.3148

## Human Resources.....Room 144

Human Resources Generalist-North Region, Erin Ransford, ERansford@commnet.edu.....860.738.6324

Regional Manager, North-West Region, Wendy Bovia, WBovia@commnet.edu.....860.773.1240

## Information Center

Evening Coordinator, Roland Atkinson RATkinson@asnuntuck.edu.....860.253.3012

Secretary II, Kimberley Quinn, KQuinn@asnuntuck.edu.....860.253.3012

## Information Technology.....Room 149

Acting Director, Charles Knurek, CKnurek@asnuntuck.edu.....860.253.3037

Coordinator of Media Services, Ben Durant, BDurant@asnuntuck.edu.....860.253.3074

Information Technology Technician I, Jason Bartosiak, JBartosiak@asnuntuck.edu.....860.253.1295

Information Technology Technician II, Travis Brown, TBrown@asnuntuck.edu.....860.253.1294

Information Technology Technician II, Nathan Thibodeau, NThibodeau@asnuntuck.edu.....860.253.1293

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

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Evening Librarian, Susanna Phillips, SPhillips@asnuntuck.edu.....860.253.3170

Librarian, Qiong Zou, QZou@asnuntuck.edu.....860.253.3172

Reference/Information Literacy Librarian, Tabitha Heavner, THeavner@asnuntuck.edu.....860.253.3174

Main Number.....860.253.3000

## Manufacturing Technology

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Technology Program Coordinator, Gary Zweifel, GZweifel@asnuntuck.edu, Room 139.....860.253.3121  
Tutor, Hallekiros Abera, AHellekiros@asnuntuck.edu, Room 139.....860.253.3189  
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Welding Fabricating Coordinator/Instructor, Rick Munroe, RMunroe@asnuntuck.edu, Room 139.....

## Mathematics

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## Office of the CEO.....Room 153

CEO, Michelle Coach, MCoach@asnuntuck.edu.....860.253.3006  
Interim Executive Assistant to the CEO, Sharmtae Wilson, SWilson@asnuntuck.edu.....860.253.3006

## Psychology

Assistant Professor, Heather D'Orlando, HDorlando@asnuntuck.edu, Room 112.....860.253.3103

## Registrar.....Room 106

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Registrar, Stacey Musulin, SMusulin@asnuntuck.edu Room 108.....860.253.3015

## Security.....Information Center

1st Shift Security Guard, Officer Gilchrist & Officer Clark.....860.253.3013  
2nd Shift Security Guard.....860.253.3013

## Sociology

Instructor, Laurie Chancey, LChancey@asnuntuck.edu, Room 112.....860.253.3152

## Student Activities.....Room 200B

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

## Student Accessibility/Disability Services.....Room 119

504/ADA Coordinator, Deborah Kosior, AS-DisabilityServices@asnuntuck.edu.....860.253.3005

## Student Services.....Room 101

Interim Dean of Students/Title IX Deputy, Tim St. James, TStjames@asnuntuck.edu, Room 101A.....860.253.3020  
Secretary II, Andrea Church, AChurch@asnuntuck.edu.....860.253.3020

## Veteran Services

Coordinator, Beth-Anne Egan, BEgan@asnuntuck.edu, Room 109.....860.253.3024

Weather/Cancellations.....1-800-501-3967 – Option 2

**Workforce Development and Continuing Education.....Room 155**

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# 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 5.1.5 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, 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 therefrom, 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. The application is available through the College Admissions Office at 170 Elm St., Enfield, CT 06082, or from school counselors at all local high schools, or online at [www.asnuntuck.edu](http://www.asnuntuck.edu).
- Submit official transcripts from an approved high
- Take the Basic Skills Assessment. New students should call the Admissions Office (860.253.3010) 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 before or during published registration times.

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).

## 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 or online). 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 to order to provide them with a solid foundation in reading, writing, and mathematics. As part of the Connecticut State Colleges and Universities response to the COVID-19 pandemic, and in absence of the ability to administer placement assessments on campus, the College requires to obtain a student's final high school GPA, or a self-reported high school GPA, when applicable, as part of the initial enrollment process at the College. This placement method, mandated by the Connecticut State College and Universities,

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 exempt from having to provide high school GPA upon presentation of appropriate documentation, i.e., transcripts or degree showing they have met the specified prerequisite.
2. Students who have a SAT Reading score of 25 or higher, or a 450 or higher on the old SAT (test date prior to March 2016), will be placed in ENG\* 101: Composition. An SAT Mathematics score of 440 or higher, or a Mathematics score of 400 or higher on the old SAT, 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 provide the College with your high school GPA for math placement.
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 provide the College with your high school GPA 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 504/ ADA Coordinator at 860.253.3005.

Students who cannot produce a high school GPA, nor produce a self-reported GPA, because you earned a GED or you completed high school out of country, should contact the Admissions Office at 860.253.3010 to discuss further options for placement assessment.

Students with any questions regarding placement should contact the Admissions Office 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.

Beginning on August 1, 2010, all full-time and matriculating students, except those born in the continental U.S. prior to January 1, 1980, must provide proof of immunization against varicella (chicken pox). 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 birthday 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.

## **COVID-19 VACCINATION REQUIREMENTS FOR STUDENTS**

Effective June 24, 2021, all students participating in any on-campus activity at a CSCU BOR-governed institution are required to be fully vaccinated against COVID-19. Students are required to report vaccination compliance to the college or university they physically attend.

Students who receive an exemption from the COVID-19 vaccination requirement or who are not fully vaccinated prior to the beginning of the Fall 2021 semester will be required to comply with preventative measures as deemed necessary by the university or college. Such measures may include, but not be limited to, a period of modified quarantine, surveillance testing, and mask-wearing.

View the complete policy 2-5: Covid-19 Immunization Requirements for Students in the Student Affairs section of the policy page.

## **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 high school courses approved by Asnuntuck Community College for college credit. 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.

\* 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 certificates 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 Fall or Spring credit 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. This exchange privilege is offered on a space-available basis only to degree or certificate-seeking students. Changes to registration may result in changes to your cross-registration privilege.

Connecticut community college students can register any time during in-person registration. Students who are not CT community college students need to wait until the first day of classes to apply for this privilege. All students interested in this special crossregistration plan should contact the Registrar's Office at 860.253.3015 or 860.253.3018. You will need to

give a copy of your “home” institution’s paid bill to Asnuntuck’s Business Office for processing. 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.

## 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:

<i>GRADE POINTS EXPLANATION</i>	<i>GRADE</i>
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)  
*Students may change from credit to audit or from audit to credit only until the last day for audits.*
- I       0.00    incomplete  
*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.*
- 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

1. 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.
2. 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 semester and who has received a written time extension from the instructor.

- have completed 75% of the course work prior to the request
- request the incomplete from the appropriate instructor
- if granted, sign the "Assignment of an Incomplete" form. The instructor will indicate on the form the grades that have already been earned by the student and the work that remains to be completed.

The instructor must send a copy of the form, with appropriate signatures, to the Dean of Academic Affairs so it may be processed by the Registrar's Office by the semester grade deadline.

The coursework must be completed per the instructor's expectations and the deadline may not be extended beyond the 10<sup>th</sup> week of the next standard semester (Fall or Spring). Incompletes not updated will convert to the grade indicated on the original form. The "I" will convert to an "F" if no grade is indicated.

## 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 C.A.S.A. (Center for Advising & Student Achievement), Academic Affairs, and the Registrar's Office.

## 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.

## ACADEMIC ENGAGEMENT

Current CSCU policy requires that students who do NOT begin participation in each class by a certain date be dropped from the class(es) in which there is no evidence of active participation. This will impact financial aid eligibility.

While Asnuntuck Community College does not mandate that all instructors take attendance, the community colleges are required to verify the academic engagement of each student in each registered course by demonstrating

“academic attendance” or an “academically related activity” for Title IV purposes. This must be completed prior to the predetermined census date of each traditional semester, as well as during periods of enrollment shorter than the traditional 15-week semester (i.e., summer terms and other abbreviated terms).

In accordance with the federal regulatory definition, academic engagement includes, but is not limited to:

- Physically attending a scheduled class where there is an opportunity for direct interaction between the instructor and students
- Submitting an academic assignment
- Taking an exam, an interactive tutorial, or computer-assisted instruction
- Attending a study group that is assigned by the instructor
- Participating in an online discussion about academic matters
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course.

Academic engagement does not include activities where a student may be present, but not active in learning academic content, such as:

- Logging into an online class without active participation
- Participating in academic counseling or advising

The College will make the determination of academic engagement. A student's certification of attendance that is not supported by institutional documentation is not acceptable.

Deadlines for academic engagement are posted in course syllabi, the academic calendar, and in college email notifications. Students who are determined to have not academically engaged in a period of enrollment shall be assigned a registration status of “Never Participated (NP)” for each affected course. Students with the NP designation will be dropped from the course(s) in which they have not participated and will be assessed a Late Drop Fee for each affected course as outlined in BOR policy 3.7. Students

who are dropped for lack of engagement may not be reinstated to the same class.

Dropped classes will not show on the official transcript. Students are not eligible to receive financial aid for dropped classes in which they were never engaged.

## ADD/DROP AND WITHDRAWAL POLICY

Changes that increase or decrease the total number of credits in which a student is enrolled will affect billing and financial aid. Before dropping or withdrawing from classes, students should:

- Carefully review Financial Aid and Tuition and Fees policies in this catalog
- Meet with a Financial Aid counselor to determine any impact on financial aid eligibility

Registration changes may be made:

- Online at <https://my.comnet.edu> in Banner Student Self-Service
- By emailing the appropriate form to [AS-Registrar@Asnuntuck.edu](mailto:AS-Registrar@Asnuntuck.edu) from the College email address
- In person (with completed form) at the Registrar's Office
- By faxing an Add/Drop form to 860.253.3016

Refer to Asnuntuck's academic calendar for deadlines and other details.

## ADDING & DROPPING COURSES

### FULL-TERM COURSES (15 WEEKS):

Courses may be added up to calendar day seven of a full, 15-week term.

Students may drop course through the end of business day of the 21<sup>st</sup> calendar day of the term. Courses dropped during this period would not appear on a transcript.

- Students who drop courses prior to the term or up until the 7<sup>th</sup> day of the term having elapsed (i.e. 10% of the term) will be entitled to a 100% refund of tuition and fees.
- Students who drop subsequently to the 7<sup>th</sup> day of the term but prior to the 21<sup>st</sup> day of the term having elapsed will be entitled to a 100% refund of tuition and fees less a "late drop" fee assessed at \$50 per dropped course.

