

HOUSATONIC COMMUNITY COLLEGE

Student Handbook

2003 - 2004





STUDENT HANDBOOK

2003 - 2004

This is Your Handbook

Welcome to Housatonic Community College!

Dear Student,

I am delighted to welcome you to Housatonic Community College and to present you with this 2003-2004 Student Handbook.

The Handbook is designed to answer questions you might have about the College. It also contains important information about Housatonic's services, activities and the standards which the College expects of you. The procedures and policies of the College are detailed in this guide, as well as the phone and office numbers of people you may need to contact.

If you don't find the information you need in the handbook, please don't be bashful. You can ask your advisor or other College staff or faculty for help. You might check in the College catalog or visit the website at **hcc.commnet.edu** for additional information.

Again, welcome to Housatonic and have a great year!

Cordially,

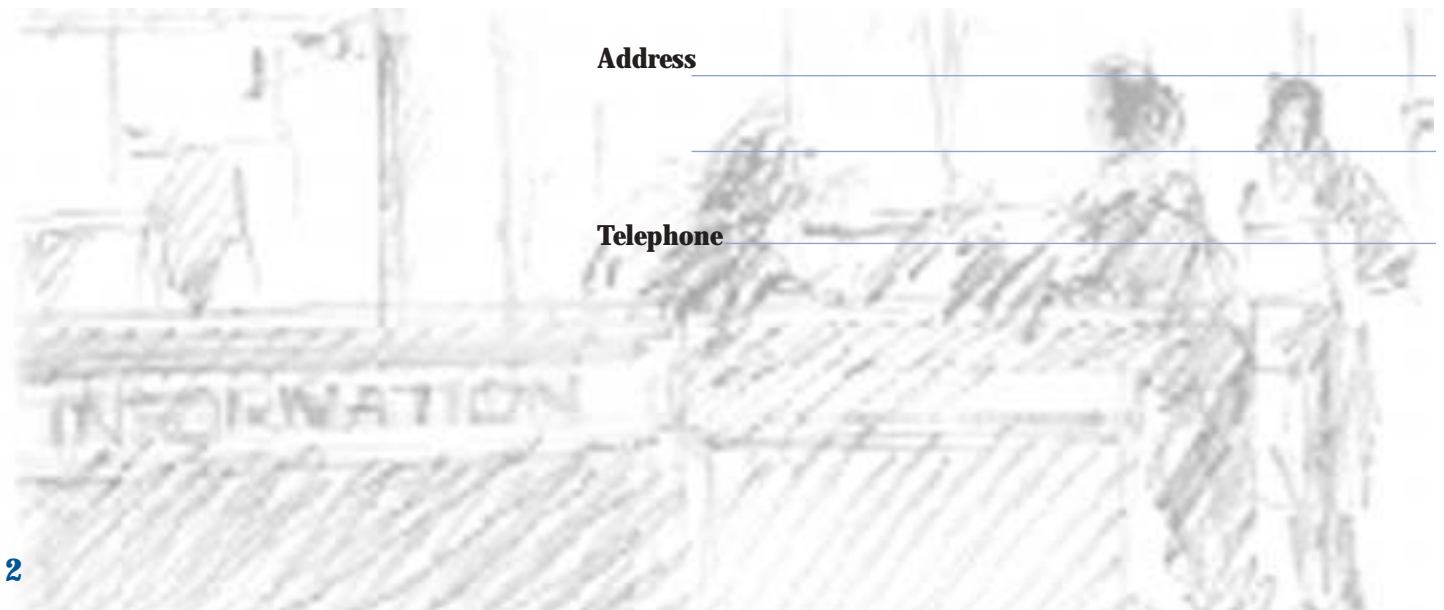


Lisa M. Montgomery, Ph.D.
Dean of Students

**This handbook
belongs to** _____

Address _____

Telephone _____



FALL 2003

Open Registration

Wednesday and Thursday,
August 6 and 7

Registration and Orientation

Monday - Friday, August 25 - 29
Registration Closed Wednesday,
August 27

Classes Begin

Tuesday, September 2

Late Registration

Tuesday, September 2 -
Monday, September 8
(closed Sat. & Sun.)

