

# **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 senate, 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.

### **Mission Statement**

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

The College fulfills its mission by

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

# **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.comnet.edu](http://www.online.comnet.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. In addition to in-person tutoring, Asnuntuck students have access to online tutoring in math, accounting and science at [www.eTutoring.org](http://www.eTutoring.org).

**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.

## **Resources, cont.**

### **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. The bookstore hours are Monday-Thursday 9am-5pm and Friday 9am-12pm.

To receive a full refund you must return textbooks purchased for the FALL 2007 semester by Friday, September 14, 2007. To be eligible for a refund:

- The Cash Register Receipt given at the time of purchase must accompany all returns.
- Books must be in salable condition. New books must be completely clean and unmarked in any way.
- Do not open shrink-wrapped book packages until you are certain you are keeping the books. Shrink-wrapped book packages must be returned unopened whenever possible.
- Software included with textbooks must be untouched. Books including software will not be returnable once the software package is opened.

Books purchased for the Fall Semester after September 14<sup>th</sup> are eligible for return only within 2 days of purchase. All other conditions remain the same.

**THE DEADLINE FOR RETURNS OF BOOKS FOR A FULL REFUND IS  
FRIDAY, SEPTEMBER 14, 2007**

## **Resources, cont.**

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

Handles all financial payments and reimbursements.

### **Career Services 253-3025**

ACC has a Career Counselor available to help you choose a major that will accomplish your goals and meet your needs. We also offer students and alumni access to the College Central Network (CCN) to help with employment opportunities. Please visit the CCN website at <http://www.collegecentral.com/asnuntuck/> for more information.

### **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 enter, and Room 131. These are available for students to use for College business.**

## **Resources, cont.**

### **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.

- General Counseling/Transfer Counseling: Call Beverly Jemison at 253-3031.
- General Counseling/Disabilities Support: Call Maki McHenry at 253-3021.
- General Counseling/Career Counseling: Call Stacy Tweedie at 253-3025

### **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 and for the counselors.

### **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.

## **Resources, cont.**

### **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.

### **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 Council**

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 Activities Council 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**

### **5.2.1 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 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. Conduct oneself in a civil and respectful manner, both within and outside the College. 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 any one 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 tommery 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.

**Time for Reporting:** Normally reports must be received by the Dean of Students or other designee of the President within thirty (30) days of the date of a possible violation or within thirty (30) days of the date the facts constituting a possible violation were known. However, the College recognizes that the decision to file a report of sexual misconduct or relationship violence is difficult and may take some time. Because memories may fade and witnesses may become inaccessible, the sooner information is gathered, the greater is the ability of the College to effectively investigate and resolve the matter fairly to all parties concerned.

(Adopted October 18, 1976; amended February 19, 1979, April 20, 1981, July 20, 1981, November 16, 1987, and February 26, 1990, and entirely replaced February 26, 2007)

#### **4.15 DRUGS AND ALCOHOL POLICY**

THE FOLLOWING POLICY COVERING ALCOHOL AND DRUGS HAS BEEN ADOPTED BY THE BOARD OF TRUSTEES OF COMMUNITY-TECHNICAL COLLEGES:

The Board of Trustees of Community-Technical Colleges endorses the Statement of the Network of Colleges and Universities Committed to the Elimination of Drug and Alcohol Abuse, which is based on the following premise:

American Society is harmed in many ways by the abuse of alcohol and other drugs—decreased productivity, serious health problems, breakdown of the family structure, and strained social resources. Problems of illicit use and abuse of substances have a pervasive effect upon many segments of society — all socioeconomic groups, all age levels, and even the unborn. Education and learning are especially impaired by alcohol abuse and illicit drug use.

(1) The Board recognizes that education regarding alcohol and substance abuse is an appropriate and even necessary part of contemporary college life. Since the unauthorized use of controlled substances, in addition to the potential harmful effect it may have on students and employees, is contrary to state and federal law and regulation, it must be prohibited in any college activity, on or off the college campus. Although the conditions of alcohol and drug dependency may be considered disabilities or handicaps under state law and regulation and Board of Trustees policy, employees and students will not be discriminated against because they have these disabilities. All students and employees are considered to be responsible for their actions and their conduct.

