

# **WELCOME TO ASNUNTUCK!**

## **Dr. Martha McLeod Welcomes You to Asnuntuck Community College!**

Welcome to Asnuntuck Community College; the challenge and excitement of the college experience lies before you! The Asnuntuck staff and faculty are committed to assisting you in every way possible.

We are proud of the achievements of our students; whether in academics, student council, or in service to their communities. We are proud of our faculty and staff who have chosen to share their knowledge and experience with the students at Asnuntuck Community College. We are proud of the success so many of our graduates have demonstrated.

Asnuntuck offers you a quality education in an affordable, accessible and nurturing environment. We hope to help make your dreams come true.

# **THE STUDENT HANDBOOK**

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 2007-2009 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.

## **Add/Drop/Withdrawal Procedure**

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 Courses that are dropped will appear on the student's record with a grade of "W" for withdrawn.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 exams 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.

## **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.**

## **Snow Days/Cancellation of Classes**

In case of inclement weather, especially snow, ACC may cancel or postpone classes. This information will be broadcast on several radio and television stations in Connecticut and Massachusetts.

**You may also call the Emergency Message Line at 1-800-501-3967.**

## **Transcripts**

To request a copy of your Official College Transcript, contact the Registrar's Office in person or in writing (telephone requests will not be accepted). The Registrar's Office will send your transcript to another college if you provide complete, accurate address information. There will be a \$3 charge for each official transcript requested.

Copies of your unofficial transcript can be obtained at no charge. You can also print your own copy by logging in to [www.online.commnet.edu](http://www.online.commnet.edu). You will need your student ID, a unique 8-digit number preceded by an @ located on your student ID card, and a Personal Identification Number (PIN), initially your date of birth.

## **State Immunization Policy**

Connecticut State Law PL 89-90 requires all program-enrolled or full-time students born after December 31, 1956, to be immunized against measles and rubella. Students who have not complied will not be allowed to register for classes. Students are exempt if they can present proof that they were born on or before December 31, 1956, are not enrolled in a degree or certificate program, have already had these two diseases, have already received adequate vaccination, or are prohibited from being vaccinated by a medical or religious reason.

**Students who have graduated from a Connecticut public or non-public high school in 1999 or after are exempt due to new legislation, but they must submit proof of high school graduation prior to registration.**

## **Emergency Evacuation Procedure**

Emergency evacuation plans, located in every classroom, laboratory, office, work area and public area, indicate the emergency exit nearest that location. There are 21 exits on the first floor and four main stairwells leading from the second floor to the first floor. Fire alarm boxes and fire extinguishers are clearly marked.

**Anyone smelling smoke, gas, or noticing a fire must report this immediately to the Information Center.**

**The elevator should never be used during emergencies or fire drills.**

Persons with disabilities that affect their mobility should notify the Information Center when they enter the building and must indicate if they will be on the second floor. In-house emergency use telephones are located on the second floor at each exit. Also, emergency evacuation chairs are located at two stairwells on the second floor.

## **Campus Safety and Security**

Management of campus security and safety is the responsibility of the Dean of Administration. Practical day-to-day administration of safety and security matters is assigned to the Facilities Manager. During evening hours when classes are in session, the Evening Coordinator is responsible for security. The College maintenance staff and security officers, who are hired on a contractual basis, assist her. In addition, town police routinely patrol the campus and both town and State Police respond promptly to emergency calls.

**Any crimes or emergencies should be reported immediately to  
Tim Hurlock, Dean of Administration at 253-3049.**

## Explanation of Grades, Grade Points and Grade Point Average

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. Students can obtain their grades at the end of each semester by using [www.online.commmnet.edu](http://www.online.commmnet.edu).

### 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 by the number of credits for that course; add up all the resulting grade point totals and divide by the total number of credits.