### ABBREVIATED TERM COURSES:

Courses can only be added up to the first 10% of the abbreviated term length.

Students may drop courses through the first 20% of an abbreviated term length. Courses dropped during this period would not appear on a transcript.

- Students who drop courses prior to the abbreviated term and up until 10% of the abbreviated term having elapsed will be entitled to a 100% refund of tuition and fees.
- Students who drop subsequently to 10% of the abbreviated term having elapsed but prior to 20% of the abbreviated term having elapsed will be entitled to a 100% refund of tuition and fees less a "late drop" fee assessed at \$50 per dropped course.

## WITHDRAWALS

After the Drop Period, course withdrawals are reflected by a "W" notation on the transcript. No course withdrawals will be accepted once 80% of the term has passed. Withdrawal forms must be submitted to the Registrar's Office by given deadlines. The form may be downloaded from the website or obtained at the Registrar's Office.

Documentation of instructor permission is required to withdraw after the sixth (6<sup>th</sup>) week of a 15-week class. This timeframe is prorated for classes of shorter durations.

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.

#### **TRADITIONAL FALL/SPRING SEMESTER COURSES:**

No course withdrawals will be accepted once 80% of the semester has passed. For a typical 15-week term, 80% of the term is considered the last day of the twelfth week of the term. A student may appeal the course withdrawal deadline due to mitigating circumstances.

- Students who withdraw subsequently to the 21<sup>st</sup> day of the term having elapsed will be charged 100% of all tuition and fees.

#### **COURSES OFFERED IN ABBREVIATED TERMS (E.G. SUMMER, WINTER, LATE START COURSES, ETC.):**

No course withdrawals will be accepted once 80% of the abbreviated term has passed. For abbreviated terms, 80% is considered the last day of the business week of that period. A student may appeal the course withdrawal deadline due to mitigating circumstances.

- Students who withdraw subsequently to 20% of the abbreviated term having elapsed will be charged 100% of all tuition and fees.

*Note: Financial aid students who withdraw from summer courses subsequently to 20% of the abbreviated term having elapsed but prior to the summer financial aid census date may be charged 100% of tuition and fees for those courses with no corresponding/offsetting summer financial aid disbursement.*

### **ACADEMIC ADVISING**

Academic advising is a partnership between student and advisor that empowers students to reach academic, career and lifelong learning goals. Through an educational process, students learn to make informed decisions to optimize their academic experience.

- NEW students meet with an Academic Advisor in the Center for Advising &

Student Achievement (C.A.S.A.) to become oriented to the advising process and to plan their first semester of coursework.

- CONTINUING students should contact their Assigned Faculty Advisor to plan future semesters and talk about course options. Faculty Advisors are assigned once a student has registered for classes and are assigned according to a student's declared program of study. Faculty advisors send their advisees an email with contact information, office hours, and information about setting up an appointment in mid-September (once all students have registered and have been assigned Faculty Advisors).

Advising drop-in hours are held during registration periods which are typically from April to the beginning of September for Summer and Fall registration, and then from November to the beginning of February for Winter and Spring registration. For more information, go to: [www.asnuntuck.edu/student-resources/advising](http://www.asnuntuck.edu/student-resources/advising)

## **CENTER FOR ADVISING & STUDENT ACHIEVEMENT (C.A.S.A.)**

### **ACADEMIC ADVISING**

New students are encouraged to meet with an Academic Advisor to discuss initial goals, full or part time status, placement results, and course options. It is essential that new students check in with an Academic Advisor to make sure that he or she is on the right track in the first semester. Academic Advisors can review transcripts, provide unofficial transcript evaluations, and can verify prerequisites that have been completed at other institutions of higher education. Most importantly, Academic Advisors want to make sure that the student is set up for success in the first year and beyond.

### **TRANSFER ADVISING**

Students intending to transfer should meet with the Academic & Transfer Advisor as early as their first semester. Once a program of study has

been selected, students are encouraged to meet with the Academic & Transfer Advisor each semester to make sure they are fulfilling major requirements and enrolling in courses transferable to their chosen school(s). Visit the Transfer Services website [www.asnuntuck.edu/student-resources/transfer](http://www.asnuntuck.edu/student-resources/transfer) for more information about the transfer process.

## CAREER DEVELOPMENT

Whether you are established in your career field of choice, still searching for that right fit, or working on moving up, ACC has career services to help you succeed. Asnuntuck supports students in choosing majors, exploring career options and paths, creating resumes, networking, and many other career development processes. We provide workshops and programs throughout each semester, and a variety of resources are accessible on our website and in C.A.S.A. The Academic & Career Advisor is also available for scheduled one-on-one appointments. For more information, please visit: [www.asnuntuck.edu/student-resources/careerdevelopment](http://www.asnuntuck.edu/student-resources/careerdevelopment).

## CHANGE OF PROGRAM

Students may change their program 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

The College does 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.

## 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 prior May Commencement if they are no more than four credits short of their degree or certificate requirements. August graduates must file an Appeal to Participate form and receive approval from the Dean of Students to "walk" in May. 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.

## 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)*

## Asnuntuck Community College Probation Definitions

Type of Probation	Description	Max Registered Credits
Progress Probation	Have completed less than 50% of attempted credits	11
Progress Probation and Dean's List	Have completed less than 50% of attempted credits	11
Written Warning and Progress Probation	Completed 11 or fewer credits whose CGPA is below 1.5 AND have completed less than 50% of attempted credits	18
GPA Probation	Completed between 12 and 30 credits inclusive whose CGPA fall below 1.7 AND those who have completed 31 or more credits whose CGPA fall below 2.0	11
GPA & Progress Probation	Completed between 12 and 30 credits inclusive whose CGPA fall below 1.7 AND those who have completed 31 or more credits whose CGPA fall below 2.0 AND have completed less than 50% of attempted credits	11

## 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

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

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

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

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

### GRADUATION HONORS:

3.9 to 4.00 grade point average  
Highest Honors

3.7 to 3.89 grade point average  
High Honors

3.4 to 3.69 grade point average  
Honors

An outstanding incomplete grade 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:

1. Associate degree candidates who are members of Phi Theta Kappa Honor Society wear a gold sash.
2. Gold cords are worn by students who are graduating with a 3.7 GPA or higher.
3. 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 President's Award in accordance with the following criteria:

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

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.

## A. COURSE WORK

- *Classroom or Online 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.

- *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.

- *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.

## B. CREDIT BY EXAMINATION

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

- *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.

- *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:

1. 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.
2. 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).

3. **OVERSEAS ACADEMIC PROGRAMS**  
Asnuntuck Community College students may take course 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 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 furth information, contact the Academic Affairs Office.

***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 FROM ASNUNTUCK**

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.

Students intending to transfer are encouraged to take advantage of the services and resources provided by the Transfer Services office as early as their first semester. Transfer planning information including equivalencies, agreements, and pathways are available on the Transfer Services website:  
[www.asnuntuck.edu/transfer](http://www.asnuntuck.edu/transfer).

Transfer events are regularly scheduled throughout the academic year including a large college fair, information sessions, luncheons, and Transfer Tuesday visits. Students are strongly encouraged to participate in transfer programs and events to explore potential transfer options.

Once a program of study has been selected, students are also encouraged to meet with the Transfer Advisor each semester to make sure they are fulfilling major requirements and enrolling in courses which are transferable to their chosen school(s).

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 Advisor during the first semester at ACC for further information.

## 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 GENERAL INFORMATION [www.asnuntuck.edu](http://www.asnuntuck.edu) 17 ACC Catalog 2021-2022 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

Students must be in good financial standing with the college to obtain a transcript. Official transcripts may be delivered via secure online links or mailed paper copies.

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 a paper or 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.
- Recent students having active accounts with the College and should request transcripts using their myCommNet account.
- Visit the Registrar's website for links to our transcript service.

### IN PERSON

- Students may complete and sign a Transcript Request Form at the Registrar's Office. Transcripts are

provided free-of-charge but are not processed while-you-wait.

**BY MAIL/EMAIL/FAX**

- Email (preferably from college email), mail, or fax a completed and signed Transcript Request Form to the Registrar’s Office (860.253.3016 or AS-Registrar@Asnuntuck.edu). The form can be downloaded from our website or obtained at the Registrar's Office.

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 & FEES (2022-2022)**

TUITION	AMOUNT
1. Full-Time Student - per semester: (1)	
a) CT and Massachusetts resident (2).....	1,992.00
b) Out-of-State resident.....	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.....	498.00
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.....	40.00
2. Part-Time Student - per semester.....	40.00

**MANDATORY USAGE FEES (effective Fall 2019)**

1. Material Fee.....	51.00/course
2. Adv. Manufacturing Fee.....	120.00/per applicable course
3. Supplemental Course Fee:	
Level 1.....	102.50/course
Level 2.....	205.00/course
4. Excess Credit Tuition Charge (for more than 17 credits).....	100.00

**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
11. Late Drop Fee (assessed per course).....	50.00

*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 21.
- 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.
- d. Tuition may be waived or remitted by the CEO, 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. REFUND SCHEDULE – GENERAL

#### a. TRADITIONAL FALL/SPRING SEMESTER COURSES

Students who drop courses prior to the term or up until the 7th day of the term having elapsed (i.e. 10% of the term) will be entitled to a 100% refund of tuition and fees. Students who drop subsequently to the 7th day of the term but prior to the 21st day of the term having elapsed will be entitled to a 100% refund of tuition and fees less a “late drop” fee assessed at \$50 per dropped course. Students who withdraw subsequently to the 21st day of the term having elapsed will be charged 100% of all tuition and fees.

#### b. COURSES OFFERED IN ABBREVIATED TERMS

Students who drop courses prior to the abbreviated term and up until 10% of the abbreviated term having elapsed will be entitled to a 100% refund of tuition and fees.

Students who drop subsequently to 10% of the abbreviated term having elapsed but prior to 20% of the abbreviated term having elapsed will be entitled to a 100% refund of tuition and fees less a "late drop" fee assessed at \$50 per dropped course.

Students who withdraw subsequently to 20% of the abbreviated term having elapsed will be charged 100% of all tuition and fees. Dates representing the 10% - 20% points of the respective abbreviated terms will vary according to each session/part of term in which the student is registered. Please see the Registrar or Bursar's office for the exact dates on which the "late drop" fee will be assessed.

**c. 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.

**d. SPECIAL FEES**

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

**e. 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.

**f. 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.

**g. SPECIAL WAIVERS**

College CEOs 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.

**2. 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.

## ACCIDENT INSURANCE

Enrolled students are carried automatically by group accident insurance while they are in class or attending a college function. Students may purchase 24-hour accident and sickness insurance through this policy. Students who wish to inquire about health insurance should contact the Dean of Students Office 860.253.3020.

