

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</i>	<i>Grade Explanation</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:

	<i>Grade Explanation</i>	
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 Registrar and instructor submits it with the final grade roster.
N.....0.00	no basis for a grade	
M.....0.00	maintaining progress	Used only for developmental courses to indicate that the student is maintaining progress but not at the usual rate. It may be given to a student for a course only twice.
P.....0.00	pass	
TR.....0.00	transfer	Assigned by the Registrar
W.....0.00	withdrawal	Assigned by the Registrar

Grade Point Average (GPA)

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

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

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

$$\begin{aligned}4.0 \times 3 &= 12.0 \\3.0 \times 3 &= 9.0 \\3.30 \times 3 &= 9.9 \\2.30 \times 3 &= 6.9 \\2.0 \times 3 &= 6.0 \\ \text{Total} &= 43.8\end{aligned}$$

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

$$43.8/15 = 2.92$$

Fresh Start Option

A student registering at Asnuntuck Community College after an absence of two calendar years or more may choose to start fresh and return without the handicap of a prior academic record. If the student elects to invoke this option, credit is granted for all courses previously completed at Asnuntuck with grades of C or above. The student receives no credit for courses in which grades of D or F were earned.

Courses and the grade point average prior to the Fresh Start Option will remain on the student's transcript. However, all future calculations of the GPA will include only the courses taken beginning with the semester when the Fresh Start Option is invoked.

A student who takes advantage of the Fresh Start Option will be considered in good standing at the point the Fresh Start is declared. Good standing will not apply to Financial Aid eligibility. A student can appeal Financial Aid decisions; information regarding the appeal process is available from the Financial Aid Office.

To be considered for honors at graduation, a student must have accumulated a minimum of 45 credits under the Fresh Start Option.

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, with the exception of the following courses: COMM M205, COMM M298, Independent Study, and BIO* M174.

Incomplete Grades

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

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

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

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

Course Substitutions

In rare cases, course substitutions within degree and certificate programs may be granted to students after they have filed an Application for Course Substitution Form. This form may be obtained from the Office of Academic Affairs. The request must be approved by a full-time faculty member in the area of discipline, the student's program coordinator, and the Academic Dean before the substitution is allowed.

Auditing Courses

"Audit" status allows a student to explore a subject area without meeting all of a course's requirements. Audit students participate in class activities, but do not have to do assignments or take tests, and do not receive course credit. Audited courses are designated by a grade of "AU" on student transcripts.

A student may register to audit a course by completing forms available at the Information Center. Course status—from audit to credit, or from credit to audit—may be changed up to "The Last Day to Change To/From Audit Status." A change from audit to credit requires written permission of the instructor.

Note: Audited courses do not fulfill graduation requirements. Audited courses will affect the status of students receiving financial aid or veterans educational benefits. Such students must check with the director of financial aid or director of veteran affairs prior to processing an audit-to-credit, or credit-to-audit change.

Add/Drop and Withdrawal

During the first week of classes, students may add or drop a course by completing an Add/Drop form available from the Registrar's Office. During the second week of classes, students must obtain the instructor's signature on the Add/Drop form to add or drop a class. Courses dropped through the second week of classes will not appear on the student's academic record.

After the Add/Drop period ends, students may withdraw from a course until one week before classes end. Courses that are dropped will appear on the student's record with a grade of "W" for withdrawn. No withdrawals will be granted during final exam week.

Before withdrawing from a course, students should discuss their decision with a Student Services Advisor. Students receiving financial aid should also discuss their decision with the Financial Aid Office. After making their final decision, students must complete the "Withdrawal" portion of the Add/Drop form and obtain the instructor's signature on it. In extenuating circumstances, such as hospitalization, letters of withdrawal can be sent to the Registrar's Office.

Waiting Lists

The college maintains waiting lists for credit courses. If a course section closes, students can request to be put on the waiting list. As seats become available, the Registrar's Office will notify students on the list in the order they were placed on it; at this point, students may choose whether to register for the course or not. Wait listed students are **not** permitted to attend the course until they register for it and their status changes to registered. Questions about this service may be directed to the Registrar's Office at (860) 253-3017.

(860) 253-3000

Academic Advising

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

Change of Program

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

Student Status

We do not classify students as freshmen or sophomores. To qualify for graduation a student must meet specific degree requirements, achieve a 2.0 grade point average in the major field of study and a 2.0 overall average. Students should periodically see an academic advisor to ensure that they are meeting the necessary program requirements.

