

Student Services

Academic Advising

Since college work represents an enormous investment on the part of the student and on the part of the college, all course selections must be reviewed and approved by faculty advisors/counselors prior to registration. Careful advising ensures that students take appropriate courses to meet their needs and the college maintains high academic standards.

Advisors are assigned to students according to curriculum and program area. During times when faculty advisors are not on campus, counselors are available by appointment for program advisement and registration. Students who have met course prerequisites can web register using my.CommNet.edu. A student is required to have written approval by a faculty member or counselor before he/she can register in person. A student who wishes to change his/her program of study may do so by going to the Records Office, Room E102, and filing a Change of Major form.

The UBS Student Success Center

The UBS Student Success Center, funded through grants from UBS, the Nellie Mae Educational Foundation and Achieving the Dream, is aimed at improving the success of community college students, particularly those who have been underserved in higher education.

The UBS Student Success Center at NCC provides an array of student services and guidance to help every student "Achieve their Dream." The Student Success Team provides assistance on an individual and group basis. They offer specialized workshops that address both the academic and personal needs of our students.

Programs focus on career development, academic success, personal enrichment and pre-employment skills. All students are welcome to visit us in Room E107, in the East Campus Atrium, or call us at (203) 857-7234.

The Everett I. L. Baker Library

The Everett I. L. Baker Library serves the students, faculty, and staff of Norwalk Community College, as well as the community at large, as a gateway to information for knowledge seekers.

In support of the college's mission and academic curricula, the library strives to provide a broad range of services in a welcoming environment for the college's diverse population of users. Additionally, the library is dedicated to achieving the educational objectives of the college by promoting innovative technologies and extending instructional venues that encourage success in the retrieval and critical analysis of information sources.

On the main floor, students can find the reference collection, journals and newspapers, microfilm/fiche, audio and video tapes, music CDs, DVDs, as well as the Check-out and Information Areas, the online catalog, computer workstations for the visually disabled, Collaborative Learning Center and a Local Area Network of public access computers. Students may access the Baker Library web site, connect to a variety of subscription databases, access e-books, or look up the library's numerous holdings of books, journals, films, music and spoken recordings.

A library instruction classroom/open computer lab is available on the main floor.

Students seeking assistance may consult a Reference Librarian at the Information Desk. The library also provides library instruction classes either through regular courses or as open workshops to help students understand the complex skills needed to perform research in an electronic environment.

At the Check-out Desk, students may check out and return materials, and request items placed on reserve by faculty. Students must present their NCC Library card when borrowing materials. Circulating books are located on the second floor along with additional study space at individual carrels which have electrical outlets. WIFI is available in the library for NCC students, staff and faculty.

Library Hours

During the fall and spring semesters, the Library is open Monday through Thursday from 8:30 a.m. to 8:00 p.m.; Friday from 8:30 a.m. to 3:00 p.m. and Saturday from 10 a.m. to 3 p.m.

Visit the library's home page at www.ncc.commnet.edu/library to find out more information about the library's services, current hours, and resources. From off-campus, access resources through myCommNet, Library Tab.

Media Services

Equipment to aid students and instructors with their classroom presentations are requested from the Media Services department which is located in the East Campus Room 313.

A qualified media specialist is on hand to answer any questions and assist users in their production efforts. Audiovisual Request forms can be found online or in the Baker Library and Faculty Services offices on the East and West campuses.

Tutoring Center

The NCC Tutoring Center is committed to helping students at all levels to achieve academic success. Tutoring is provided in a lively and supportive learning environment, accessible at no charge to students enrolled in credit courses at the college. Small group and individual tutoring is offered in a variety of disciplines, conducted on a drop-in basis.

The Center, which has been awarded international certification by the College Reading and Learning Association, is staffed by highly qualified peer tutors, professional tutors, and faculty. These tutors help students to become active and independent learners while improving their self-confidence and academic skills. They work with students to review and master concepts, help with learning strategies, and improve study methods. Posted daily schedules vary in response to student needs. For more information, students should come to the Tutoring Center, in W110 on the West Campus, or call (203) 857-7205.

Career Center

The Career Center offers comprehensive career counseling and employment services. The Career Center is located in the Student Success Center and has professional staff who can meet your career planning needs.

Career and Life Planning

The Career Center provides comprehensive assistance with career and life planning. Through exploration of personality style, interests, abilities, and values, students are assisted in exploring and planning for career goals and options. Information is available on different careers and majors, and a career resource library is located in the Baker Library. Free vocational testing and workshops are also offered. For more information, call (203)857-7234.