## 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 funds, 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 prior to the 60% point of the semester, the student may owe a partial repayment for any funds received and not earned.

\*For more detailed information, see Refunds/Return 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 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 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). Simply log on to <https://fafsa.ed.gov>. Be sure to list Asnuntuck's Federal Code number (011150). 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. Check the email account created for you by the college. All official communication will be sent to that account. You can access email inside myCommNet.

For further information, please call our Call Center at 860.253.3030, email us at [AS-FinAid@asnuntuck.edu](mailto:AS-FinAid@asnuntuck.edu), or go to <https://my.commmnet.edu>. Enter your NetID and password. Select Student tab. Click on Student Self-Service and select Financial Aid.

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**

Federal regulations require that a student receiving financial aid under the Title IV programs make satisfactory academic progress (SAP) in accordance with the standards set by the Board of Regents, and the US Department of Education pursuant to 34 CFR 668.34. The contents of this policy were approved by the Board of Regents on April 7, 2016 and are effective for periods of enrollment subsequent to the Spring 2017 semester. Questions concerning this policy should be addressed to the Director of Financial Aid at the attending Connecticut Community College.

## **POLICY**

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

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

ESL courses are also included in this assessment. Transfer credits are counted as both attempted and earned credits in the calculation for determining satisfactory academic progress.

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

#### Standards for Certificate Seeking Students

Credits Attempted	Minimum Cumulative GPA	Minimum Completion Pace
0 - 11.99	0.0	0.00%
12 +	2.0	67.00%

#### Standards for Degree Seeking Students

Credits Attempted	Minimum Cumulative GPA	Minimum Completion Pace
0 - 11.99	0.00	0.00%
12 - 30.99	1.7	50.00%
31 - 49.99	2.0	50.00%
50 - 59.99	2.0	60.00%
60 +	2.0	67.00%

### ADVISING REQUIREMENT

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

### REPEAT/AUDIT COURSEWORK

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

financial aid payment. Audit courses are not financial aid eligible.

### COMMUNICATION

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

### MAXIMUM CREDIT HOURS

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

### FINANCIAL AID WARNING

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

## UNSATISFACTORY PROGRESS

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

## REINSTATEMENT PROCESS

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

## FINANCIAL AID PROBATION

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

## APPEAL PROCESS

Students may request consideration for reinstatement to the financial aid programs through the following Appeal Process: If a student feels their failure to meet the minimum satisfactory academic progress standard was the result of an unusual or extraordinary situation that affected successful progression, the student may appeal to the Financial Aid Office. To provide consistency in decision-making a designated administrator or committee at the attending institution will make all appeal

decisions in a timely manner upon review of the appeal form and any applicable documentation. The student must:

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

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

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

At the end of the semester, grades will be evaluated. If the student has met the required terms of the academic plan, the student may remain on Financial Aid Probation and continue to receive financial aid the following semester. If the student fails to meet the terms of the academic plan in any subsequent semester, the student will become ineligible to participate in all financial aid programs until the student is able to once again meet the minimum requirements for academic progress. Student progress will continue to be monitored at the end of each semester with the same terms in place until the student is in compliance with this policy.

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

*Revised April 2016*

## STUDENT SERVICES

### 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 DISABILITY 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 Deborah Kosior, 504/ADA Coordinator, AS-DisabilityServices@asnuntuck.edu 860.253.3005, Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082.

### 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 <http://benefits.va.gov/gibill/> 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.

- Under PA 18-47, veterans with an other-than-honorable discharge must submit CT DVA OTH Form 1, available from the Connecticut Department of Veterans Affairs, to access state veterans benefits. This form allows veterans with an other-than-honorable discharge to show that they have a diagnosis of PTSD or TBI, or have experienced MST, as certified by a U.S. Department of Veterans Affairs healthcare provider. Veterans with Bad Conduct or Dishonorable discharges remain ineligible for most state veterans benefits, including tuition waivers. 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 GOVERNMENT & ACTIVITIES

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

## STUDENT GOVERNMENT ASSOCIATION

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](mailto: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
- Veteran Society
- Criminal Justice Fitness Club
- APAC – Asnuntuck for Prevention & Change
- Robotics & Electronics Club

## CAMPUS ACTIVITIES BOARD

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).

## STUDENT IDs

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.

## 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.

## 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, the Children's Reading Room remains a unique service exclusive to Asnuntuck. The Children's Reading Room (CRR) functions on a cooperative basis where each parent is required to volunteer two hours per week regardless of how much time they utilize the service or 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 Student Government funds the CRR, which is the reason we can offer this "priceless" service.

In a safe and encouraging environment, children registered for the CRR develop school readiness skills. With the use of developmentally age appropriate activities, children acquire social, motor and literacy skills along with executive function competencies.

The CRR 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

## 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.

## 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.comnet.edu](http://www.acc.comnet.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.

## TITLE IX & DIVERSITY

Sexual Misconduct is a serious issue that affects college students, impeding their ability to participate fully in their studies. At Asnuntuck we are committed to having an informed campus that understands reporting responsibilities and is aware of available campus resources critical to creating a culture of caring and compassion in support of our students and community.

A Title IX coordinator’s core responsibilities include overseeing the school’s response to Title IX reports and complaints and identifying and addressing any patterns or systemic problems revealed by such reports, disclosures and complaints. This means that the Title IX coordinator must have knowledge of the requirements of Title IX, of the school’s own policies and procedures on sex discrimination,

and of all complaints raising Title IX issues throughout the school. The Title IX coordinator must be informed of all reports and complaints raising Title IX issues, even if the report or complaint was initially filed with another individual or office or if the investigation will be conducted by another individual or office. To learn more about “Sexual Misconduct Policies” please visit our web site at: <https://asnuntuck.edu/student-resources/title-ix-at-acc/>.

## 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.

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

## 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 three-tier Academic Department structure. The chart below represents the full-time faculty assigned to each Academic Department:

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

Department Chair: Michael Demers  
 Full-time Faculty: James Chadic  
 Amely Cross Tawana Jewell  
 Eric Mosher MaryBeth Rajczewski  
 Cheryl Turgeon Arben Zeqiraj

**Degree Programs:** Liberal Arts-Fine Arts Option, Engineering Science, and all related certificates.

### DEPARTMENT OF LIBERAL ARTS

Department Chair: Fred Stefanowicz  
 Full-time Faculty:  
 Joseph Berenguel Laurie Chancey  
 Heather D’Orlando Joe Finckel  
 Michaela Mullarkey John Sheirer  
 Marilynn Turner Elle Van Dermark

**Degree Programs:** General Studies, Liberal Arts, LAS-UConn Psychology Plan of Study, and all related certificates.

### DEPARTMENT OF CAREERS

Department Chair: Carol LaLiberte  
 Full-time Faculty: Robert Brown  
 Heidi Fitzgerald Michele Howard-Swan  
 Sam Irizarry Amy Koehler  
 Kobie Stewart Jim Wilkinson

**Degree Programs:** Accounting, Business Administration, Communications, Criminal Justice, Early Childhood Education, Human Services, Registered Medical Assisting, and all related certificates.

### DEPARTMENT OF ADVANCED MANUFACTURING TECHNOLOGY

Department Chair: Mary Bidwell  
 Business & Industry Instructors:  
 Muhammed Awais Mike Lombardi

**Degree Programs:** Technology Studies, Welding, Electronics, Electro-Mechanical Maintenance, and all related certificates.

Academic support is provided by the Academic Tutoring Center, the Library and the Educational Technology Center office located in the Teaching and Learning 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 is part of the Connecticut State Colleges and Universities (CSCU) consortium, which is comprised of the 12 Connecticut Community Colleges, the 4 Connecticut State Universities, Charter Oak State College, and the Connecticut State Library. The CSCU Library Consortium enables ACC students, faculty, and staff to request materials from these institutions.

The Library also offers access to dozens of online academic databases that contain magazine and journal articles, newspapers, streaming videos, and electronic books. These e-resources are available to students on campus when the Library is open, and they may be accessed remotely 24/7/365 with a college ID. The Library also maintains a collection of roughly 26,000 books, as well as a small collection of textbooks and digitized online materials to help support classroom instruction.

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), departmental outreach, and adaptive technological support.

The Library has comfortable seating, individual and group study tables, computers, scanners, a printer, wall space for rotating art exhibits, and a magazine and newspaper reading area. The Homework Lab, equipped with PCs, Macs, and an additional scanner and printer, and the Academic Tutoring Center, are both located within the Library.

## ACADEMIC TUTORING CENTER

The Academic Tutoring 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 Tutoring Center.

The Academic Tutoring 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 Tutoring Center.

## RADIO STATION (WACC)

Asnuntuck Community College Radio, 107.7 WACC, is a vibrant part of the Asnuntuck community with students, faculty, staff, and Enfield community leaders producing programming for broadcast in state-of-the-art studios with current, widely used industry technology. Beginning operations in 2003, WACC reaches all of Enfield and surrounding communities on the FM dial at 107.7 FM, and the world on the free 107.7 WACC app available in the App Store or Google Play, or on your smart device. WACC and its associated communications lab also has a dozen networked workstations allowing students to produce everything from public service announcements and their own shows to podcasts in the college's audio production and radio courses. For more

information, contact Robert Brown at 860.253.3124.

## 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.

## BOR/CSCU STUDENT CODE OF CONDUCT

Approved 3/13/2014; amended 4/17/2014; 1/15/2015, 6/16/2016, 7/29/2020 -BR 20-104

### 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 College Provost to determine whether a student has violated the Code and to impose sanctions as warranted, including a hearing officer or hearing board.

13. “Institution” means the University or College within CSCU.

14. “Instructor” means any faculty member, teaching assistant or any other person authorized by the University to provide educational services, including, but not limited to, teaching, research, and academic advising.

15. “Member of the CSCU Community” means any person who is a student, an official or any other person who works for CSCU, either directly or indirectly (e.g., for a private enterprise doing business on a CSCU campus).

16. “Policy” means the written regulations, standards, and student conduct expectations adopted by the BOR and found in, but not

limited to the Student Handbook, the Residence Life Handbook, the housing contract, the graduate and undergraduate catalogs, and other publicized University and College notices.

17. "Prohibited Conduct" means the conduct prohibited by this Code, as more particularly described in Part I-D of this Code.

18. "Reporting Party" means any person who alleges that a student has violated this Code.

19. "Student" means either (1) any person admitted, registered, enrolled or attending any CSCU course or CSCU conducted program, whether full-time or part-time, and whether pursuing undergraduate, graduate or professional studies, or continuing education; (2) any person who is not officially enrolled for a particular term but who has a continuing relationship with a CSCU; or (3) any person within two calendar years after the conclusion of their last registered Community College course unless the student has formally withdrawn, graduated or been expelled from the College.