### Grades Used in Computing the GPA

Grade	Points	Grade Explanation	Grade	Points	Grade Explanation
A	4.00	Outstanding	C	2.00	Average
A-	3.70	Outstanding	C-	1.70	Average
B+	3.30	Above Average	D+	1.30	Below Average
B	3.00	Above Average	D	1.00	Below Average
B-	2.70	Above Average	D-	0.70	Below Average
C+	2.30	Average	F	0.00	Fail

### Transcript Notations

Grade	Points	Grade Explanation	Grade	Points	Grade Explanation
P	0.00	Pass; credit earned	N	0.00	No basis for a grade
W	0.00	Withdrawal	AU	0.00	Audit (not for credit)
M	0.00	Maintaining Progress	TR	0.00	Transfer
I	0.00	Incomplete (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 instructor submits it with the final grade roster.)			

### Repeating a Course

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: Communications 205, Communications 298, Independent Study, and Ecology 215.

### Semester Honors (Dean's List)

**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 GPA calculated, and honors for which the student is eligible may be entered on the student's academic record retroactively.

### Graduation Honors

**3.9-4.0 GPA=Highest Honors 3.7-3.89 GPA=High Honors 3.4-3.69 GPA=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 GPA, the appropriate level of recognition will be noted on the student's official transcript.

## **Resources**

### **Academic Skills Center** 253-3164

The Academic Skills Center is committed to helping ACC students achieve their academic goals.

**Tutoring:** A staff of both professional and peer tutors offers tutoring in a wide range of subjects. Tutoring services are free and available to all students who want to improve their grades.

**Computer Resources:** The Academic Skills Center's computers are equipped with CD-ROM, Microsoft Office applications, and tutorial software which offer supplementary exercises and review in various academic areas. Multimedia reference materials are available, as is a WWW connection that enables students to incorporate current research into their academic studies.

**Videotapes:** Videotapes on math anxiety and study skills are available for viewing and discussion in the Academic Skills Center.

### **The Academic Skills Center is located in Room 130.**

For further information, please call Cathy Juozokas at 253-3175.

### **Accident Insurance**

All students enrolled in courses for credit at a Connecticut Community College are automatically covered for college-related activities under an accident insurance plan as part of the college service fee. Coverage for those enrolling in the Fall Semester would continue from September 1 to December 31. Coverage for students continuing their enrollment for the Spring Semester would continue from January 1 to August 31. Students may purchase full-time accident and health insurance for themselves and eligible dependents. Benefits and specific details of the accident insurance plan may be obtained by contacting the Dean of Student Services Office (253-3020).

### **Admissions Office** 253-3010

Provides information on requirements for admission and the assessment of basic skills. Evaluates transfer credits from other institutions. Processes all applications for admission, including the collection of immunization records and the administering of Accuplacer (computerized math and English placement).

### **Bookstore** 253-3186

Sells textbooks, reference materials, software at educational discount prices, and supplies for courses. Also available are College imprinted clothing and gifts, snacks. Textbook buy-back services and special ordering are done daily. Cash and most major credit cards are accepted.

## **Resources, Cont.**

### **Business Office- Cashier** 253-3044

Handles all financial payments and reimbursements.

### **Children's Reading Room** 253-3040

Provides free childcare services for pre-school children, aged 2 years 9 months and up, of ACC students while attending classes. Students who take advantage of this opportunity must volunteer two hours in the Reading Room regardless of the amount of time their children spend there. Funding is provided by the ACC Student Senate.

### **Continuing Education/Community Services** 253-3034 or 253-3066

The Continuing Education/Community Services Division provides opportunities for lifelong learning for residents of the College's service area. The division works with other areas of the College, with business and industry, and with community organizations to identify needs and to provide educational programs to meet those needs. Programs and services include credit and credit free courses and workshops, customized training for area businesses, workforce training and retraining programs, and other activities to enhance local economic development efforts.