Student Employment Services

The goal of Student Employment Services is to bring students and companies together. Year-round employment assistance for students and alumni is available in the Student Success Center. There is no placement fee for the potential employee or the employer.

Special services include:

- arranging interviews between employers and students
- a job-bank database
- providing credentials and reference services
- pre-employment skills - resume writing, utilizing your resources/networking and interviewing techniques
- hosting a career expo and inviting business and industry to campus to meet students, instructors, and alumni and also guest presenters
- supplying up-to-date labor market information depicting the current trends in employment, labor supply, and training needs in the southwestern Fairfield County area.

For further information, call (203) 857-7032 or visit room E107.

Writing Center

At the Writing Center, located in Room W110a on the West Campus, all NCC students can receive help with a wide variety of writing tasks, including understanding writing assignments, brainstorming, drafting, outlining, critical reading/thinking, researching, documentation, revision and editing. The tutors in the Writing Center will help students understand their writing process and help them reach their goals of becoming stronger, more confident writers. Computers, textbooks, and other resources are available for student use.

Students may make appointments at the Writing Center or simply walk in. Appointments cannot be taken over the phone. For more information, call (203) 857-3374 or see the college website.

Math Lab

Math Lab is a specialized support facility designed exclusively for NCC Developmental math students. It provides faculty-led assistance to help promote the success of students in their math courses.

Math lab, located in Room West 110, offers many services to our students, such as tutoring by NCC full- and part-time math faculty, faculty assistance with worksheets on every math topic covered in our developmental math courses (MAT073, MAT075, MAT093, MAT094), supervised retesting for the improvement of exam scores, workshops offered on most of the topics covered in the math courses, and computer software on various math topics.

Math Lab is free, and no appointment is necessary to receive any of these services. Students just need to come to West 209 during the published times and ask for help to improve their skills in their math courses. For more information, call (203) 857-7173.

Math/Science Recitations

Mathematics and Science courses are required for all degree programs at NCC. In order to improve student success and retention in these courses, the Mathematics and Science Departments instituted a rigorous out of classroom approach called recitations. Both departments have embraced the recitation approach to improving student performance by offering these one-hour extra classroom sessions designed to reinforce the materials that were presented in the lecture.

The purpose of recitations is to give students a review of the material in a setting that is not as formal as a lecture setting, and the material is often presented using a different pedagogy. For example, the recitation session may offer more practical examples of a concept or may go over “problems” that students may encounter in homework assignments or on exams. This allows students to ask questions and possibly direct what material will be covered during the recitation. All sessions are taught by faculty members in both departments.

Statistics show a positive correlation between attendance at recitations and student success. All Mathematics recitation sessions are held in the lower lobby of the West Campus outside W011. Times are posted and Mathematics professors have schedules. Science students should consult their professor for locations and times.

Cooperative Education Work Experience

Cooperative Education places students in part-time or full-time semester-long work experiences, most of which are paid. Students earn credit while earning wages and gain degree-related experience before graduation. To qualify, students must attain sophomore standing in an academic program with a GPA of at least 2.0, complete English 101, and complete any prerequisites set by that program.

Recruiting Guidelines

Community Recruiters: NCC welcomes local recruiters to campus. However, recruiters who come to the college must check-in first with the contact person who extended the invitation or the person who assisted them in making the arrangements on campus. Employers, military personnel and college admission representatives are limited to one visit per month for recruiting purposes. Recruiters will be provided with a table and chair and are required to interact with students from that location.

Counseling Center

Norwalk Community College encourages the student to achieve his/her maximum personal development and potential. To facilitate this objective a professional staff of counselors is available to assist students in making realistic choices. Students are frequently faced with questions or concerns about academic performance, life goals and relationships with others.

If you see yourself getting into trouble with your personal situation, with academic problems or with life in general, call or drop in to make an appointment to see a counselor. Your personal development and academic progress are important to us. The Center is located in Room E 104, (203) 857-7033. Services that are not provided by the NCC counseling staff may be referred to a local agency.

The following services are available: academic advising, bilingual counseling, graduation audit, personal counseling and transfer counseling. Your discussions with counselors are always treated with respect and confidentiality.

Transfer Assistance

Counselors, located in the Counseling Center, Room E 104, are experienced in assisting students with transfer to four-year institutions. For a review of transfer options, you are welcome to use the transfer catalog library in the Counseling Center.

Also available is an NCC Transfer Guide and Directory of Transfer Colleges within commuting distance. Students may also use available computer programs to help in the transfer process.