THESE PROVISIONS SHALL APPLY TO ALL COLLEGES UNDER THE JURISDICTION OF THE BOARD:

1. No student or employee shall knowingly possess, use, distribute, transmit, sell, or be under the influence of any controlled substance on the college campus or off the college campus at a college-sponsored activity, function, or event. Use or possession of a drug authorized by a medical prescription from a registered physician shall not be a violation of this provision.
2. All colleges shall develop and enforce policies regarding the sale, distribution, possession, or consumption of alcoholic beverages on campus, subject to state and federal law. Consistent with previous Board policy, the consumption of alcoholic beverages on campus may be authorized by the president subject to the following conditions, as appropriate:
  - a. when a temporary permit for the sale of alcoholic beverages has been obtained and dram shop act insurance has been purchased;
  - b. when a college permit has been obtained;
  - c. when students bring their own beverages;
  - d. when alcoholic beverages are provided by a student organization and no fee is charged for attendance or for said beverages.

3. All colleges shall provide educational programs on the abuse of alcohol and other drugs and referral for assistance for students and employees who seek it. Colleges are encouraged to establish campus-wide committees to assist in development of these programs in response to particular campus needs and identification of referral resources in their respective service planning regions.
4. This policy shall be published in all college catalogs, faculty and staff manuals, and other appropriate literature.
5. Failure to comply with this policy will result in invocation of the appropriate disciplinary procedure and may result in separation from the college and referral to the appropriate authorities for prosecution.

(Adopted November 20, 1989)

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

### **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.
- 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**

For academic dishonesty, which shall in general mean conduct which 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 submissions 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) falsified records, laboratory or other data, (f) submitting, if contrary to the rules of a course, work previously presented in another course, and (g) knowingly and intentionally assisting 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.

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.

## **Frequently Asked Questions**

### **How do I know when to register each term?**

You can find this information online at our website and in each semester's course catalog. These are available at the Information Center.

### **How often should I see an advisor? When are advisors assigned? When are counselors available?**

You should meet with your advisor each semester to make sure you are taking the right courses for your degree. An advisor is appointed for you by the Academic Affairs Office when you declare your major. If you are not sure who your advisor is, contact the Academic Affairs Office. If you have not yet chosen your major counselors are available Monday thru Friday from 9am-3:30pm, by appointment.

### **Why do I have to take developmental classes?**

If you tested into developmental courses it means your skill level is not at what ACC considers college level. The reading, writing and math courses are available to help you bring your skill level up. To determine your skill level, ACC uses the Accuplacer Computerized Placement Test. For more information on placement testing please view the placement testing website at

<http://www.acc.commnet.edu/student services/PlacementTest.htm>.

## **How often do I need to apply for Financial Aid?**

You need to apply once a year in the spring, for the following fall and spring, by visiting the Financial Aid Office or by going online to [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov). ACC does have a priority deadline of June 1 for the fall semester and December 1 for the spring semester. After these dates students are awarded on a first come, first served basis. Please visit <http://www.acc.commnet.edu/financialaid/index.htm> for more information.

## **Will my courses transfer?**

College level, credit bearing classes should transfer to the college of your choice. It will be your responsibility to ensure that the classes you take with us will transfer as you wish. We do have a Transfer Counselor available to help you with class selection. For school specific information see <http://www.acc.commnet.edu/studentservices/TransferInformation.htm>.

## **I'm having difficulty in my classes, what should I do?**

We offer free tutoring to our students through the Academic Skills Center. Please contact them at 860.253.3164 or visit their website <http://www.acc.commnet.edu/academicskills/index.htm>. In addition to in-person tutoring, Asnuntuck students have access to online tutoring in math, accounting and science at [www.eTutoring.org](http://www.eTutoring.org).

## **I've changed my schedule, what do I do with the books I already bought?**

To receive a full refund you must return textbooks purchased for the FALL 2007 semester by Friday, September 14, 2007. To be eligible for a refund:

- The Cash Register Receipt given at the time of purchase must accompany all returns.
- Books must be in salable condition. New books must be completely clean and unmarked in any way.
- Do not open shrink-wrapped book packages until you are certain you are keeping the books. Shrink-wrapped book packages must be returned unopened whenever possible.
- Software included with textbooks must be untouched. Books including software will not be returnable once the software package is opened.