20. "Student Code" or "Code" means this Student Code of Conduct.

21. "Student Organization" means an association or group of persons that have complied with the formal requirements for University or College recognition.

22. "Support Person" means a person, who accompanies an Accused Student, a Reporting Party or a victim to a hearing for the limited purpose of providing support and guidance. A support person may not directly address the Hearing Body, question witnesses, or otherwise actively participate in the hearing process.

23. "University" means any of the following institutions: Central Connecticut State University, Eastern Connecticut State University, Southern Connecticut State University, and Western Connecticut State University, whichever the alleged violation of the Code occurred.

24. "Shall" and "will" are used in the imperative sense.

25. "May" is used in the permissive sense.

## **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 on-line college: Central Connecticut State University, Eastern Connecticut State University, Southern Connecticut State University, Western Connecticut State University; Asnuntuck Community College, Capital Community College, Gateway Community College, Housatonic Community College, Manchester Community College, Middlesex Community College, Naugatuck Valley Community College, Northwestern Connecticut Community College, Norwalk Community College, Quinebaug Valley Community College, Three Rivers Community College, Tunxis Community College, and Charter Oak State College.

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

The Student Code shall apply to Students and to University Student Organizations. The term "student" shall generally apply to the student as an individual and to a Student Organization as a single entity. The officers or leaders of a particular Student Organization usually will be expected to represent the organization during the disciplinary process. Nothing in this Student Code shall preclude holding certain members of a Student Organization accountable for their individual acts committed in the context of or in association with the organization's alleged violation of this Code.

**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 online activities, where applicable. Students who attempt to engage in conduct that violates this Code, who knowingly encourage, aid or assist another person in engaging in such conduct, or who agree with another person, explicitly or otherwise, to engage in such conduct, may also be subject to disciplinary action.

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

health or safety of any member of the CSCU or to the property of the CSCU.

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

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

#### **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:

- a. Misuse of University or College documents, including, but not limited to forging, transferring, altering or otherwise misusing a student fee card, student payroll card, identification card or other College or University identification document, course registration document, schedule card, transcript, or any other institution issued document or record.
- b. Knowingly furnishing false information to any CSCU Official, faculty member or office.

3. Theft of property or services, or damage to, defacement or destruction of, or tampering with, real or personal property owned by the State of Connecticut, CSCU/BOR, the institution, or any member of the CSCU Community.

4. Actual or threatened physical assault or abuse, threatening behavior, intimidation, or coercion.

5. Sexual misconduct may include engaging in one of more behaviors:

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

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

(b) **Sexual assault** shall include but is not limited to a sexual act directed against another person when that person is not capable of giving consent, which shall mean the voluntary agreement by a person in the possession and exercise of sufficient mental capacity to make a deliberate choice to do something proposed by another. A person who initially consents to sexual activity shall be deemed not to have consented to any such activity which occurs after that consent is withdrawn. Consent cannot be assumed because there is no physical resistance or other negative response. A lack of consent may result from mental incapacity (e.g., ingestion of alcohol or drugs which significantly impair awareness or judgment) or physical incapacity (e.g., the person is unconscious or otherwise unable to communicate consent).

Consent must be affirmative. (See Sexual Misconduct Reporting, Support Services and Processes Policy).

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

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

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

6. Intimate partner violence is defined as:

- Including intimate partner violence, which is any physical or sexual harm against an individual by a current or former spouse or by a partner in a dating relationship that results from (1) sexual assault, as defined in section 5 above; (2) sexual assault in a spousal or cohabiting relationship; (3) domestic violence; (4) sexual harassment, as defined in section 5 above or, (5) sexual exploitation, as defined in section 5 above.

- Physical abuse, which can include but is not limited to, slapping, pulling hair or punching.
- Threat of abuse, which can include but is not limited to, threatening to hit, harm or use a weapon on another (whether victim or acquaintance, friend or family member of the victim) or other forms of verbal threat.
- Emotional abuse, which can include but is not limited to, damage to one's property, driving recklessly to scare someone, name calling, threatening to hurt one's family members or pets and humiliating another person.

7. Violations of privacy, including, but not limited to, voyeurism and the use of web-based, electronic or other devices to make a photographic, audio or video record of any person without his or her express consent, when such a recording is intended or likely to cause injury or distress. This includes, but is not limited to: (i) surreptitiously taking pictures or videos of another person in spaces such as sleeping areas, bathrooms, gymnasiums, locker rooms, and changing areas; and (ii) sexually exploiting another person by electronically recording or permitting others to view or electronically record, consensual sexual activity without a partner's knowledge or permitting others to view or listen to such video or audio tapes without a partner's knowledge and consent. Publicizing or threatening to publicize such records will also be considered a violation of this Code.

8. Hazing, which is defined as an act which endangers the mental or physical health or safety of a Student, or which destroys, damages, or removes public or private property for the purpose of initiation or admission into, affiliation with or as a condition for continued membership in a group or organization. The express or implied consent of the victim will not be a defense to an allegation of hazing. Consenting to the activity by remaining silent or not objecting in the presence of hazing is not a neutral act and is also a violation of this Student Code.

9. Stalking, which is defined as repeatedly contacting another person when:

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

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

10. Harassment, which is defined as conduct which is abusive or which interferes with a person's pursuit of his or her customary or usual affairs, including, but not limited to, such conduct when directed toward an individual or group because of race, ethnicity, ancestry, national origin, religion, gender, sexual orientation or expression, age, physical attribute, or physical or mental disability or disorder, including learning disabilities and mental retardation.

11. Conduct that is disorderly, lewd or indecent (including, but not limited to, public nudity and sexual activity in areas generally open to members of the campus community), breach of peace or aiding, abetting or procuring another person to breach the peace on CSCU premises or at functions sponsored by, or affiliated with the University or College.

12. Behavior or activity which endangers the health, safety, or well-being of oneself or others.

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

14. Unauthorized possession, duplication or use of keys (including, but not limited to, card access, card keys, fobs, etc.) to any CSCU premises or forcible and/or unauthorized entry on or into CSCU premises.

15. Starting fires, causing explosions, falsely reporting the presence of fire, bombs, incendiary or explosive devices, or falsely reporting an emergency.

16. Unauthorized or improper possession, use, removal, tampering or disabling of fire and/or safety equipment and warning devices, failure to follow standard fire and/or emergency safety procedures, or interference with firefighting or emergency response equipment or personnel.

17. Use, possession, purchase, sale or distribution of alcoholic beverages, except as expressly permitted by law and CSCU regulations. Alcoholic beverages may not, under any circumstances, be used by, possessed by, or distributed to any person under twenty-one (21) years of age.

18. Use, possession, purchase, sale, distribution or manufacturing of narcotics, controlled substances and/or drugs, including, but not limited to, marijuana and heroin, or drug paraphernalia, except as expressly permitted by law.

19. Use, possession or distribution of firearms, ammunition for firearms, other weapons or dangerous instruments, facsimiles of weapons or firearms, fireworks, explosives or dangerous chemicals. A dangerous instrument is any instrument, article or substance that, under the circumstances in which it is being utilized, is capable of causing death or serious physical injury. The possession of a deadly weapon or dangerous instrument on campus is strictly prohibited, even if such item is legally owned.

20. Gambling, including, but not limited to, promoting, wagering, receiving monies for wagering or gambling for money or property on CSCU premises.

21. Disruption or obstruction of any College or University function, activity or event, whether it occurs on or off the campus, or of any non-University or College function, activity or event which is authorized by the institution to occur on its premises.

22. Intentional obstruction of the free flow of pedestrian or vehicular traffic on CSCU premises or at University or College-sponsored or supervised functions or interference with entry into or exit from CSCU premises or with the free movement of any person.

23. Failure to comply with the directions of CSCU officials or law enforcement officers acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.

24. Conduct that violates published BOR/CSCU policies, rules, and regulations, including, but not limited to, residence hall rules and regulations.

25. Conduct prohibited by any federal, state, and/or local law, regulation or ordinance.

26. Unauthorized use of CSCU property or the property of members of the CSCU Community or of CSCU Affiliates.

27. Theft, unauthorized use, or abuse of University or College computers and/or peripheral systems and networks, including, but not limited to:

a. Unauthorized access to CSCU computer programs or files;

b. Unauthorized alteration, transfer or duplication of CSCU computer programs or files;

c. Unauthorized use of another individual's identification and/or password;

d. Deliberate disruption of the operation of CSCU computer systems and networks;

e. Use of the Institution's computing facilities and resources in violation of copyright laws (including unauthorized peer-to-peer file sharing of copyrighted material, including, but not limited to, copyrighted music, movies, and software);

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

g. Violation of the BOR Policy Statement on Acceptable and responsible use of Information Technology resources and/or any applicable BOR computer use policy.

28. Abuse of the CSCU conduct and disciplinary system, including but not limited to:

a. Failure to obey the notice from a Hearing Body or CSCU Official to appear for a meeting or hearing as part of the Student Conduct system;

b. Falsification, distortion, or intentional misrepresentation of information to a Disciplinary Officer or Conduct Administrator, or before a Hearing Body;

c. Initiation of a conduct or disciplinary proceeding knowingly without cause;

d. Disruption or interference with the orderly conduct of a disciplinary proceeding;

e. Attempting to discourage an individual's proper participation in, or use of, the disciplinary system;

f. Attempting to influence the impartiality of a Disciplinary Officer, Conduct Administrator or member of a Hearing Body prior to, and/or during the course of, the disciplinary proceeding;

g. Harassment (verbal or physical) and/or intimidation of a Disciplinary Officer, Conduct Administrator, or member of a Hearing Body prior to, and/or during the course of the disciplinary proceeding;

h. Failure to comply with the sanction(s) imposed under the Student Code; and

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

#### Part E: Hearing Procedures for Sexual Misconduct, Sexual Intimate Partner, Domestic Violence & Stalking Reports

In addition to disciplinary procedures applicable to State University students in Section II, Community College students in Section III, and Charter Oak State College Students in Section IV, for any hearing conducted involving allegations of sexual misconduct, including sexual harassment, sexual assault, sexual exploitation, stalking and intimate partner violence the Complainant and the Respondent shall each have the following rights:

1. All complaints of sexual misconduct will be reviewed by the Title IX Coordinator who will determine supportive measures and whether the complaint falls within the scope of Title IX.
2. If the institution's Title IX Coordinator determines that the alleged harassment is
  - a. so severe, pervasive, and objectively offensive that it effectively denies a person equal access to an education program or activity; or,

b. implicates an employee of the institution, alleging that the employee conditioned a provision of an aid, benefit, or service upon the complainant's participation in unwelcome sexual conduct; or,  
c. alleges "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v)1, "dating violence" as defined in 34 U.S.C. 12291(a)(10)2, "domestic violence" as defined in 34 U.S.C. 12291(a)(8)3, or "stalking" as defined in 34 U.S.C. 12291(a)(30)4 as defined in 34 U.S.C. 12291(a)(30)5

and

d. the alleged harassment occurred within the United States on property owned or controlled by the institution or any building owned or controlled by a student organization officially recognized by the institution; and

e. at the time of the filing the Complainant was participating or attempting to participate in the educational program or activity;

<sup>1</sup> 20 U.S.C. 1092(f)(6)(A)(v), The term "sexual assault" means an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

<sup>2</sup> 34 U.S.C. 12291(a)(10) The term "dating violence" means violence committed by a person - (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship. (ii) The type of relationship. (iii) The frequency of interaction between the persons involved in the relationship.