The counseling services personnel can help you with all aspects of transferring. A college fair is held each year for transfer information to four-year institutions. Resources in the Counseling Center will provide you with information on colleges relevant to cost, college description and scholarship information for hundreds of colleges. Each institution determines the amount and availability of scholarships.

NCC also has special scholarships for transferring students. The application deadline for these scholarships varies. The transfer-to-four-year-colleges bulletin board located outside the Counseling Center provides updated transfer information.

Transfer Agreements with Four-Year Institutions

As a fully accredited institution, NCC credits (with the exception of remedial level courses) are transferable to other colleges and universities. However, each institution has special degree programs and requirements that will determine the specific transfer credit it will grant. Graduates of NCC are eligible for admission to the Connecticut State Universities (CSU) and University of Connecticut (UConn). Policies on transfer and articulation with NCC have been established to expedite transfer to these institutions.

NCC participates in the Connecticut College of Technology which has developed Pathway Programs leading to a bachelor's degree in engineering or technology.

In addition to these are: a statewide articulation for registered nurses, transfer agreements with Western Connecticut State University

for the NCC Criminal Justice and Human Services programs and a general articulation agreement with Eastern Connecticut State University and Southern Connecticut State University. Students have the option of continuing their education in the participating Early Childhood Education Teacher Certification programs; in the University of Connecticut's Human Development and Family Relations major or in Charter Oak State College's Child Studies Concentration. The terms for credit award and student eligibility vary under each option. The CSU system and the Community College system continue to work jointly on articulation agreements to facilitate the transfer of students. Also, discussions with private universities are at various stages in the process of arranging articulation agreements.

Several state and private universities including Western Connecticut State University, Southern Connecticut State University and UConn have published course equivalency reports showing transferability of courses. Information on articulation agreements and course equivalency reports is available in the Counseling Center and the Learning Resources Center. Students who plan to transfer should confer with their counselor or academic advisor as early as possible.

Transfer Opportunities with University of Connecticut

An important element of the College's mission is to provide the first two years of a baccalaureate program to meet the needs of those students who wish to transfer to another college or university and complete the requirements for a bachelor's degree. To further this goal, the Community Colleges of Connecticut (CC) and UConn have entered into a Transfer Agreement in order to facilitate transfer between the two systems.

UConn (GAP)

Under the UCONN Guaranteed Admissions Program (GAP) agreement, students with a grade point average of 3.0 who complete the requirements for the Liberal Arts and Sciences associate degrees will be admitted to the College of Liberal Arts and Sciences, the College of Agriculture and Natural Resources, the School of Engineering and the School of Business of the University of Connecticut. Graduates with a grade point average of less than 3.0 may apply for special consideration. With few exceptions, all course work listed for the Liberal Arts and Sciences degree will be accepted and applied to the bachelor's degree at UConn. It is important for students to consult with a counselor or an academic advisor when choosing electives in order to ensure transfer of all credits.

Other Transfer Paths

The NCC Liberal Arts & Science Program with psychology emphasis is intended to provide the first two years of a four-year psychology degree. The academic experience in this area allows psychology majors to enter the University of Connecticut with all prerequisites for major courses they need to take. This curriculum leads to the Associate in Arts degree.

Students intending to transfer to a specific four-year institution must work closely with their faculty advisor and the Counseling Center. (See Articulation Agreement between University of Con-

necticut, Storrs and local branches of UCT.)

In addition, students completing the NCC associate degree program in Business Administration Transfer may enter the UConn School of Business to pursue a bachelor of science degree in

Business and Technology at the University of Connecticut at Stamford (UCONN Stamford).

Transfer applicants should begin the application process in the fall of their second year in the Business Administration Transfer program. In order to facilitate a more seamless transition from NCC to UConn Stamford via this route, applicants who have completed all requirements, earned an overall GPA of 3.0 (4.0 scale) and achieved a B (3.0) or higher in courses being used for 200-level major requirements are guaranteed admission to the School of Business in the Business and Technology major. See your academic advisor for articulation details.

Transfer Opportunity with the Connecticut State University System

The Transfer Compact

The Connecticut State University System (CSUS) and the Connecticut Community College System have developed a Transfer Compact which offers Dual Admission to students who are planning to enroll at a CSUS university after completing an associate degree. Through the Compact, students are guaranteed admission to the selected CSUS institution upon successful completion of their associate degree with a minimum 2.0 (Specific academic and professional programs may have additional admission requirements.)