Books purchased for the Fall Semester after September 14<sup>th</sup> are eligible for return only within 2 days of purchase. All other conditions remain the same.

**THE DEADLINE FOR RETURNS OF BOOKS FOR A FULL REFUND IS  
FRIDAY, SEPTEMBER 14, 2007**

## **How do I change my schedule once I've registered?**

This is an easy process. All you need to do is fill out an add/drop form within the first two weeks of class and turn it in to the Registrar's Office. Forms are located at the Information desk. If you need assistance, you should schedule a time to meet with one of the counselors. For information on all registration matters visit <http://www.acc.commnet.edu/registration/index.htm>.

## **I've forgotten my PIN to log on to Online, what do I do?**

You will need to go either to the Registrar's Office or the Information Center to fill out a request to have your PIN reset. It is important to keep a log of all your usernames and passwords for your school information.

## **What should I bring to the first day of class?**

You should be prepared to take notes; bring a notebook and pen along with the assigned course textbook. The first day of class usually entails an introduction to the course and its requirements by the instructor. You should also receive a syllabus which will outline learning outcomes, course objectives, assignments and their due dates.

## **Reading your schedule**

After you have completed your registration and have paid for your courses, you will receive a Student Schedule/Bill from the Cashier. The top of your schedule will list the course number, title, meeting times, and class location for which you are registered. Under "Days", you will find codes indicating which days of the week your class will meet.

M=Monday, T=Tuesday, W=Wednesday, R= Thursday, F=Friday, and S=Saturday

The schedule will include the class location at the time your schedule was printed.

**You should check one of the bulletin boards, located inside each entrance, immediately prior to your first class to confirm your classroom assignments.**

Charges, credits and balances due for your registered courses will then be listed. You will also find the policies governing refunds on this form.

## **Is there child care for my children?**

Yes, the Children's Reading Room is available for registered ACC students on a co-operative basis and for children 3 years and older. For specific information on this service, contact Pam Keenan, Coordinator at 860.253.3043 or use this link

<http://www.acc.commnet.edu/studentervices/ReadingRoom.htm>.

## **Are tutors available?**

Yes, and it's a free service to registered ACC students! The Skills Center will be open Monday-Thursday 9am-8pm, Friday 9am-3p and Saturday 9am-4pm. Visit the Academic Skills Center to learn more or check out their information at

<http://www.acc.commnet.edu/academicskills/index.htm>.

## **What am I going to do with my major?**

ACC has a Career Counselor available to help you choose a major that will accomplish your goals and meet your needs. We also offer students and alumni access to the College Central Network to help with employment opportunities. Contact Stacy Tweedie or visit the website at

<http://www.acc.commnet.edu/careerservices/index.htm>.

## **What kind of activities and student involvement opportunities do you offer on campus?**

There are a variety of ways to become involved on campus. The Student Senate is a great way for students to make their voices heard. The Senate helps students shape decisions that affect their education and experiences while they develop leadership skills. For more information contact Amanda Baron at 860-253-3020 or visit the website at <http://www.acc.commnet.edu/student-services/StudentSenate.htm>.

The Student Activities Committee is dedicated to creating activities that can be both fun and educational. Events vary from a welcome back festival with food, music and a softball game, to Coffee houses dedicated to Domestic Violence Awareness. If you are interested in learning more or joining the Student Activities Committee please contact Amanda Baron at 860-253-3020 or visit the website at

<http://www.acc.commnet.edu/student-services/StudentActivities.htm>.

There are also a variety of student clubs that are available for you to join. Please view the student handbook online at

<http://www.acc.commnet.edu/student-services/documents/Handbook2006-2007.pdf> for more information.

## **Are there computers available for student use?**

Yes, there are computers available for student use in the homework lab, the Learning Resource Center (LRC), and the Academic Skills Center (ASC). The homework lab is available in room 131 and is open Monday-Thursday 8:30am-9:30pm; Friday 8:30am-7:30pm; and Saturday 9:30am-3:30pm. The LRC is open Monday-Thursday 8:30am-8:30pm; Friday & Saturday 8:30am-4pm. The ASC is open Monday-Thursday 9am-8pm; Friday 9am-3pm and Saturday 9am-4pm.