<sup>3</sup> 34 U.S.C. 12291(a)(8) The term "domestic violence" includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

<sup>4</sup> 34 U.S.C. 12291(a)(30) (30) The term "stalking" means

engaging in a course of conduct directed at a specific person that would cause a reasonable person to - (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

5 534 U.S.C. 12291(a)(30) (30) The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to - (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

6 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.

The Title IX coordinator will initiate the Title IX Process.

The Title IX Process and Procedures are available on-line and through the Office of the Title IX Coordinator.

3. If the institution’s Title IX Coordinator determines that the alleged harassment does not meet the factors in Section 2 above, but the alleged misconduct violates the Student Code of Conduct, the following procedures apply:

a. At any meeting or proceeding, both the Complainant and Respondent (Respondent means the person who has been reported to be the perpetrator of conduct violating the Student Code of Conduct) 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);

b. Both the Complainant and Respondent are entitled to request that disciplinary proceedings begin promptly;

c. 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 Complainant and Respondent the opportunity to present evidence and witnesses on their behalf during any disciplinary proceeding; (v) provide both the Complainant and Respondent with equal access to any information that will be used during meetings and hearings; (vi) invoke the standard of “affirmative consent<sup>6</sup>” in determining whether consent to engage in sexual activity was given by all persons who engaged in sexual activity; (vii) presume that the Respondent is not responsible until the conclusion of the process; and (viii) the hearing will be held live.

d. In accordance with the Family Educational Rights and Privacy Act (FERPA), Complainant and Respondent have the right to keep their identities confidential;

e. Complainants and Respondents shall be provided written notice of the decision of the Hearing Body simultaneously, 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 parties to sexual misconduct shall contain only the following: the name of the parties, the violation committed, if any, and any sanction imposed against the Respondent.

f. Both parties 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; however, if a request for review 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 be increased or decreased.

Notwithstanding the foregoing, in any hearing pertaining to sexual misconduct both the Complainant and Respondent 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.

If the institution's Title IX Coordinator determines that the allegations do not constitute a violation of either Title IX or Board policy and can make no finding of responsibility, complainant and respondent will be notified that the matter will be closed.

#### **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 another 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 STATE UNIVERSITY STUDENTS**

Procedures for University students differ from those procedures applicable to either the Community Colleges 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) for University Students as set for in this Section II of the Code.

### **Part A: Disciplinary Procedures Academic Misconduct**

#### **I. Instructor's Role:**

When the instructor of record or his or her designee believes that an act of academic misconduct has occurred, he or she shall notify the student of the allegation and save any evidence of such misconduct in its original form. (Copies of the Accused Student's work will be provided to the Student upon request.) In addition, the instructor shall not transmit a final grade to the Registrar until such time as the allegation(s) of academic misconduct are finally determined. Each institution shall establish

implementation guidelines in accordance with this Code.

2. Information from Person Other than Student's Instructor: Any member of the CSCU Community may provide information which might lead to a complaint against a Student alleging academic misconduct.

3. The Academic Misconduct Hearing Board: There shall be an academic misconduct hearing board convened by the University's Disciplinary Officer to consider allegations of academic misconduct lodged against a Student. The University's disciplinary officer shall be a non-voting member of the board and act as convener.

4. Hearing Process: The Accused Student shall be afforded adequate notice of the allegation, an opportunity to discuss the allegation with the instructor, and adequate time to request and prepare for a hearing. All parties shall have an opportunity to be heard and a record of the proceedings shall be made. The decision of a hearing board shall be communicated in writing.

5. Sanctions: If the academic misconduct hearing board determines that the Accused Student is "Not Responsible," the board shall not impose any sanctions. The board shall so advise the Student's instructor and the instructor shall reevaluate the student's course grade in light of the Board's determination. If the academic misconduct hearing board determines that the Accused Student is "Responsible," the academic sanction set forth in the instructor's course syllabus shall be imposed.

The academic misconduct hearing board may make a recommendation to change the academic sanction imposed by the instructor on the basis of its hearing of the evidence of academic misconduct. (Should the academic sanction not be changed pursuant to this recommendation, the University reserve the right to change the academic sanction.) Upon consideration of the Accused Student's record of misconduct and/or the nature of the offense, the academic misconduct hearing board may impose additional non-academic sanctions in proportion to the severity of the misconduct. These sanctions may include the following:

warning, written reprimand, discretionary sanctions, suspension and/or expulsion, as described in II.D of this Student Code of Conduct.

6. Appeals: The decision rendered by the academic misconduct hearing board may be appealed to the Provost/Academic Vice President, who shall review the record of the hearing, including any and all documents presented to the academic misconduct hearing board. An appeal shall be in writing and shall be delivered to the Provost/Academic Vice President within three (3) calendar days of receipt of the academic misconduct hearing board's written decision.

An appeal may be brought on any of four grounds: (a) a claim that error in the hearing procedure substantially affected the decision; (b) a claim that new evidence or information material to the case was not known at the time of the hearing; (c) a claim that the non-academic sanction(s) imposed were not appropriate for the violation of the Code for which the accused student was found responsible; and/or (d) a claim that the academic sanction imposed has resulted in a palpable injustice. The Provost/Academic Vice President shall have the right to deny an appeal not brought on any of the foregoing grounds. The decision rendered by the Provost/Academic Vice President shall be final and there shall be no further right of appeal.

#### **Part B: Disciplinary Procedures Nonacademic Misconduct**

The following procedures shall be followed in addressing allegations of non-academic misconduct.

1. Providing Information leading to a Complaint: Any person may provide information leading to the filing of a complaint against a Student or a Student Organization alleging a violation of the Student Code. A complaint must be made in writing and submitted to the University's Disciplinary Officer or Conduct Administrator.

2. Disciplinary Proceedings Against a Student Charged with a Violation of Law and a Violation

of the Code: University proceedings may be instituted against an Accused Student who has been charged with a violation of state or federal law for conduct which also constitutes a potential violation of this Code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following the institution of civil or criminal court proceedings against the Accused Student. Determinations made or sanctions imposed under this Student Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of University rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

3. Disciplinary Proceedings Against a Student Charged with Sexual Assault, Sexual, Intimate Partner, Domestic Violence or Other Sex Related Offense: See Section I.E

4. Pre-Hearing Investigation and Administrative Disposition:

a. The Disciplinary Officer or Conduct Administrator may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the Accused Student and the Disciplinary Officer or Conduct Administrator. Such disposition shall be final and there shall be no subsequent proceedings. If the charges are not admitted and/or cannot be disposed of by mutual consent, the Disciplinary Officer or Conduct Administrator may also present the case for the University at any subsequent hearing, but if he or she does, he or she shall not serve as a member of the Hearing Body.

b. The Disciplinary Officer or Conduct Administrator may conduct an investigation to determine if there is reason to believe the student has committed a violation of any part of Section I.D. of the Code and, after considering both the possible violation and the prior conduct record of the student, if the Disciplinary Officer or Conduct Administrator determines that a sanction of less than residential hall separation or suspension or expulsion from the

University is appropriate, the Disciplinary Officer or Conduct Administrator 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 Disciplinary Officer's or Conduct Administrator's consideration. At the conclusion of the administrative conference, the Disciplinary Officer or Conduct Administrator shall determine whether it is more likely than not that the student has violated the Policy and, if so, impose a sanction less than residential hall separation, or suspension or expulsion from the University. The Disciplinary Officer or Conduct Administrator shall provide the student with a written explanation for the determination. The decision of the Disciplinary Officer or Conduct Administrator shall be final.

5. Hearing Bodies: A Student accused of misconduct has the right to be heard by an impartial Hearing Body. Any concern surrounding the impartiality of the Hearing Body or any member thereof will be referred to the Vice President for Student Affairs or his or her designee, who will review the matter and make a determination. Any Hearing regarding an accusation of sexual assault, sexual misconduct, intimate partner, domestic violence or other sex related offense or intimate partner violence shall be conducted by an impartial Hearing Body trained in issues relating to sexual assault, sexual violence, intimate partner, and domestic violence.

6. Hearing Procedures:

a. *Notice of Hearing*: Normally, a hearing will be conducted within ten (10) calendar days of the Accused Student being notified of the charges. Notice may be provided to the Accused Student by in-hand delivery, by registered mail, with delivery receipt attached or by certified mail, return receipt requested by University email or by overnight delivery with signature of recipient required. Should the Accused Student refuse to accept in-hand delivery, a written statement of the attempted delivery of the notice signed by the person attempting to make such delivery shall constitute notice. Should the

Accused Student refuse to sign for registered or certified mail, the postal document indicating such refusal shall constitute notice.

The notice shall advise the Accused Student of each section of the Student Code alleged to have been violated and, with respect to each such section, a statement of the acts or omissions which are alleged to constitute a violation of the Code, including the approximate time when and the place where such acts or omissions allegedly occurred.

The Accused Student shall be afforded a reasonable period of time to prepare for the hearing, which period of time shall not be less than three (3) Calendar Days. The Accused Student, the Reporting Party and/or any alleged victim may request a delay of the hearing due to extenuating circumstances. Any decision to postpone the hearing shall be made by the Disciplinary Officer or Conduct Administrator or by the Hearing Body, or by the designee of the Vice President for Student Affairs.

b. *Hearing:* Hearings shall be closed, but the Hearing Body may, in its discretion, admit any person into the hearing room. The Hearing Body shall have the authority to discharge or to remove any person whose presence is deemed unnecessary or obstructive to the proceedings.

The Accused Student, the Reporting Party and any alleged victim shall have the right to be present at all stages of the hearing process except during the private deliberations of the Hearing Body and the presentation of sanctions. In hearings involving more than one Accused Student, the Hearing Body may determine that, in the interest of fairness, separate hearings should be convened.