While completing the associate degree, students receive personalized academic advising from both community college and university advisors to ensure that appropriate coursework is completed and that all credits taken at the community college will apply toward their bachelor's degree. Students have full library privileges at the university they have designated, even while completing their associate degree at a community college. After earning an associate degree, students are given course registration and on-campus housing options equivalent to university juniors.

To be eligible for The Compact, students must have earned 15 or fewer transferrable college credits at the community college at the time of application, earn an associate degree from NCC (in 5 years or less), and start pursuing a bachelor's degree at one of the four CSU campuses. For further information, contact Mr. Orlando Soto (857-7030).

General Transfer

Graduates of the Connecticut Community Colleges (CC) with a GPA of 2.0 or higher are guaranteed admission within the Connecticut State University System. Community College graduates admitted to the Connecticut State University of their choice shall be given the same consideration for admission to specific majors and admitted on the same terms as students who began their studies at the university. In the case of majors for which articulation agreements have been adopted, CC students preparing for transfer should follow the terms of the articulation agreement regarding course

prerequisites, grade point averages, and other requirements stated in the agreement.

Graduates of the community colleges will be admitted as juniors and will be expected to complete two years of fulltime (or equivalent part-time) study at the university to be eligible for the bachelor's degree.

Graduates of the community colleges must make application by the date and on the forms prescribed by the university, including the submission of all the required transcripts, documents, and fees.

Child Care

The Norwalk Community College Child Development Laboratory School offers quality early care and education for children, ages six months to five years of age. Following the college calendar for the fall and spring semesters, the facility offers half day or full day care to NCC students, NCC staff, and nearby community families.

The school is a laboratory school for the Early Childhood Education Program and offers a developmentally appropriate program which is individualized to meet the needs of each child.

ECE students do activities with children in each classroom on a regular basis.

The professional staff involves the director and experienced teachers who are primarily responsible for meeting that child's needs. The physical arrangement, daily schedule, and routines are designed to suit individual and group needs. Within this arrangement, children are encouraged to make their own choices and participate in self-directed activities along with planned ones. For information, please call Catherine Neiswonger at (203) 857- 7143.

Student Support Services Program

The Students Support Services Program (TRIO) is funded by the U.S. Department of Education. The program is designed to promote the success and retention of non-traditional students who can benefit from academic support. Participants must demonstrate a commitment to earning an associate's degree within a four-year period after acceptance into the program. Students increase their opportunities for success when they choose to participate in the Student Support Services Program, and they are expected to utilize some aspect of program services throughout their time at NCC. Our program staff is committed to helping students make their college experience productive, fulfilling and enjoyable.

The Student Support Services Program offers the following services to participants: Counseling, Academic Advising, Tutoring, Study Skills Workshops, Professional Development Seminars, Free Summer Courses for College Credit and more.

In order to be eligible for services, the U.S. Department of Education requires that a program participant meet the federal income requirement, come from a family in which neither parent has a four-year college degree, or have a physical or learning disability.

For more information, please contact Elva Edwards, Program Director, at (203) 857-7190 or come to Room 209 on the West Campus.

Services for Students with Disabilities

NCC is accessible to students with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, as amended. Students with disabilities who have been diagnosed and documented by a qualified professional may be eligible for services, depending on documentation provided by the student. The documentation should be recent, specify the diagnostician's qualifications, specifically name the diagnosed disability, identify diagnostic testing mechanisms, procedures, results, and contain a narrative relating the testing results to the effect of the disability on learning and functioning in an educational environment.

Services are determined on a case-by-case basis. Due to the high demand for services and the nature of certain disabilities, students are advised to contact the coordinator of services for students with disabilities and provide documentation well in advance of the beginning of the semester. At least six weeks is recommended. While every effort will be made to arrange accommodations in a timely fashion, failure to provide sufficient advance notice may impede service delivery.

Students may call the Coordinator of Student Disability Services, Dr. Fran Apfel for an appointment at (203) 857-7192. Students who have questions or concerns related to Student Disability Services at NCC may also contact Rose Ellis, ADA Coordinator, at (203) 857-7202.

School and Community Partnerships

Programs through School and Community Partnerships narrow the achievement gap by providing a pathway to and through college that empowers students to achieve at their highest potential. In partnership with area schools and the larger community, SCP offers students who have experienced barriers to success opportunities to thrive in both high school and college. Most SCP students will be first in their families to earn a bachelor's degree.