## **What does it mean if I am on probation/suspension?**

A student will be placed on academic probation for one or more of these reasons: if he/she has not satisfactorily completed 50% of the credits attempted; students who have completed 11 or fewer credits whose Cumulative GPA falls below 1.5 will be given a written warning; students who have completed between 12 and 30 credits inclusive whose CGPA falls below 1.7 and those who have completed 31 or more credits whose CGPA falls below 2.0, will be given a written notice that they are placed on academic probation. Students placed on probation will be required to take a reduced course load for one semester. To be taken off probation, a student must complete one semester of satisfactory progress and no longer meet the probation requirements. Students, who after being placed on academic probation for one semester and after taking a reduced course load, fail to attain the required CGPA as shown above will be notified in writing that they are suspended for one semester. After the period of suspension, students may be reinstated, either as regular or probationary students, upon application to the college. For additional information, visit the policy statements online at <http://www.acc.commnet.edu/student-services/documents/POLICY.pdf>.

## **Tips to be a successful student**

- Attend every class
- Be on time
- Come to class prepared with assignments complete
- Know what work is assigned and when it is due by checking your syllabus often
- Be prepared to work outside of class regularly throughout the semester
- Submit class work by the due dates (late work will hurt your progress in the course)
- Have a good attitude about doing the work required
- Don't let your anxieties about college get the best of you
- Show respect for your classmates and the instructor
- Participate actively and appropriately in class discussions and activities
- Stay alert in class and take good notes (learn effective note taking strategies at the Academic Skills Center)
- Follow instructions for all assignments, particularly writing assignments
- Do not throw away any class materials or assignments—save everything!
- Do the assigned readings by the assigned dates (learn effective reading strategies at the Academic Skills Center)
- Report any special circumstances (such as a learning disability) to the instructor
- Use college resources (Academic Skills Center, Learning Resource Center, Computer Labs, Vista Online course components, counseling, etc.)
- Work steadily on big assignments instead of waiting until just before the due date
- Study continuously throughout the semester on exam preparation (learn effective study strategies at the Academic Skills Center)
- Ask questions. Your instructor wants to make sure you understand the information.
- Learn your instructor's name. This is important if you need to contact them.
- Let your instructor know in advance if you will have a planned absence. For unplanned absences, contact your instructor to let them know why and make up any missed assignments.
- Use your instructor's office hours for help with class work
- Work together with your classmates in study groups
- Turn your cell phone OFF! No text messaging!
- Get involved on campus. Research shows that students who take advantage of leadership opportunities, activities and clubs are more likely to be successful.

## Academic Calendar

August 27, 28	Monday, Tuesday	Professional Days
August 28	Tuesday	Last day for 100% General Fund Tuition refund
August 29	Wednesday	Fall Classes Begin
September 3	Monday	Labor Day (College closed)
September 12	Wednesday	Last day for 50% General Fund Tuition refund
September 17	Monday	Constitution Day (college open, classes held)
October 8	Monday	Columbus Day observed (college open, Classes held)
November 12	Monday	Veteran's Day observed (college open,
November 13	Tuesday	Advising Day (2) (college open, classes held)
November 21-25	Wednesday-Sunday	Thanksgiving Recess (1)
November 26	Monday	Classes resume
December 3	Monday	Final date for withdrawal from classes without academic penalty
December 10	Monday	Last day of classes
December 11-17	Tuesday-Monday	Final Exams
December 21	Friday	Instructors' final grades due by 12 noon – Fall Semester Ends

## Web Resources

College Website: <http://www.acc.commnet.edu/>  
Academic Skills Center: <http://www.acc.commnet.edu/academicskills/index.htm>  
Library (LRC): <http://www.acc.commnet.edu/lrc/index.htm>  
Online Learning: <http://www.acc.commnet.edu/online/index.htm>  
Web for Students: <http://www.online.commnet.edu/>  
Student Services: <http://www.acc.commnet.edu/student-services/>  
Bookstore: <http://www.efollett.com/>  
WebCT Vista: <http://vista.ctdlc.org/webct/entryPageIns.dowebct>

## Hours of Operation

Continuing Education: M-R 8am-7pm; F 8am-5pm; Sat 8am-1pm

Academic Affairs: M-F 7:30am-7:30pm

Student Services: M-R 8am-9:30pm; F 8am-5pm; Sat 8am-12pm

Business Office: M-F 8am-5pm; extended hours during peak times

## 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**