In any Hearing alleging sexual assault, sexual, intimate partner, domestic violence or other sex related offense, any alleged victim and the Accused Student are entitled to:

1) be accompanied to any meeting or proceeding by an advisor or support person of their choice, provided that the advisor or support person does not cause a scheduled meeting to be

delayed or postponed;

2) present evidence and witnesses on their behalf;

3) in accordance with the Family Educational Rights and Privacy Act (FERPA), to have their identities kept confidential.

In addition, the alleged victim of sexual assault, sexual, intimate partner, domestic violence or other sex related offense is entitled to request that disciplinary proceedings begin promptly.

c. *Record of Hearing:* When expulsion or suspension from the University or residence hall separation is a possibility, the University shall make a recording of the hearing. The recording shall be the property of the University. No other recordings shall be made by any person during the hearing. Upon request, the Accused Student may review the recording in a designated University office in order to prepare for an appeal of the decision rendered by the Hearing Body. Further disclosure of the recording shall be governed by applicable state and federal law.

d. *Opportunity to Present a Defense:* The Accused Student shall have the full opportunity to present a defense and information, including the testimony of witnesses, in his or her behalf. The Reporting Party and the Accused Student may question the statements of any person who testifies in a manner deemed appropriate by the Hearing Body. The Reporting Party and the Accused Student may make concluding statements regarding the charges made and the information presented during the hearing. The Hearing Body may question the Accused Student and the Reporting Party, any witness presented by the Accused Student or the Reporting Party, and any other witness(es) the Hearing Body may choose to call to testify.

e. *Accused Student Can Choose Whether or Not to Testify in His or Her Own Defense:* The Accused Student who is present at the hearing shall be advised by the Hearing Body that he or she is not required to testify, to answer questions, or to make any statement regarding the complaint or the allegations set forth in the complaint. Refusal to do so shall not be considered by the

Hearing Body to constitute evidence of responsibility.

f. *Non-Appearance of Accused Student at Disciplinary Hearing:* If an Accused Student does not appear at a disciplinary hearing, the Hearing Body shall enter a plea of “not responsible” on behalf of such student and the hearing shall proceed in the normal manner of hearing evidence, weighing facts, and rendering judgment. The failure of an Accused Student to appear at the disciplinary hearing shall not be considered by the Hearing Body to constitute evidence of responsibility.

g. *Advisors and Support Persons:* The Reporting Party, any alleged victim, and the Accused Student shall each have the right to be accompanied by an Advisor and Support Person. The Advisor and the Support Person should be someone whose schedule allows attendance at the scheduled date and time for the disciplinary hearing because delays will not normally be allowed due to the scheduling conflicts of an Advisor or Support Person.

h. *Presentation of Evidence:* Only evidence introduced at the hearing itself may be considered by the Hearing Body in determining whether it is more likely than not that the alleged violation was committed by the accused student.

i. *Evidence of Prior Convictions or Disciplinary Actions:* Evidence of prior criminal convictions or University disciplinary actions may be presented to the Hearing Body only after a determination of responsibility has been made and only for consideration in connection with determining the sanction.

j. *Accommodation of Witnesses:* The Hearing Body may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Reporting Party, the Accused Student, and/or other witnesses during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape,

written statement, or other means, where and as determined in the sole judgment of the Hearing Body to be appropriate.

k. *Written Notice of Decision:* The Accused Student shall receive written notice of the decision of the Hearing Body that shall set forth the decision rendered, including a finding of “responsible” or “not responsible,” and the sanctions imposed, if any. The decision of the Hearing Body, as well as the sanction(s) imposed, if any, generally will not be released to third parties without the prior written consent of the Accused Student. However, certain information may be released if and to the extent authorized by state or federal law.

With respect to Hearings alleging sexual assault, sexual, intimate partner, domestic violence or other sex related offense, any alleged victim shall receive 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 alleged victim of sexual assault, sexual, intimate partner, domestic violence or other sex related offense shall contain only the following: the name of the student, the violation committed and any sanction imposed against the student.

6. *Review:* An Accused Student may request that the decision of the Hearing Body be reviewed by the Vice President for Student Affairs or his or her designee. A request for review must be made in writing to the Vice President for Student Affairs or his or her designee within three (3) Calendar Days of the Accused Student’s receipt of the written notice of decision. For good cause shown, the Vice President for Student Affairs may extend the three-University Calendar Day limitation on filing a request for a review. An Accused Student may request only one review of each decision rendered by the Hearing Body. A decision reached as a result of an Administrative Disposition may not be reviewed.

a. *Grounds for Review:* The Accused Student has the right to request a review of the decision of the Hearing Body on the grounds that: (i) the procedures set forth in this Code were not followed and, as a result, the decision was substantially affected; (ii) the sanction(s) imposed were not appropriate for the violation of the Code for which the Accused Student was found responsible; and/or (iii) new information, sufficient to alter the decision, or other relevant facts were not brought out in the original hearing because such information and/or facts were not known to the Accused Student at the time of the original hearing. The review shall be limited to a review of the record except as required to explain the basis of new information.

b. *Review Procedures:* In order to prepare for the review, the Accused Student may review the recording of the original hearing in a designated University office but will not be permitted to remove the recording from that office or make copies. The review will not be heard by anyone involved in the initial hearing. The review shall be considered and a decision rendered within ten (10) Calendar Days of the filing of the request for review.

If a request for review is granted, the matter shall be referred to the original Hearing Body for reconsideration of its original determination or to a newly-constituted Hearing Body for a new hearing, or the sanction imposed may be reduced, as appropriate. If a request is not granted, the matter shall be considered final and binding upon all involved.

c. *Status of Student Pending Review:* All sanctions imposed by the Hearing Body shall be and continue in effect pending the outcome of a review. Any request to delay the commencement of sanctions pending a review must be made by the Accused Student, in writing, to the Vice President for Student Affairs or his or her designee.

d. With respect only to Hearings related to sexual assault, sexual, intimate partner, domestic violence or other sex offense, the alleged victim shall have the same right to

request a review in the same manner and on the same basis as shall the Accused Student as set forth above; however, in such cases, if a review by any alleged victim is granted, among the other actions that may be taken as set forth above, the sanction of the Hearing may also be increased.

Upon review, if the decision or sanction of the disciplinary proceeding is changed, any alleged victim must be notified in writing of the change in decision or sanction at the same time that the Accused Student is notified.

### **Part C: Interim Suspensions & Residence Hall Separations**

In certain circumstances, the Vice President for Student Affairs, or his or her designee, may impose an interim suspension or residence hall separation on an Accused Student prior to the hearing before the Hearing Body.

1. *Basis for Imposition of Interim Suspension or Residence Hall Separation:* An interim suspension may be imposed upon an Accused Student only: (i) to ensure the safety and well-being of members of the University Community or preservation of University property; (ii) to ensure the Student's own physical or emotional safety and well-being; or (iii) if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the University.

A residence hall separation may be imposed if a Student's continued presence will disrupt the academic and social well-being of the residential community. Residence hall separation is the removal of a student from the University residence hall in which he or she resides. Such separation may include a restriction of access to all or designate University residence halls. During the period of the separation, the removed Student shall not be permitted to enter the designated hall(s) as a guest of another resident.

An interim suspension or residence hall separation is not a sanction and will continue in effect only until such time as a hearing on the alleged violation has been completed.

2. Effect of Interim Suspension or Residence Hall Separation: During the interim suspension or residence hall separation, the removed Student shall be denied access to the residence halls and/or to the campus (including classes) and/or all other University activities or privileges for which the Student might otherwise be eligible, as the Vice President for Student Affairs, or his or her designee, may determine to be appropriate.

3. Procedure: The Accused Student shall be notified, either orally or in writing, of the pending imposition of an interim suspension or residence hall separation. Whenever possible prior to the imposition of the interim suspension or suspension, the affected Student will be afforded an opportunity to meet with the Vice President for Student Affairs, or his or her designee. Otherwise, the meeting will be held on the first Calendar Day that the Student is available.

At that meeting, the Accused Student will be advised of his/her reported behavior and be offered the opportunity to provide information upon which the determination may be based whether or not the Student engaged in conduct warranting an interim suspension or residence hall separation.

Any Student placed on an interim suspension will be given an opportunity to appear at an administrative conference or a formal hearing on the misconduct charges lodged against him or her in accordance with II.B.5 of this Code within ten (10) Calendar Days of being placed on such suspension, or as soon as practical after the Accused Student is prepared to participate in such a hearing.

#### Part D: Disciplinary Sanctions

Sanctions which may be imposed for violations of the Student Code are listed below. In determining appropriate sanctions, the Hearing Body may take into consideration any and all prior violations of the Code for which the Accused Student was determined to be responsible. The Hearing Body shall have the authority to defer the imposition of any sanction

when deemed appropriate. The University may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Code, including the completion of all sanctions imposed, if any.

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

a. *Warning*: A disciplinary warning is a written notice to a Student advising him or her that specific behavior or activity constitutes a violation of the Code and that the repetition of such behavior will likely result in the commencement of more serious disciplinary action by the University.

b. *Fine*: A sanction involving the imposition of a specified dollar amount due and payable by a specified date.

c. *Probation*: Disciplinary probation is a designated period of time during which a Student is given the opportunity to modify unacceptable behavior and/or to complete specific assignments in an effort to regain full student privileges within University Community. Disciplinary probation may involve the imposition of certain restrictions and/or conditions upon the Student including, but not limited to, financial restitution, community service, fines, referral for professional services such as counseling, participation in educational programs, parental notification under limited circumstances, and ineligibility to participate in University activities or events. Periodic contact with a designated member of the University Community or non-college professional may be required. If the Student fully complies with the terms and conditions imposed in connection

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

d. *Loss of Privileges*: Denial of specified privileges for a designated period.

e. *Restitution*: Compensation for loss, damage to real or personal property. This may take the form of appropriate service and/or monetary or material replacement.

f. *Discretionary Sanctions*: Work assignments, essays, service to the University, or other related discretionary assignments, referral for professional services such as counseling, participation in educational programs, parental notification under limited circumstances, and ineligibility to participate in University activities or events. Periodic contact with a designated member of the University Community or non-college professional may be required.

g. *Residence Hall Warning*: A written notice to a Student advising him or her that specific behavior or activity constitutes a violation of the Code and that the repetition of such behavior will likely result in the commencement of more serious disciplinary action by the University.

h. Residence Hall Probation: Residence hall probation is a designated period during which an Accused Student is given the opportunity to modify unacceptable behavior and/or to complete specific assignments in an effort to regain full student privileges within the residence hall in which the Student resides. Residence hall probation may include restrictions and/or conditions on the exercise of residence hall activities and privileges. Periodic contact with a designated member of the residence hall staff or professional may be

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

i. *Residence Hall Separation*: Separation of the Student from the residence halls for a definite period of time, after which the Student is eligible to return. Conditions for readmission may be specified.

j. *Residence Hall Expulsion*: Permanent separation of the Student from the residence halls.

k. *Suspension*: Suspension is temporary disciplinary separation from all universities among CSCU and the denial of all student privileges. Suspension shall be effective on the date that notice of the suspension is provided to the Accused Student, or later, if so stated in the notice, and shall prescribe the date and conditions upon which the Student may petition for readmission to the University. A Student separated from all universities within CSCU by suspension may under the terms of the suspension be excluded from the premises of all CSCU premises when in the judgment of the suspending authority, the Student's continued presence would constitute a danger to persons or property or a threat to the academic process. Notwithstanding the foregoing, the suspending authority of the suspended Student's home University or his or her designee may authorize a suspended student who has been excluded from all University premises to enter the premises of the student's home University for designated purposes.

l. *Expulsion*: Expulsion is permanent disciplinary separation from all universities within CSCU and the denial of all student privileges.