### **Computer Labs** 253-3109

There are 25 workstations in the PC computer labs. Computers are replaced on a 2 and 3 year cycle to keep pace with hardware and operating system changes, and new software application versions. A Homework Lab is also available days and evenings, Monday-Saturday, for students currently registered for courses. The Macintosh computer lab has 19 graphic workstations and 3 high-end digital video/audio editing workstations are located in the TV/Radio Station/Communications area. This computing power allows a student to pursue study in a wide range of specialized areas including computer graphics, programming, web design, audio and video editing, and business applications software.

### **Check the lab for hours of operation.**

**Mini-labs are located in the Learning Resource Center, the Academic Skills Center, and Room 131. These are available for students to use for College business.**

### **Counseling Services**

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

### **Provides academic advising and personal counseling to students.**

- Admissions/Transfer Counseling: Call Beverly Jemison at 253-3031.
- General Counseling/Disabilities: Call Maki McHenry at 253-3021.

## Resources, Cont.

### **Financial Aid** 253-3030

Provides help in obtaining financial aid: determining need, finding sources, completing forms, applying for grants and loans, and arranging work-study programs.

### **Information Center** 253-3012

Provides general information and assistance, including but not limited to: faculty/staff phone numbers and office hours, lost and found items, and vending machine refunds. The Info Center also schedules appointments for the Assessment in Basic Skills.

### **Learning Resource Center/Library** 253-3174

The Learning Resource Center is a multi-media library designed to make a wide variety of print and non-print resources immediately accessible to its users. It contains more than 30,000 books, almost 300 periodical subscriptions, various catalogs, pamphlets, audio-visual materials and equipment, and a full range of electronic resources, including an online catalog and Internet access. There are also public computers, microform and photocopier machines, and equipment to assist students with disabilities.

Services offered by the LRC include assistance with reference and research questions, library instruction services for class groups and individuals, interlibrary loan and informational publications.

Through OCLC, a worldwide library network, the LRC's interlibrary loan service provides access to materials throughout and beyond the United States.

Through the online catalog, LRC users may view and determine the availability of items not only in the LRC, but also in the collections of most public and academic libraries within the Hartford region, the state of Connecticut, and in many other areas of the country.

The LRC is also open to the general public. Most items can be taken out for up to four weeks upon presentation of an Asnuntuck identification card or an LRC community borrower's card, which also allows remote access to many of the LRC's electronic resources. The LRC also includes comfortable space for study and research.

### **Lounge/Student Center**

A place for students to meet, relax, do homework, or socialize. Vending machines are available during all times the lounge is open. The Student Activity Center, which is an area for the Student Senate, clubs and organizations to meet and hold activities, is located in one corner of the lounge. A mini-lounge with cable TV is located in the rear corner.

## Resources, Cont.

### **Programs for Senior Citizens** 253-3034

Promotes the continuing education of area senior citizens through advocacy, education and social activities. Houses the Asnuntuck chapter of the International Association of the Universities of the Third Age.

### **Registrar's Office** 253-3017 or 253-3015

Provides registration services; official and unofficial transcript copies; final grade reports; information about current class enrollments; matriculation of students in degree programs; veteran services; certification of graduates and diplomas.

### **Student Identification Cards** 253-3012

New students will have ID cards mailed to their home. If you misplace or lose your ID card you will need photo identification to receive a replacement. See the Information Center for assistance.

### **Veterans' Center** 253-3017

Provides information on academic advising, assistance with VA paperwork, and Veteran's Educational Benefits and other programs available for veterans, their spouses, and dependents.

## **Student Senate, Activities**

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

### **Student Senate**

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

"We, the members of the Asnuntuck Community College Student Senate, strive to represent the students in matters concerning their interests, including establishing and maintaining working communications with the staff and faculty. The Senate also provides students with opportunities to participate in governmental procedures and leadership."

The Senate emphasizes "community" in Asnuntuck Community College by sponsoring and expanding programs of an educational, cultural, social, and recreational nature, therefore enhancing and broadening the perspective of the community. The Senate also works to establish a forum for the students that will aid in the success of student activities and will help students find social and self-satisfaction. Contact the Dean of Student Services or stop by the Senate Office located in the Student Lounge.