Servicios Para Los Estudiantes Hispanos

NCC ofrece cursos de inglés como segundo idioma destinados, a facilitar y desarrollar destrezas básicas en el idioma inglés. También se ofrecen cursos de literatura, cultura y civilización, enseñados en español. Además ofrecemos un Certificado en Inglés como Segunda Lengua. El colegio tiene disponible para los estudiantes servicios de orientación en el Departamento de Orientación, (203) 857-7033. Para más información, favor de comunicarse con Charles Kruzshak, (203) 857-7015 o Orlando Soto, (203) 857-7030.

Connecticut Talent Assistance Cooperative (CONNTAC)

CONNTAC is a cooperative effort of 34 institutions in the State of Connecticut that seeks promising students from disadvantaged circumstances who have never attended a college. Colleges will usually waive the program enrollment fee for students referred by CONNTAC. CONNTAC assists individuals who qualify to find

the institution of higher education which best suits their needs and potential. Connecticut high school students can obtain further information about CONNTAC from their high school counselors. For additional information, call either the Norwalk office at 857-7109 or the CONNTAC central office at (860) 249-4588.

Student Activities Programs

NCC provides a program of student activities designed to meet both individual and community needs. This program consists of five parts: Leadership Training, Student Clubs, Student Government, Fitness/Wellness Activities and Cultural Activities described below.

Student Organizations

- Accounting Society
- African Culture Club
- Archaeology Club
- Art Club
- Biology Club
- Chemistry Club
- Criminal Justice Club
- Drama Club
- Early Childhood Education Club
- Euro Club
- Engineering Club
- Film and TV Club
- French Club
- Gaming Club
- Gay Straight Alliance
- Haitian Awareness (HASTA) Club
- Hay Motivo
- Hosteurs
- Legal Assistant Society
- Literature Club
- Medical Assistants Club
- Multi-Cultural Club
- Music Club
- Musings Literary Magazine
- NCC Military Veterans Club
- Nursing Club
- Philosophy Club
- Phi Theta Kappa International Honor Society
- Respiratory Care Club
- Speech Club
- Student Government
- Student World Assembly
- The Voice Student Newspaper

Information on joining existing clubs and forming new ones is available in the Student Activities Office (Room W111). Clubs are regulated according to information in the Student Handbook.

Fairfield County Women's Center

The Fairfield County Women's Center (FCWC) is located on the West Campus in Room W116. The Center promotes the awareness of women through educational programs and resources while increasing awareness of women's issues in the community, workplace and home. FCWC is a welcoming and comfortable gathering place to explore social issues and develop greater self-awareness.

FCWC hosts Classroom Connections, providing classroom speakers to present on women's perspectives coordinated with class curricula as well as Service Learning Projects and volunteer opportunities. FCWC provides information on and referrals to most human services agencies in Fairfield County. The Women's Club and FCWC ePortfolio invite on-going student participation and open dialogue while additional workshops, documentary films and performances are sponsored by The Center throughout the academic year.

Honor Societies

Phi Theta Kappa, the honor society for two-year colleges, is recognized by the American Association of Community and Junior Colleges. Alpha Iota Nu, the chapter at Norwalk Community College, is a five star chapter of PTK, which indicates chapter activity at the highest level. To qualify for membership, a student must have earned a 3.50 minimum cumulative grade point average and completed 12 credits.

Leadership Development

The Student Activities Office does ongoing leadership training through weekend retreats, campus programming and/or individual advisement. These programs are open to all students.

Wellness Center

The Wellness Center is conveniently located in the ground floor of the West Campus.

Mission Statement

The temporary NCC Wellness Center is a state-of-the-art fitness facility that is committed to improving the general well-being of all patrons. We encourage safe and effective exercise in an effort to improve one's quality of life.

Services

The Wellness Center offers a variety of services to all patrons. These services include equipment orientation, fitness assessments, exercise prescription, body composition, and much more.

Registration

The Wellness Center is free for all NCC faculty, staff, students, and Lifetime Learners. There are two easy steps for registration:

1. NCC ID Cards

All patrons must present a valid NCC identification card upon entry to the facility. ID cards are available at the Baker Library on the East Campus during hours of operation.

2. Physical Activity Readiness Questionnaire (PAR-Q)

All first-time members will be asked to complete a medical questionnaire for our records.

Cultural and Social Programming

The diversity of the NCC student population is recognized through campus-wide social gatherings, cultural diversity festivals, guest speakers, field trips and more. For more information about Student Activities Programs and Services, contact Michelle Brinck, Director of Student Activities, at 857-7132. The office is located in Room W111.