Expulsion shall be effective on the date that notice of expulsion is provided to the Accused Student, or later, if so stated in the notice. A student separated from all universities of CSCU by expulsion may under the terms of the expulsion be excluded from all CSCU Premises when in the judgment of the expelling authority the Student's presence would constitute a danger to persons or property or a threat to the academic process.

2. *Revocation of Admission and/or Degree:* Upon the recommendation of the Hearing Body, admission to or a degree awarded from the University may be revoked by the University, acting through its President (or his or her designee) for fraud, misrepresentation, or other violation of University standards in obtaining admission or the degree.

3. *Consequences of Failure to Comply with a Duly Assigned Sanction:* Failure to comply with sanctions which have been assigned through a formal judicial process may lead to one or more of the following consequences:

a. Denial of access to certain university services, including, but not limited to housing and parking;

b. Denial of access to administrative processes, including, but not limited to, course add/drop, pre-registration, registration, and room selection; and/or

c. Withholding of the privilege of participation in university sponsored activities and/or public ceremonies, or formal disciplinary charges under II.B hereof.

4. *Sanctions Which May Be Imposed on Student Organizations*

a. *Sanctions:* Those sanctions listed in subsections I.a through f of Section II.D.

b. *Loss of recognition:* Loss of recognition for a specified period of time results in the loss of privileges, such as the use of university space, access to student activity fee

funding, and/or the privilege of functioning as a student organization. Loss of recognition for more than two (2) semesters shall require that an organization reapply for University recognition. Conditions for future recognition may be imposed by the hearing body.

### III. 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 for in this Section III of the Code.

#### Part A: Disciplinary Procedures (Academic and Non-Academic Misconduct)

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

1. Information that a student may have violated the Code should be submitted to the Dean of Students, Dean of Academic Affairs or other designee of the President (hereinafter referred to as "the Dean"), normally within thirty (30) calendar days of the date of a possible violation or within thirty (30) calendar days of the date that the facts constituting a possible violation were known.

2. Upon receipt of information relating to a possible violation, the Dean may immediately place restrictions on or suspend a student on an interim basis if, in the judgment of the Dean, the continued presence of the student at the College or continued participation in the full range of college activities poses a danger to persons or

property or constitutes an ongoing threat of disrupting the academic process.

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 5:00pm on the following business day.

6. If the Student requests a hearing, he/she is entitled to the following:
  - a. to be heard within five (5) days or as soon as reasonably possible, by an impartial party or panel whose members shall be appointed by the Dean;
  - b. if the Dean appoints an impartial panel, to have a Student on the panel if requested by the Student;
  - c. to appear in person and to have an advisor who not shall attend as a representative of the Student. However, if there is pending at the time of the hearing a criminal matter pertaining to the same incident that is the subject of the hearing, a lawyer may be present for the sole purpose of observing the proceedings and advising the Student concerning the effect of the proceedings on the pending criminal matter;
  - d. to hear and to question the information presented;
  - e. to present information, to present witnesses, and to make a statement on his or her behalf;
  - and f. to receive a written decision following the hearing.
7. As used herein, the term “impartial” shall mean that the individual was not a party to the incident under consideration and has no personal interest in the outcome of the proceedings. Prior to the commencement of the hearing, the Student who is subject to the hearing may challenge the appointment of an impartial party or panel member on the ground that the person(s) is (are) not impartial. The challenge shall be made in writing to the Dean and shall contain the reasons for the assertion that the person(s) is (are) not impartial. The decision of the Dean shall be final.
8. The written decision of the impartial party or panel shall specify whether, based on the information presented, it is more likely than not that the Student committed the violation(s) reported and shall state the sanction to be imposed, if any. The written decision shall be provided to the Student.

9. Sanctions imposed by an impartial party or panel are effective immediately. The President may, for good cause, suspend imposition of the sanctions imposed by the impartial party or panel to allow the Student time to prepare a written request for review. If a written request is received, the President may continue to suspend imposition of the sanctions until he has reviewed and acted on the Student’s request.

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

- a. a violation of the procedures set forth herein significantly prejudiced the Student; and/or
- b. the information presented to the impartial party or panel was not substantial enough to justify the decision; and/or,
- c. the sanction(s) imposed was (were) disproportionate to the seriousness of the violation.

11. Decisions under this procedure shall be made only by the college officials indicated.

### **Part B: 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.

#### **IV. CONDUCT AND DISCIPLINARY PROCEDURES APPLICABLE TO CHARTER OAK STATE COLLEGE**

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

State College Students as set for in this Section IV of the Code.

#### **PART A: RIGHTS AND RESPONSIBILITIES OF HEARING PARTICIPANTS**

Hearing participants may include the accused student(s), a complainant, witnesses, support person(s), and the members of the hearing body. The complaining party, any alleged victim, and the student who has been charged shall each have the right to:

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

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

1. Be notified of the proposed information to be presented and to know the identity of witnesses who have been called to speak at the hearing when the Chair of the disciplinary hearing knows such information.
2. Request an alternate hearing panel member when there is reasonable cause to believe that the hearing panel will be unable to conduct an impartial hearing.
3. Be presumed not to be in "violation" of the code unless the facts presented at the hearing

prove otherwise.

4. Deny or admit violating the Code of Conduct.
5. Decline to give a personal statement.
6. Present Character Witnesses, if appropriate.
7. Receive a written notice of the sanction(s) imposed.

## **PART B: DISCIPLINARY PROCEDURES**

The Administration and the Faculty of Charter Oak State College believe that all members of the academic community are entitled to expect compliance with Section I.D.1 Prohibited Conduct. Accordingly, any Student or employee of the College may initiate a disciplinary process in the manner specified by this section. Once the process has been initiated, all subsequent decisions concerning possible discipline of a Student or students rest with the appropriate College officials. The President shall designate the Provost or another College official to have responsibility for the disciplinary procedures.

1. A statement of possible violation must be filed in writing with the Provost within thirty (30) business days of the date of the alleged violation or within thirty (30) business days of the date the alleged violation was known. Said statement must specify the Student conduct in question and the part or parts of Section I.D.1 Prohibited Conduct, which it is alleged said conduct violates, if applicable.
2. If the Provost determines that the alleged conduct may violate the provisions of the Code or otherwise threatens the safety or order of the College, the Provost shall, within ten (10) business days of receiving a written statement, provide written notice to the Student of the statement of possible violation(s) and the fact that the allegations will be investigated. The investigation shall be conducted by the Provost and/or his or her designee(s), and may include but not be limited to interviews with witnesses, the complainant(s), and review of any pertinent materials and information, and shall include an interview with the Student suspected in engaging in misconduct unless the Student suspected declines to be interviewed. The investigation shall be completed within thirty (30) business days of the Provost's receipt of the written statement of possible violation. A record of the investigations will be maintained.

3. Following completion of the informal investigation specified above, the Provost will (a) determine that there is insufficient basis in fact and dismiss the matter or (b) conclude that there is a sufficient factual basis for discipline.
4. If the Provost determines there is a sufficient factual basis for moving forward with disciplinary proceedings, he or she shall cause a written statement of charges to be provided to the Student. Said statement shall contain (a) a concise statement of the facts on which the charge is based; (b) a citation of the rule or rules alleged to have been violated; (c) a statement of the maximum penalty sought; (d) a statement that the Student may request a hearing by responding in writing to the Provost within thirty (30) business days requesting such hearing; and (e) a statement that failure to request a hearing may result in imposition of the penalty sought.
5. If the Student requests a formal hearing, the Student is entitled to the following: (a) a hearing be conducted within thirty (30) business days after receipt by Provost of a written request for a hearing; (b) to be heard by an impartial panel chaired by the Dean of the Faculty or his/her designee and composed of no fewer than two members of the Charter Oak State College Faculty, one appointed by the Dean of the Faculty and one Student appointed by the Student Association; (c) to appear in person or through a conference call or other mutually agreed upon electronic means, or to have a representative attend on his/her behalf; (d) be accompanied by a support person during the hearing; (e) to hear and have a reasonable opportunity to question adverse witnesses and to present evidence and testimony in his/her behalf; and (f) to receive a written decision within ten (10) business days following the hearing specifying the panel's findings and the penalty assessed, if any. The hearing shall be taped and a record shall be maintained of this hearing.
6. Hearing: A hearing shall be conducted following the guidelines specified below:  
**On-site:**
  - a. A hearing shall be conducted in private.
  - b. Admission of any person into the hearing room shall be at the discretion of the chair of the

hearing body. The chair, who is the Dean of the Faculty or his/her designee, shall have the authority to discharge or to remove any person whose presence is deemed unnecessary or obstructive to the proceeding.

c. Except as directed by the chair, support persons shall limit their role in a hearing to that of a consultant to the accused, to the complainant or to the victim.

d. The complainant and the accused are responsible for presenting their respective witnesses, any additional information, and any concluding statements regarding the charges and the information.

e. In a manner deemed appropriate by the chair, the complainant and/or the accused may question the statements of any person who testifies.

f. The hearing panel may question any witness presented by the accused and the complainant, including the complainant and the accused as well as any other witnesses the chair may choose to call.

g. Pertinent records, exhibits, and written statements may be accepted as information for consideration by the Hearing Body at the discretion of the chair.

h. All procedural questions are subject to the final decision of the chair or the Provost.

i. After the hearing has concluded, the hearing panel, in private, will decide whether the Student charged with misconduct is in violation of the Student Code of Conduct. The Dean of the Faculty or his/her designee may participate in the discussion, but is a non-voting member. Only evidence introduced at the hearing shall be considered in the determination of the decision. Each decision shall be made on the basis of whether or not the information presented at the hearing substantiates the charges in a more likely than not manner. j. If the panel finds that the student violated the Student Conduct Code, the panel, in private, shall review the Student's academic transcript and disciplinary record, hear a character witness, if appropriate, and impose the appropriate sanction (s). The decision of the panel will be provided in writing to the Provost. The decision and sanction will be sent to the student in writing by the Provost. k. A taped record of the hearing will be

maintained. The record shall be the property of the College.