**Activities Club**

Coordinates an ongoing schedule of activities for the Asnuntuck community. Club members choose, plan, and promote social activities, parties, concerts, the annual graduation dance, etc. The Entertainment Club welcomes ideas and help from the student body.

**Art Club**

Students interested in art or who are taking art courses work to promote an appreciation of art by sponsoring special exhibits and trips to art museums.

**Drama Club**

Students, staff, and area residents produce one or two theatrical productions each year. Cast and crew do not need prior experience. Contact Van Farrier.

**Early Childhood Club**

Work with programs and issues involving children. This organization sponsors many events that positively impact the lives of children in the community. Contact Polly Parker (253-3187) for more information.

**Human Services Club**

Students participate in workshops and lectures on human services issues, host "networking nights" with local human service agencies, and are active participants in the New England Organization of Human Services Education (NEOHSE). Asnuntuck sponsored the 1999 Annual NEOHSE Convention and several NEOHSE Scholarship winners have come from our campus. Members also assist in raising scholarship funds. Contact Mike Rood at 253-3112.

**Outdoor Club**

Students and families enjoy day hikes, backpacking, camping, hayrides, canoeing, bicycle trips, and cross-country skiing at little or no cost. The Outdoor Club also has camping equipment that may be borrowed at no cost.

**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.

Contact Mike Rood at 253-3112 or Cathy Juozokas at 253-3175.

**Poetry Club**

Students share poetry with instructors and other students at monthly meetings. They also host the Annual Freshwater Poetry Festival and publish *Freshwater* a collection of works. Contact Edwina Trentham at 253-3103.

## **Ski Club**

A trip to Mt St. Ann's is planned for February. For more information contact Maki McHenry at 253-3021.

## **Student Union of Minorities at Asnuntuck (S.U.M.A.)**

Members plan programs about diversity issues to raise awareness of ethnic, religious, and cultural differences on campus and in the community. Contact Beverly Burton Jemison at 253-3031.

## **Whale Watch**

Students, staff, and community enjoy several whale-watching expeditions out of Provincetown, Massachusetts.

## **Policy Statements**

### **Acceptable Use Policy for Computer Facilities for All Students & Non-Staff Users**

The purpose of this information is to officially inform you of Asnuntuck Community College's policy regarding acceptable use of computer facilities. Supervisors are responsible for the activities of student workers.

In accordance with the policy of Conduct and Procedures for Use of Community College Computer Resources, all computer resources and facilities of ACC shall be used solely for legitimate and authorized ACC academic and administrative purposes. Computing resources include host computer systems, personal computers and workstations, communications networks, software, and files.

Asnuntuck reserves the right to monitor its computing resources to protect the integrity of its computing systems, workstations, and lab facilities. Any computer related accounts issued to individuals are intended for the sole use of those individuals and are non-transferable. The owners are responsible for all usage on their assigned accounts.

**The following types of activities are examples of behavior that are considered unethical and unacceptable; and, in some cases, may violate state or federal law:**

- Willful or malicious acts of deletion, alteration, or destruction of computer hardware and/or software.
- Accessing another individual's account, private files, or e-mail without permission of the owner.
- Misrepresenting one's identity in electronic communication.