Student Government

The Student Government serves as the student governing body. It is the purpose of the Student Government to create and maintain channels of communication with faculty and administration and to participate meaningfully in college affairs and the governance of student activities. The Student Government functions as the coordinator of student interests, grants recognition to student organizations and sponsors a variety of social, cultural and educational activities throughout the year.

As the coordinating agency for student activities, the Student Government makes major decisions concerning expenditures from the student activities fund and is responsible for recruiting student members for various committees and councils to assist the President and faculty in arriving at college policies. The Student Activities Director serves as advisor to the Student Government.

Physical Activities

All physical activities are 0.5 credit, 10-week courses that are graded on a pass or fail basis. Credits earned in these courses may be transferable to four-year institutions. There are no prerequisites for registration.

The physical activity courses have been classified into five fitness categories that focus on a different aspect of personal wellness. A wide variety of classes are offered every semester in each category. The categories are Mind & Body, Aerobics, Dance, Martial Arts and Resistance.

Physical activity courses are a great way to stay motivated and learn about new forms of exercise. All physical activity classes range from one hour to one hour and thirty minutes per session. Our elite group of certified instructors will guarantee a safe, fun and challenging experience for all levels of physical fitness.

Learning Outcomes

1. Students will have an understanding of history and background of the discipline they are participating in.
2. Students will apply information and experiences of these courses to personal wellness as a lifelong activity to obtain optimal health.
3. The student will be able to demonstrate and perform safe and appropriate form and technique specific to course activities as taught by each instructor.

Accident and Health Insurance Programs For Students

All enrolled students attending a Connecticut regional community college are automatically covered under the School Time Only Accident Insurance Plan. Students may also obtain broad 24-hour accident and sickness insurance. Students who will attain age 23 during the college year may not be covered by family insurance and should consider enrolling. For further information, contact the NCC Business Office, Room E103.

Cafeteria

The cafeteria on the West Campus is available to students during the following hours: Monday through Thursday from 8:00 am to 8:00 pm, and Friday from 8:00 am to 1:00 pm. Food is also available from the Snack Bar and vending machines on the second floor bridge of the East Campus. East Campus Snack Bar is open 8:00 am to 8:00 pm Monday through Thursday; 8:00 am to 1:00 pm Friday; and 8:00 am to noon Saturday.

Bookstore

The bookstore is located in the East Campus building on the first floor, opposite the PepsiCo Theater. Text and trade books are available as well as clothing, gifts and a wide selection of supplies needed for class. Regular hours are Monday through Thursday 8:30 am - 5:30 pm and Friday 8:30 am - noon. At the start of each semester, hours are extended.

For additional information, visit the Bookstore's web site at www.ncc.commnet.edu/bookstore or call Bookstore Manager Kevin Gibson at (203) 857-7240.

Graduation Disclosure Rates and Campus Safety

Information regarding graduation rates is available in the Admissions Office (East Campus, Room 106). Information on Campus Safety is available in brochures campus-wide.

Connecticut Community College System Policy on Student Conduct

Section 1: Student Conduct Philosophy

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

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

in their academic, professional, family and personal endeavors.

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

Section 2: Application of the Student Conduct Policy

This Policy applies to student conduct on campus and on other property or facilities owned, controlled or used by the College. It also applies to student conduct on premises not owned, controlled or used by the College if the off-campus conduct impairs College-related activities or affairs of another member of the College community or creates a risk of harm to any member or members of the College community.

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

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

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

Section 3: Expectations for Student Conduct

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

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

including an arrangement whereby any work, classroom performance, examination, or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed;

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

Students who are found to have violated any of the above-stated expectations by any means, such as electronic, computer, telephone,

internet, text, electronic storage devices or any other means of any kind whatsoever wherever it may occur or whether or not on campus may be sanctioned.

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

Section 4: Sanctions

The prior conduct record of a student shall be considered in determining the appropriate sanction for a student who has been found to have violated any part of *Section 3* of this Policy. Sanctions shall be progressive in nature; that is, more serious sanctions may be imposed if warranted by the prior conduct record of the student.

A "sanction" may be any action affecting the status of an individual as a student taken by the College in response to a violation of this Policy, including but not limited to the following:

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

Section 5: Procedures

The following procedures shall govern the enforcement of this Policy:

1. Information that a student may have violated this Policy should be submitted to the Dean of Students or other designee of the President (hereinafter referred to as "the Dean"), normally within thirty (30) days of the date of a possible violation or within thirty (30) days of the date that the facts constituting a possible violation were known.
2. Upon receipt of information relating to a possible violation, the Dean may immediately place restrictions on or suspend a student on an interim basis if, in the judgment of the Dean, the continued presence of the student at the College or continued participation in the full range of college activities poses a danger to persons or property or constitutes an ongoing threat

of disrupting the academic process.