Academic Standards

The Board of Trustees of Community-Technical Colleges policy on "Minimum Standards for Satisfactory Progress":

All students including veterans, upon completion of 12 or more credits become subject to the satisfactory academic progress system. The minimum requirements for maintaining satisfactory academic progress is that the student's cumulative grade point average must not drop below 1.500. Coupled with this policy is an institutional policy that includes a system of academic curtailment, appeal, and reinstatement, as follows:

1. A student who is determined not to be making satisfactory progress shall be placed on academic probation for one semester and be assigned a counselor or faculty advisor. The advisor will work with the student and make suggestions to assist the student toward satisfactory progress.
2. If the student fails to make satisfactory progress at the conclusion of two probation periods, then the student shall be placed on academic curtailment (reduced course load). Academic curtailment shall last for one semester.
3. A student can be reinstated by permission of a counselor or faculty advisor. Upon subsequent registration, the same rules outlined in 1. and 2. above would apply.
4. A student may appeal his or her designation of academic probation or curtailment through the academic dean or his/her designee. The dean shall have the authority to waive the policy on standards due to special or extenuating circumstances.
5. Veterans who drop below the required 1.500 grade point average shall be placed on academic probation for one semester. If, at the end of the semester, the veteran has

not raised his/her grade point average to the required 1.500, veteran benefits will be terminated and the Veterans Administration will be notified. Once the veteran returns to good academic standing, his/her benefits will be reinstated.

Note: Students who receive financial support, including financial aid recipients, should be familiar with specific satisfactory progress policies that may apply to them.

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 and the Graduation Fee. This must be done by March 15 for the Spring graduation.

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 Honors

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

Semester Honors (Dean's List): Recipients must have a 3.4 grade point average for the semester. Part-time students enrolled in three credits or more are eligible for semester honors.

An official withdrawal or incomplete grade for any class during the semester will make the student **ineligible** for semester honors. However, once a grade is assigned upon completion of the coursework in accord with the specific guidelines, and a new grade point average calculated, any honors for which the student is eligible may be entered on the student's academic record retroactively.

Graduation Honors:

- 3.9 to 4.00 grade point average - Summa Cum Laude or Highest Honors
- 3.7 to 3.89 grade point average - Magna Cum Laude or High Honors
- 3.4 to 3.69 grade point average - Cum Laude or Honors

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

The **Board of Trustees Medallion for Excellence** is awarded in recognition of outstanding academic accomplishment of associate degree graduates of the community colleges and is presented at commencement.

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

1. Recipients must be graduating students who have earned a cumulative quality point ratio of 4.0.
2. Recipients must have completed the degree requirements of an approved associate degree program and must have completed at least 50% of the degree requirements in residence at the community college awarding the degree.
3. Graduates shall not be disqualified from receiving the award on the basis of having a "W" or other similar transcription notation of official course withdrawal(s).
4. This policy shall be implemented in recognition of the existence and intent of "fresh start" policies of community colleges.

Ways of Obtaining College Credit

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

1. Course Work

A. Classroom Instruction

The foundation of the college is the traditional classroom style course. The majority of course descriptions reflect this. The credit granted is noted in each of those descriptions.

B. Independent Study/299 Course Numbers

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

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

C. Directed Study

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

D. Special Topics/298 Course Numbers

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

2. Credit by Examination

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

A. Advanced Placement

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

B. College Level Examination Program (CLEP)

The College Level Examination Program (CLEP) tests are designed to measure college-level learning acquired outside of the college classroom through independent reading, job training, accelerated high school courses, or other life experience and non-traditional sources.

Degree credit, to a maximum of 48 semester hours, will be granted on the basis of the College Entrance Examination Board, CLEP policy in accordance with standards established by the college and the Board of Trustees. 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 credit to other institutions are advised to determine in advance whether the

college to which they hope to transfer will accept CLEP credit.

The CLEP program offers two types of examinations:

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

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

A complete listing of CLEP testing centers and dates can be found at www.collegeboard.com.

C. Credit by Examination in Areas 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 film making. 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 Office of Academic Affairs.

Transfer

Transfer from Asnuntuck

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

If you are interested in seeking transfer to another college, you should:

1. Begin the process early by speaking with an academic advisor, counselor, or faculty member regarding your plans.
2. Investigate other college curricula by consulting college catalogs on-line. A list of e-mail addresses for regional schools is available in the transfer counseling area of the college.
3. Attend the Transfer Information Program held each year in the fall semester.

University of Connecticut and Connecticut State University Transfers: 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 requirements for a bachelor's degree. To further this goal, the Community Colleges of Connecticut and the University of Connecticut and Connecticut State Universities (Eastern, Central, Southern, and Western), have entered into a Transfer Agreement in order to facilitate transfer between institutions.