## **Acceptable Use Policy for Computer Facilities, Cont.**

- Copying of software licensed to Asnuntuck (see also Computer Software and the Copyright Law).
- Using computing resources to threaten or harass others.
- Using the College systems for commercial or profit-making purposes without written authorization from the College administration.
- The viewing, downloading, and/or printing of materials for purposes other than legitimate academic work.
- The viewing, downloading or printing of violent, sexually graphic, or suggestive materials may additionally be considered grounds for further disciplinary action for sexual harassment.
- Food or drink at any computer workstation
- Disobeying College and system computer policies, procedures, and protocol (e.g., time limits on workstation usage)
- Storing of files and/or programs on the hard drives of the computers, except when authorized
- Software downloads or printouts of materials from the Internet are subject to limitation
- Excessive chat room usage
- Disrespecting reserved lab time
- Buying products or services via Internet
- Children on computers, except in Children's Reading Room

Please contact Ms. Lynne Gregor, Director of Information Technology, 253-3163, if you have any questions. Any student violating these regulations is subject to disciplinary action under the standing College and system policies and the processes outlined in the policy on Student Rights and Responsibilities published in the College Catalog. This action may include loss of access to campus computer resources.

## **Racism and Acts of Intolerance**

Acts of racism or harassment directed against individuals or specific groups of individuals will not be tolerated and will be dealt with under the employee affirmative action grievance procedures and the student grievance and disciplinary procedures.

**For the complete policy on racism and acts of intolerance, refer to the College Catalog under Policy Statements.**

## **Sexual Harassment Policy**

Sexual harassment constitutes unacceptable behavior and will not be tolerated. If you think you are a victim, keep a record with details of events, witnesses, and times of occurrences. Confide in a friend, fellow student, co-worker, or family member. If appropriate, confront the harasser; explain the negative effects of the behavior and state that you want it to stop.

Students who believe they are the victims of sexual harassment should contact Vincent S. Fulginiti, Dean of Student Services, at 253-3020 or Beverly Burton Jemison at 253-3031.

**For more information about sexual harassment,  
refer to the Sexual Harassment Policy in the College Catalog.**

## **Plagiarism Policy**

Plagiarism is the appropriation of the words of another and passing them off as your own. Quoting from a published work without using quotation marks and without identifying the author is plagiarism. The use of ideas and information in another person's work, even if the exact words are not copied, is plagiarism. Copying another student's responses on an examination or from a report is plagiarism.

Students who plagiarize are subject to disciplinary action as provided in the Student Discipline Policy printed in the College Catalog.

## **Smoking Policy**

Smoking is not permitted anywhere in the building, and all entrances are smoke-free, except for the boiler room entrance (south tennis court entrance), where smoking is allowed outside.

## **Weapons on Campus**

(This policy was adopted by the Board of Trustees of the Connecticut Community-Technical Colleges on May 18, 1992.)

**The use or possession of weapons (as detailed 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.**

## **Affirmative Action/Equal Opportunity**

ACC adheres to the principles of affirmative action/equal opportunity in admissions and employment. The college does not discriminate against any individual on the grounds of race, color, religion, political beliefs, national origin, mental retardation, physical disability, criminal record, sex, sexual preference, ancestry, marital status, or age.

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of handicap in any program or activity receiving Federal financial assistance. Asnuntuck's Coordinator, in conjunction with the 504 Access Committee and the Office of Student Services, works to ensure that reasonable accommodations are made to provide programmatic and physical access. Please call 253-3021 for more information.

## **Student Disabilities Services**

We welcome students with disabilities and seek to provide opportunities for a positive college experience. Notification of a disability with supporting documentation should be received prior to registration in order to determine appropriate and reasonable services, accommodations, 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. Students with disabilities are advised to contact: Maki McHenry, Counselor and Accommodations Coordinator, [mmchenry@acc.commnet.edu](mailto:mmchenry@acc.commnet.edu), 860-253-3021.

## **Services for Students with Disabilities**

The college provides a range of services to accommodate individuals with special needs. All individuals with disabilities should contact Maki McHenry at 253-3021.

### **Parking**

Handicapped parking spaces are located at front, east, and rear entrances. A state issued handicapped parking permit or license plate is required. Temporary parking permits are issued for persons with short-term disability.

(Contact Joe Muller at 253-3055.)

### **Learning Resource Center (LRC)**

The LRC provides a variety of audio-visual equipment to aid persons with disabilities. LRC staff assist disabled students in using this equipment and other library services.