- a. "Interim restrictions" are limitations on the student's participation in certain College functions and activities, access to certain locations on campus or access to certain persons, that do not prevent the student from continuing to pursue his/her academic program. A student upon whom the Dean has placed interim restrictions shall be afforded written reasons for the restrictions, as well as the time period during which the interim restrictions shall apply. The decision of the Dean regarding interim restrictions shall be final.
 - b. "Interim suspension" is the temporary separation of the student from the College that involves the denial of all privileges, including entrance to College premises. Prior to imposing an interim suspension, the Dean shall make a good faith effort to meet with the student. At this meeting, the Dean shall inform the student of the information received and provide the student an opportunity to present other information for the Dean's consideration. Based upon the information available at that time, the Dean shall determine whether the student's continued presence on campus poses a danger to persons or property or constitutes an ongoing threat of disrupting the academic process. A student suspended on an interim basis by the Dean shall be provided written reasons for the suspension and shall be entitled to an administrative conference or a hearing as soon as possible, normally within ten (10) business days from the date the interim suspension was imposed. The decision of the Dean regarding an interim suspension shall be final.
3. Following the imposition of interim restrictions or interim suspension, if any, the Dean shall promptly investigate the information received by meeting with individuals who may have knowledge of the matter, including the accused student, and by reviewing all relevant documents. If upon the conclusion of the Dean's investigation, the Dean determines that there is insufficient reason to believe the student has committed a violation of any part of Section 3 of this Policy, the Dean shall dismiss the matter and shall so inform the student in writing.
 4. If, upon the conclusion of the Dean's investigation, the Dean determines that there is reason to believe the student has committed a violation of any part of Section 3 of this Policy and, after considering both the possible violation and the prior conduct record of the student, that a sanction of less than suspension or expulsion is appropriate, the Dean shall schedule an administrative conference with the student. The student shall be given reasonable notice of the time and place of the conference. At the administrative conference, the student shall have the opportunity to present information for the Dean's consideration. At the conclusion of the administrative conference, the Dean shall determine whether it is more likely than not that the student has violated the Policy and, if so, impose a sanction less than suspension or expulsion. The Dean shall provide the student with a written explanation for the determination. The decision of the Dean shall be final.
 5. If, upon the conclusion of the Dean's investigation, the Dean determines that there is reason to believe the student has committed a violation of any part of Section 3 of this Policy and, after considering both the violation and the prior conduct record of the student, that a sanction of suspension or expulsion is appropriate, the Dean shall provide the student with reasonable written notice of a meeting and shall inform the student that his/her failure to attend the meeting or to respond to the notice may result in the imposition of the maximum permissible sanction. At the meeting, the Dean shall provide the student with a written statement that shall include the following:
 - a. a concise statement of the alleged facts;
 - b. the provision(s) of *Section 3* that appear to have been violated;
 - c. the maximum permissible sanction; and
 - d. a statement that the student may resolve the matter by mutual agreement with the Dean, or may request a hearing by notifying the Dean in a writing, which must be received by 5:00pm on the following business day.
 6. If the student requests a hearing, he/she is entitled to the following:
 - a. to be heard, within five (5) business days, or as soon as reasonably possible, by an impartial party or panel whose members shall be appointed by the Dean;
 - b. if the Dean appoints an impartial panel, to have a student on the panel, if requested by the student;
 - c. to appear in person and to have a nonlawyer advisor. However, if there is pending at the time of the hearing a criminal matter pertaining to the same incident that is the subject of the hearing, a lawyer may be present for the sole purpose of observing the proceedings and advising the student concerning the effect of the proceedings on the pending criminal matter;
 - d. to hear and to question the information presented;
 - e. to present information, to present witnesses and to make a statement in his or her behalf; and
 - f. to receive a written decision following the hearing.(See Section 6 for additional procedures regarding sexual misconduct.)
 7. As used herein, the term "impartial" shall mean that the individual was not a party to the incident under consideration and has no personal interest in the outcome of the proceedings. Prior to the commencement of the hearing, the student who is subject to the hearing may challenge the appointment of an impartial party or panel member on the ground that the person(s) is (are) not impartial. The challenge shall be made in writing to the Dean and shall contain the reasons for the assertion that the person(s) is (are) not impartial. The decision of the Dean shall be final.