Under the agreements, students with a grade point average of 2.0 (2.5 for The University of Connecticut, College of Arts and Sciences) who complete the requirements for the associate's degree(s) will be admitted to one of the four state universities of the student's choice. With few exceptions, 39 or more credits of General Education Core Requirement courses listed in the program described in the catalog will be accepted and applied to the bachelors degree. 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.

The College also participates in a dual admissions program with Eastern Connecticut State University (ECSU). First year students formally register at Asnuntuck by completing the Transfer Compact Participation Form, and pay a \$40.00 fee. Students are then granted conditional acceptance to ECSU. The conditional acceptance stipulates that participating students will complete an associate degree at Asnuntuck and will matriculate to ECSU within one semester of completion of the associate degree.

Students participating in the Transfer Compact who wish to be considered for admission to ECSU prior to earning an associate degree at Asnuntuck must meet ECSU's requirements for admission to enroll at the University.

Transfer to Asnuntuck

At all community colleges, degree credit shall be granted for credit courses completed at all institutions within the Connecticut state college system of higher education and at all other accredited collegiate institutions in accordance with the following:

(860) 253-3000

1. Degree credit shall be granted for all credit courses which are applicable to the objectives of, or equivalent to the course requirements of, the curriculum in which the transferring student enrolls. Credit work which is not applicable or equivalent to curriculum requirements shall be accepted for credit at the discretion of the college. Degree credit shall also be granted on the basis of performance on examinations in accordance with standards and limits approved by the Board of Trustees.
2. Credit courses completed with a grade of "Pass" (P) shall be accepted only for degree credit; the "Pass" grade assigned by other institutions shall not be included in computation of student grade point averages.
3. Degree credit shall be granted for credit courses completed with a passing letter grade of "C" or better. 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.
4. At the option of a transfer student, degree credit shall be granted for credit courses completed at other institutions with a grade of "D," subject to the following conditions:
 - a. If the student's grade point average at the time of transfer is at least 2.0, the student shall be considered in good academic standing, and letter grades assigned by other institutions to courses for which credit is granted by the community college shall not be recorded nor included in computations of the student's grade point average at the community college.
 - b. If the student's grade point average at the time of transfer is less than 2.0, then the letter grade of "D" assigned by another institution to each course for which credit is granted by the community college shall be recorded on the student's transcript and included in computations of the student's grade point average, and the student's academic standing at the community college shall be determined accordingly. A letter grade of "D" assigned to an English Composition course will not transfer.
5. Notwithstanding the number of degree 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 through coursework at the college awarding the degree.
6. When a student seeks transfer credit for technical specialty courses into a ABET-accredited program, such technical specialty credits should be from ABET-accredited programs. In the case of a request for transfer credit for technical specialty courses from a non-ABET-accredited program, the college shall provide appropriate means for the validation of the student's competency in the technical specialty course areas.

Transcripts

Requests for copies of official college transcripts must be made either in person or in written form to the Registrar. Telephone requests will not be accepted. Fax requests are accepted, however, with a written signature, at 253-3016. As of July 1, 1996, there is a \$3 charge per official transcript.

Guaranteed Admissions Agreement Between The Connecticut Community Colleges and The Connecticut State University System

Guaranteed Admission

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

Guaranteed Admissions students are treated without disadvantage, vis-a-vis native students, at the university of their choice within the CSU System with respect to admission to specific majors, registration for courses, applicability of grades of different levels, assignment to Junior status, and CSU guarantee degree program requirements. Students who wish to be admitted to a major that requires specific courses or grades must meet those requirements. In the case of majors for which articulation agreements have been adopted, Community College 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; if they satisfy the requirements of that agreement, the provisions of this agreement are also guaranteed.

There is no guarantee that all course credit earned at a Connecticut Community College will be accepted for transfer to a university within the Connecticut State University System. However, all Guaranteed Admission students are guaranteed Junior status and guaranteed that a minimum of 60 transfer credits will be applied toward a baccalaureate degree at the university. If a student enrolls in a comparable university degree program and does not subsequently change her/his program, she/he will be required to complete no more than the Specified Remaining additional credits toward the baccalaureate degree requirements, unless the combination of any unfulfilled general education requirements, any credit with grades which do not satisfy the requirements of the student's major, and any other unfulfilled requirements of the student's major at the university total more than the Specified Remaining additional credits (where "Specified Remaining additional credits" is defined as the total number of credits required for graduation minus 60).

Graduates of a Community College who meet the requirements for guaranteed admissions must still make application by the date and on the forms prescribed by each university within the CSU System, including the submission of the required transcripts, documents, and fees.