### **Computers**

All computer labs are designed to accommodate people with physical disabilities. The College has created an adapted computer lab station that includes features such as voice-recognition software and a Braille printer. This equipment is located in the Academic Skills Center. If assistance is needed, please contact Maki McHenry the ADA Counselor at 253-3012.

### **Elevators**

An elevator with a raised panel is located in the east wing. A portable-evac-chair is located on the second floor for emergency use.

### **Rest Rooms**

Wheelchair-accessible rest rooms are located on both floors and are equipped with emergency call buttons. The first floor facility is on the northwest side of the building; the second floor facility is on the north side.

### **Identification Cards**

Disabled citizen photo ID cards for the Town of Enfield are issued on the last Friday of each month, between 10 a.m. and 12 p.m. at the Enfield Senior Center, 100 High Street.

## **Student Grievance Procedure**

### **Definition**

A grievance is an allegation by a student that an agent of the College has violated Board or College policies relating to students.

### **How to File a Grievance**

A grievance is to be submitted in writing to the Dean of Student Services within thirty (30) days of the date the grievant knew or reasonably should have known of the alleged violation. The written grievance shall specify the policy claimed to have been violated and state briefly the underlying facts.

### **Procedure for Grievance Resolution**

The Dean of Student Services shall investigate the grievance and recommend to the President a disposition of the grievance, except as provided hereinafter:

- In the course of each investigation, the Dean of Student Services shall consult with the Dean responsible for the area of College operations in which the grievance arose.
- In the case of a grievance alleging discrimination based on race, color, religious creed, sex, age, national origin, ancestry, present or past history of mental disorder, marital status, mental retardation or physical disability, prior conviction of a crime, political belief, veteran status, or sexual preference, the Dean of Student Services shall consult with the College's affirmative action person during the course of the investigation.
- In the case of a grievance against a Dean, the grievance shall be filed with the President.

The President may accept, modify or reject the recommendation or direct such further investigation as he/she deems appropriate. The President shall notify the student of the final disposition of the grievance.

### **Student Right to Know Act**

In keeping with the Federal Student Right-to-Know Act (PL102-26), information concerning the completion or graduation rate of full-time degree or certificate students is available on request from the Student Services Office.

### **Student Records and Confidentiality**

The college maintains student's records and files according to the Family Educational Rights and Privacy Act of 1974. Each student has the right to inspect and review records that contain information directly related to the student. Proper identification will be needed to access this information. The college will not release student records or

information to anyone other than the student unless written permission is granted by the student.

## **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.

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

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: The College makes every effort to ensure that all information in this booklet is true and accurate. However, students should realize that the publication of information in this booklet in no way obligates the college, and that in fact this information is subject to change without notice. The college will make every attempt to keep our constituents informed of the latest changes.

## **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 of 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.

### **Administration**

Dr. Martha McLeod, President	253-3001
Katie Watkins, Dean of Students	253-3020
Tim Hurlock, Dean of Administration	253-3049
Joanne G. Kane, Director of Continuing Education/Community Services	253-3115
Barbara McCarthy, Dean of Academic Affairs	253-3102

## **Phone Directory**

Main College Information	253-3000
Admissions	253-3010
Academic Affairs	253-3101
Academic Skills Center	253-3164
Alumni Association	253-3044
Bookstore	253-3186
Business Office	253-3049
Cashier	253-3043
Children's Reading Room	253-3040
Community Services	253-3034
Computer Lab	253-3109
Continuing Education	253-3034
Financial Aid	253-3030
Information Center	253-3012
LRC/Library	253-3174
University of the Third Age	253-3034
Registrar's Office	253-3017 or 253-3015
Student Services	253-3020
Veterans' Center	253-3017

**Toll Free Line 1-800-501-3967**

**For up to date  
information on  
class cancellations  
and delays  
due to inclement weather or  
an emergency situation,  
please call**

**1-800-501-3967**