Last Day for Enrolled Students to Add Open Courses without Special Permission

Monday, September 8

Professional Staff Day -No Classes

Friday, September 26

Last Day to Declare Audit Status

Monday, September 29

Last Day to Drop Courses and Receive Automatic "W"

Monday, October 13

Mid Term Grades Entered by Faculty

Wednesday, October 22

Last Day to Complete "I" Grades from Spring 2003 and Summer 2003

Monday, November 10

Veteran's Day Holiday - No Classes

Tuesday, November 11

Last Day to Drop Courses

Monday, November 24

Thanksgiving Holiday - No Classes

Wednesday, November 26 -
Sunday, November 30

Classes Resume

Monday, December 1

Last Day of Classes

Sunday, December 14

Final Exams

Monday, December 15 -
Sunday, December 21

Final Grades Due from Faculty

Tuesday, December 23

*No Classes - September 26,
November 11, and November 26 - 30*

WINTER 2003

Classes Begin

Monday, December 29

New Year's Holiday - No Classes

Thursday, January 1

Last Day of Classes and Exams - Winter 2003

Thursday, January 15

SPRING 2004

Registration and Orientation

Tuesday - Friday, January 20 - 23

Classes Begin

Monday, January 26

Late Registration

Monday, January 26 -
Monday, February 2
(closed Sat. & Sun.)

Last Day for Enrolled Students to Add Open Courses without Special Permission

Monday, February 2

President's Day - No Classes

Monday, February 16

Last Day to Declare Audit Status

Monday, February 23

Last Day to Drop Courses and Receive Automatic "W"

Monday, March 8

Mid Term Grades Entered by Faculty

Wednesday, March 10

Last Day of Classes before Spring Break

Sunday, March 14

Spring Break

Monday, March 15 -
Sunday, March 21

Classes Resume

Monday, March 22

Easter Holiday

Friday, April 9 - Sunday, April 11

Last Day to Complete "I" Grades from Fall 2003 and Winter 2003

Monday, April 12

Last Day to Drop Courses

Monday, April 26

Last Day of Classes

Monday, May 10

Final Exams

Tuesday, May 11 - Monday, May 17

Final Grades Due from Faculty

Wednesday, May 19

Memorial Day Holiday

Monday, May 24

Commencement

Thursday, May 27

*No Classes - February 16,
March 15 -21, and April 9 - 11*

SUMMER 2004

Session I (8 weeks)

Monday, May 31 - Thursday, July 22

Session II (1st 5 weeks)

Monday, May 31 - Thursday, July 1

Session III (2nd 5 weeks)

Monday, July 5 - Thursday, August 5



Where To Go For Help

Note: During evening hours, contact the Evening Division Office, A102, for information and assistance with advising, adding or dropping a class, and many other matters. When classes are in session, the Registrar's Office is open until 6:30 p.m., Monday through Thursday, and until 4:30 p.m. on Fridays. Other offices are open one or more nights when classes are in session. It is wise to telephone first.

About	See, Room Number
Absences, yours	Your Instructor
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Academic Matters	Academic Dean, A204a
Academic Catalog	Admissions Office
Academic Standing	Registrar, B109
Academic Support/Advising Center	Assistant Director, B116b
Accidents	Health Office, A113a or Public Safety, A105
Activities/Activities Authorization	Coordinator of Student Life, C110b
Admissions	Director of Admissions, A106a
Advising	Faculty
Affirmative Action	Director of Personnel, A204c
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Behavioral & Social Science Dept.	Chair, A212
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Bursar	Bursar's Office, A104
Business Administration Dept.	Chair, B205
Cafeteria	Dean of Administration, A205a
Career Development	Career Counselor, A108
Change of Name or Address	Registrar's Office, B109
Change of Program	Student Development Counseling Dept., A108
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Continuing Education	Coordinator, C108
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Discrimination	Affirmative Action Officer, A204c
Discipline	Dean of Students, A110a
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Dropping out of College	Registrar's Office, B109

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Evening Division	Coordinator, A102a
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Faculty Office Hours	Academic Dean, A204a
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Foreign Students	Director of Learning Support, A108d
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Library Services	Library, B114
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Math/Science Dept.	Chair, B239
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President	President, A201b
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Public Relations	A203a
Registration Procedures	Registrar's Office, B109
Regulations, College	Dean of Students, A110a
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Special Services	Director of Special Services, A108e
Student Health Insurance	Health Office, A113a
Student Newspaper	Horizons' Office, B234
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Tuition & Fees	Bursar's Office, A104
Tutoring	Center for Educational Services, B120a
Veteran's Affairs	Registrar's Office, B109
Withdrawing from course or from College	Registrar's Office, B109
Women's Center	B101
Writing Center	Academic Support Center, B120

Photograph by HCC student, John Walsh



Academic Information

◆ If You Move

It is important that the College have your correct address and your correct name at all times. Therefore, you are required to report any change of address or name to the Registrar's Office immediately, using a change of personal data form.