#### **Via the Phone:**

a. For the accused or complainant who cannot attend in person, Charter Oak State College will set up a conference call.

b. Twenty-one (21) business days before the hearing, the Provost must receive all materials to be presented by the accused and by the complainant, including the names and relationships of the character witnesses and support persons. The Provost will send copies of the materials to the hearing panel, the accused, and the complainant at least seven (7) business days before the hearing. The Provost will arrange for the conference call.

c. The procedures outlined in the "on-site" section will be followed, unless they specifically apply only to the on-site hearing.

d. Within ten (10) business days of the conclusion of the formal hearing, a Student may appeal the decision, in writing, to the President. An appeal shall be limited to a consideration of the verbatim record of the hearing and supporting documents for one or more of the following: a.) the process set forth in the guidelines was not followed and resulted in prejudice to the Student; b.) the evidence presented was insufficient to justify the decision; and c.) sanction(s) imposed was/were disproportionate to the gravity of the offense. The President may accept the decision of the hearing panel, overturn their decision, return the matter to the original hearing panel, or appoint a new hearing panel. The decision of the original hearing panel or the new hearing panel or the President will be sent to the Student in writing by the President and will be final.

e. During any appeal period, any sanctions will remain in place and the Student will not be allowed to participate in a graduation ceremony nor graduate until the review process has been completed and a final decision rendered.

#### **PART C. INTERIM ADMINISTRATIVE ACTION**

The President or his/her designee may impose an interim "College Suspension" and/or other necessary restrictions on a Student prior to a hearing on the Student's alleged violation. Such

action may be taken when, in the professional judgment of the President or his/her designee, a threat of imminent harm to persons or property exists.

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

#### **PART D: DISCIPLINARY SANCTIONS**

Disciplinary penalty shall mean any action affecting the status of an individual as a Student taken by the College in response to a Student's misconduct in violation of Section I.D.1

Prohibited Conduct above, which penalties shall include but not be limited to:

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

Charter Oak State College should allow the Student to return.

8. Charter Oak State College will not accept credits earned at another institution or through any other means during a period of expulsion. A permanent notation of "Dismissed" shall be placed on the Student's transcript.

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

## **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 Regents who is authorized to act on its behalf; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an 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; and
  - directory information as defined in the policy of the Board of Regents.
4. The right to refuse to permit the College to release directory information about the student, except to school officials with a legitimate educational interest and others as indicated in paragraph 3 above. To do so, a student exercising this right must notify the Office of Registrar in writing. 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 Regents for Higher Education has designated the following as public directory information:

- Student's preferred name
- Permanent mailing address
- Photographs
- Dates of attendance
- Major, minor, concentration and/or program of study
- Degree/Certificate candidacy
- Degree(s)/Certificate(s) earned
- Academic Honors & Awards
- Full vs. Part-time status
- Anticipated graduation date
- Graduation date

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.

For a complete list of Directory Information by category (information available to the public, military, or college officials), visit policy 2-2: Family Educational Rights and Privacy Act (FERPA) Notice and Directory Information Policy in the Student Affairs section.

*(Adopted March 20, 2006; amended March 15, 2010, March 2, 2017, June 24, 2021)*

## MANDATING 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.

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.

## 5.2.2 POLICY ON STUDENT RIGHTS

### SECTION 1: RIGHTS OF STUDENTS

It is the policy of the Board of Trustees of Community Technical colleges that the educational offerings of the Community Colleges be available to students without regard to the individual's race, color, religious creed, sex, gender identity or expression, 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 affairs or such other college official as the president may designate (hereinafter, the dean of student affairs), within thirty days of the date the grievant knew or reasonably should have known of the alleged violation. The written grievance shall specify the right claimed to have been violated and state briefly the underlying facts.
3. Procedure for grievance resolution: The dean of student affairs shall investigate the

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

- a. In the course of each investigation, the dean of student affairs shall consult with the dean responsible for the area of college operations in which the grievance arose.
- b. In the case of a grievance alleging discrimination based on race, color, religious creed, sex, gender identity or expression, age, national origin, ancestry, present or past history of mental disorder, marital status, mental retardation or physical disability, prior conviction of a crime, political beliefs, veteran status, or sexual preference, the dean of student affairs shall consult with the college's affirmative action person during the course of the investigation.
- c. In the case of a grievance against a dean, the grievance shall be filed with the president. The president may accept or reject the recommendation, or direct such further investigation as he or she deems appropriate.

The president shall notify the student of the final disposition of the grievance within fifteen days of receiving the recommendation, except for good cause or as provided in 4., below.

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

## SECTION 3: REVIEW OF ACADEMIC STANDING

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

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

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

3. The academic dean or other designated official(s) shall afford review as provided below. The president may designate an official or an academic appeals committee to provide review at this step in lieu of the academic dean. The student shall be afforded the right to present a statement of appeal and relevant information in support of it. It is the student's responsibility to show that the decision in question is arbitrary, i.e., without a reasonable basis, or was made for improper reasons in violation of section 1 of this policy. The student is entitled to a written response within thirty days of the completion of his or her presentation. A decision to change the grade or modify the decision which has been

appealed is advisory to and subject to the approval of the president.

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

*(Adopted October 18, 1976; amended February 19, 1979, April 20, 1981, July 20, 1981, November 16, 1987, February 26, 1990, March 16, 1998, and November 15, 1999; technical amendment May 1, 2002 in compliance with Public Acts 98-180 and 01-28, technical amendment in compliance with Public Act 11-55, eff. October 1, 2011.)*

Accrediting Agency: New England Commission on Higher Education (NECHE). Provides information for students to address public comments, complaints against affiliated institutions, and complaints against the Commission.

State of Connecticut: Complaint form for the State of Connecticut is located at the Connecticut Attorney General's website: <http://www.ct.gov/ag/site/default.asp>.

## WEAPONS ON COLLEGE CAMPUSES

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

*(Adopted May 18, 1992)*

Sec. 53-206: "slung [sic] shot, air rifle, BB gun, black jack, sand bag, metal or brass knuckles, or any dirk knife, or any switch knife having an automatic spring release device by which a

blade is released from the handle, having a blade of over one and one half inches in length, or stiletto, or any knife the edged portion of which is four inches or over in length, or any martial arts weapon or electronic defense weapon, as defined in section 53a-3, or any other dangerous or deadly weapon or instrument” Sec. 53a-3(6): “any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, bill, blackjack, bludgeon, or metal knuckles.”

## 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 Regents

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:
  - b. when a temporary permit for the sale of alcoholic beverages has been obtained and dram shop act insurance has been purchased;
  - c. when a college permit has been obtained;
  - d. when students bring their own beverages; or
  - e. 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 designated areas. 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.

## 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.

## INFORMATION TECHNOLOGY RESOURCES POLICIES

View policies guiding Acceptable Use and Electronic Communications at:

<https://www.ct.edu/it/policy>.

Violations of these policies 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.

## FOOD PANTRY

The Asnuntuck Pantry is a place for students, faculty and staff of Asnuntuck Community College to have a convenient place to get assistance in a friendly environment. This client-choice pantry offers traditional canned and boxed goods as well as seasonal fresh fruits and vegetables. The Pantry is currently operating a curbside distribution at the Conference Center entrance of ACC.

Hours: Monday-Thursday 10:00 am – 4:00 pm

And by appointment

Email [AS-WellnessPantry@acc.commnet.edu](mailto:AS-WellnessPantry@acc.commnet.edu) for an application.



## ONLINE RESOURCES

Go to <http://asnuntuck.edu/support/>

**ALL STUDENTS:** Go to the Get Started Walk-Through to setup your Net ID,

### password reset method, and update your contact info!

- New students should do all steps in the Walk-Through
- Returning students should set a password reset method and update contact info

### CSCU Online Help Desk

Services Covered: myCommNet, Banner Self Service, Office 365, Net ID Support/Password Resets, Wireless, Library, WebEx  
Phone: 860.723.0221

### Asnuntuck Help Desk

Services Covered: Office 365 & Wireless login on campus  
Phone: 860.253.1290  
Email: [As-ServiceDesk@acc.commnet.edu](mailto:As-ServiceDesk@acc.commnet.edu)

### Updates/News

In order to streamline authentication services, improve productivity and security, CSCU is migrating from an on-premise authentication service (ADFS) to a cloud service (Azure). With the new Azure authentication method comes:

- Enhanced Password Reset Services in using the Microsoft Password Reset Tool (using security methods you configure) when you need to [reset your NetID password](#)
- Improved access/Availability by using a cloud service

- Additional security features (conditional access, multi-factor authentication, etc.)
- All CSCU student and staff must update their [Security Information](#) on the following link: <https://mysignins.microsoft.com>



Your student portal:

Get grades, transcripts, degree audits, register and pay online, access your courses in Blackboard, and more!



Starfish allows faculty, staff, and current students to easily connect, find resources, and communicate to help promote overall student success at Asnuntuck Community College.

## Becoming Connecticut State Community College

A merger of Connecticut's 12 community colleges is underway. Connecticut State Community College (CT State), a statewide college comprised of all Connecticut's current community college locations, plans to open its doors in the Fall 2023. Here are some important facts students need to know:

- the final commencement ceremony for Asnuntuck Community College is scheduled for May 2023. Ceremonies will continue to be held at each location as campuses of CT State.
- as a part of the planned merger, students continuing their studies beyond summer term 2023 will be matched with the CT State program that most closely aligns with their Spring 2023 major and is offered at the Asnuntuck Community College location,
- students beginning Associate degree programs in Fall 2021 should plan with their advisor/ program coordinator to attend full-time if they wish to graduate prior to the planned merger,
- students who begin Associate degree programs in January 2022 would be anticipated to complete their degree at the merged college, Connecticut State Community College,
- in all cases, the College is committed to students completing their education with a minimum of disruption and staying in touch with your advisor/ program coordinator is essential,
- further details can be found and will be updated on the Frequently Asked Questions page: <https://www.ct.edu/ctstate/academics>.

# Adjunct Faculty

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