8. The written decision of the impartial party or panel shall specify whether, based on the information presented, it is more likely than not that the student committed the violation(s) reported and shall state the sanction to be imposed, if any. The written decision shall be provided to the student.
9. Sanctions imposed by an impartial party or panel are effective immediately. The President may, for good cause, suspend imposition of the sanctions imposed by the impartial party or panel to allow the student time to prepare a written request for review. If a written request is received, the President may continue to suspend imposition of the sanctions until he has reviewed and acted on the student's request.
10. A written request for review of the decision of the impartial party or panel must be received by the President within three (3) calendar days after the student is notified of the decision and must clearly identify the grounds for review. The review by the President is limited to the record of the hearing, the written request and any supporting documentation submitted with the request by the student. The decision of the impartial party or the panel shall be upheld unless the President finds that:
 - a. a violation of the procedures set forth herein significantly prejudiced the student; and/or
 - b. the information presented to the impartial party or panel was not substantial enough to justify the decision; and/or,
 - c. the sanction(s) imposed was (were) disproportionate to the seriousness of the violation.
11. Decisions under this procedure shall be made only by the college officials indicated.

Section 6: Additional Hearing Procedures for Sexual Misconduct Cases

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

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

Section 7: Miscellaneous

The written decision resulting from an administrative conference or a hearing under this Policy 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). While student educational 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 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 College records as part of the employment

application process. A record of having been sanctioned for conduct that violates Section 3 of the Policy may disqualify a student for admission to another college or university, and may interfere with his/her selection for employment.

Any question concerning the interpretation or application of this Policy on Student Conduct should be referred to the President or his/her designee.

Section 8: Publication of Student Conduct Policy

This Policy shall be published in College catalogs and student handbooks and should be distributed in other ways that are likely to ensure student awareness of the Policy.

Section 9: Policy Review

Five years following adoption of this Policy, and as often thereafter as the Chancellor shall deem appropriate, the Chancellor shall designate a committee to review the Policy on Student Conduct, as necessary.

Sexual Misconduct and Relationship Violence Statement

To insure that each member of the Connecticut Community College community has the opportunity to participate fully in the process of learning and understanding, the Connecticut Community Colleges strive to maintain a safe and welcoming environment free from acts of sexual misconduct and relationship violence. It is the intent of the Colleges to provide safety, privacy and support to victims of sexual misconduct and relationship violence.

Sexual Misconduct is defined as:

- Non-consensual sexual intercourse, which includes any sexual intercourse (anal, oral, or vaginal), however slight, with any body part or object, by a man or a woman, without effective consent.
- Non-consensual sexual contact, which includes sexual touching, however slight, with any object, by a man or a woman, without effective consent.
- Sexual exploitation, which includes non-consensual, unjust or abusive sexual advantage taken by a student of another, for his or her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute non-consensual sexual intercourse, non-consensual sexual contact or sexual harassment. Examples of sexual exploitation include, but are not limited to: prostitution, videotaping consensual sex without a partner's consent, peeping tommy and knowingly transmitting sexually transmitted infections without a partner's knowledge.

Definition of Consent

Consent must be informed, freely and actively given, involving an understandable exchange of affirmative words or actions, which indicates a willingness to participate in mutually agreed upon sexual activity. It is the responsibility of the initiator to obtain clear and affirmative responses at each stage of sexual involvement. The lack of a negative response is not consent. Consent may not be given by a minor or by any individual who is incapacitated, whether voluntarily or involuntarily, by drugs and/or alcohol. Past consent of sexual

activities does not imply ongoing future consent.

Stalking is defined as:

Any behaviors or activities occurring on more than one (1) occasion that collectively instill fear in the victim and/or threaten her/his safety, mental health and/or physical health. Such behaviors or activities may include, but are not limited to, whether on or off campus, non-consensual communications (face to face, telephone, e-mail, etc.), threatening or obscene gestures, surveillance or being present outside the victim's classroom or workplace.

Relationship Violence is defined as:

- 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 pets and humiliating another person.
- 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.

The definitions contained in this statement are in addition to any applicable provisions of state law.

Confidentiality

While the College will treat reports of sexual misconduct and relationship violence seriously and with sensitivity for all concerned, the College can not assure complete confidentiality in all instances with respect to such information, particularly when that information pertains to an offense or an alleged offender that may affect the safety of others on campus or is mandated to be reported.