If you do not report address and name changes promptly you will not receive your grades and other important information from the College.

◆ Cancellation of Classes

Occasionally classes have to be cancelled because of extreme weather conditions or other emergencies. The College notifies local radio and TV stations as soon as the decision to cancel classes is made, including: WICC-AM 660, WEZN-FM 99.9, WELI-AM 960; WEBE-FM 107.9 and WKCI-FM 101.3. Information may also be available on voice mail at (203) 332-5000.

In general, it is best to assume that there will be classes unless you hear a specific announcement that the College is closed. Please do not call the College; listen to one of the radio stations listed.

◆ Faculty Absences

If a faculty member is going to be late or cannot meet a class because of an emergency, he or she will make every effort to have someone inform you. Many faculty members will inform you during the first class sessions what to do in such an event. However, if any faculty member is late arriving for class (more than 20 minutes), you can:

1. Go to the Academic Dean (A204a), the Evening Division Office (A102) or the office of the department chair for that academic area (refer to "Where To Go For Help," page 4) and ask for guidance;
2. Circulate an attendance sheet with the course number and section for each student to sign. At that point you are free to leave if you have received no other directions.

◆ Faculty Office Hours

Faculty members are willing to meet with you to discuss individual concerns or to provide assistance. At the beginning of the semester, each of your instructors will provide you with information about his or her office hours, office number and office phone.

If you want to see a faculty member, it is best to make and keep a specific appointment. You can, however, stop by the faculty member's office during his or her listed hours.

All faculty members adhere to their schedule of office hours; however, there may be times when they are not available during posted office hours. For that reason, it is always better to make an appointment.

◆ Problems Related to Classes

Problems occasionally arise over grading, attendance, course content, or other related matters. When these problems arise, you should first speak to the instructor of the class in which the problem has occurred. If no solution is reached, you should then consult the department chairperson. If the problem is still not satisfactorily resolved,

make an appointment to discuss it with the Academic Dean, Room A204a, ext. 5061. Speak up!

◆ Course Outline or Syllabus

At the beginning of each semester, the instructor in each of your classes will distribute a syllabus or course outline. This includes information about office hours, grading and attendance policies, required texts and related materials and other information.



Registration

◆ Registration for Returning Students

Students may register online, by drop-off, mail, or fax. Early walk-in registration dates are also scheduled during each semester. Registering early will permit you to have first choice of courses and class times. At the time of registration you must pay the appropriate college fees (see the Schedule of Fees, page 19) in order to hold your registration. Full payment of tuition must be made no later than three (3) weeks before the start of classes. If tuition is not paid, or if you do not make appropriate arrangements with the Bursar's Office for the deferred payment plan, your registration will be cancelled. HCC has not entered into a contract, real or implied,

with any student whereby HCC would automatically reinstate a student and award a student a grade(s) or credit(s) should a student be allowed to remain in class to the end of the session/semester with the approval of the faculty after the student has been administratively withdrawn from the College. Fee payments are not refundable.

Delaying registration may result in desirable classes and times not being available.

◆ Registration for New & Readmit Students

Please refer to the current College course schedule for specific details.

◆ Changing Your Class Schedule

To add or drop a course, or change to another section of the same course, you must complete the Add/Drop process. If you do not complete this process, you may receive an "F" grade for failure to attend classes, and improperly added courses may not earn academic credit.

If you drop courses before 4:15 p.m. on the last business day prior to the first day of classes, you will receive a full refund of the tuition only for the dropped courses. Fees are not refundable.

For more information about refunds, please read the section on refund policies on page 30.

You do not need permission of an advisor to change sections of the same course, but you are urged to seek advice if you have any questions about the change. Making course schedule changes without seeing an advisor may slow your progress toward your educational goals.

◆ Adding a Course

If you wish to add a new course (not a section change of the same course), you should:

1. Check the Registration board for the availability of the course you wish to add.
2. Bring your copy of the computer printout to one of the counseling areas (Counseling Center or Special Services, A108).
3. Fill out the Add/Drop form using the correct course reference numbers.
4. Have a counselor check to ensure the added course is appropriate for your program. If the course is appropriate and you meet all other requirements, the counselor will make the appropriate computer entry.
5. Take the completed Add/Drop form to the Registrar's Office. Go to the Bursar's Office for financial validation of the add/drop.

Note: You must pay in full the tuition and fees for any added courses at the time you add them. If you do not pay, you will not be registered for the added courses. If the course you wish to add is not available (it is closed), you must secure the signature of the instructor after having your Add/Drop form signed by a counselor (step 4).

◆ Withdrawing from College or Dropping a Course

If you wish to drop a course or to withdraw from the College, you should follow the official procedure outlined below. Students who simply stop attending classes rather than officially dropping a course or withdrawing from the College may be subject to probation, suspension or dismissal.

You are encouraged to speak to an advisor or counselor before deciding to drop a course or to withdraw from the College. Students withdrawing from the College should have an exit interview with a counselor. The counselor will help you leave Housatonic in good standing.

1. Obtain an Add/Drop form from the Registrar's Office and check the appropriate box for dropping a class or withdrawing from College.
2. If you cannot appear in person to withdraw from the College or drop a course, you should contact the Registrar's Office and request the proper number of Add/Drop forms you need (one form per course). You must then complete a form for each course and mail the form to the instructor.
3. If you withdraw from the College or drop a course prior to or during the first two weeks in a standard semester, or during the first two days of an intersession or summer school course, you are entitled to be removed from the official class roster. The course will not appear on your transcript.
4. If you drop a course or withdraw from the College within the second four weeks after the start of classes during a standard semester, you are entitled to receive a grade of "W" in each course from which you have dropped or withdrawn. After that time, the instructor must assign a grade of "W" or "F." Before dropping a course, it is recommended that you discuss the matter with the instructor. Please refer to the Academic Calendar, page 3, for the last date on which you can drop classes and receive the automatic

“W” and the final day you may drop classes following the automatic “W” period. Also refer to the section on grading on the next page.

5. For refund policy relative to withdrawals or dropping a course, see Appendix III.

◆ Changing Your Degree Program

If you wish to change enrollment from one degree program to another, for example from General Studies to Liberal Arts, you should obtain a Change of Program form from the Counseling / Special Services Center, A108.

You are required to see a counselor who will explain the procedures for changing your program and will sign your Change of Program form. You should then make an appointment with the faculty member assigned to your new program. The faculty member will indicate his or her approval/recommendation on the form, assign a new advisor, and forward the form to the Academic Dean's Office. Finally, you should bring the form to the Registrar. If you wish to add a second program, follow the same procedures. The title of your new program will appear on your transcript.

Grading System

◆ Explanation of Grading System

I Credits

A credit is a unit of academic achievement which is awarded upon the successful completion of a course.

II Semester Hours

A semester hour is a measure of time usually corresponding to 55 minutes of lecture once per week for an entire semester.

III Grades

Grades are an indication of the standard of academic work performed and/or the status of the student in relation to a course and/or the College. The academic grading system includes basic grades of student performance: “A,” “A-,” “B+,” “B,” “B-,” “C+,” “C,” “C-,” “D+,” “D,” “D-,” “E,” and four grades of student status: “I,” “M,” “W,” “N.” In addition, participants enrolled in non-credit courses through Community Services are awarded Continuing Education Units (CEUs) on a Pass/Fail (P/F) basis. A letter grade of “A” through “F” indicates a student's performance in terms of what was done, how much was done, and how well the class work was done from the start to the completion of class.

Other academic grades indicate a student's status in terms of his/her entry or exit point from a class over time and condition (“W,” “N”) or at the close of the official grading period (“I,” “M”). Administrative marks include: “AU,” and “N.”

Students are given mid-semester grades in each subject. These are merely an estimate of the student's progress and are not entered on permanent records. Reports of the final grades for the semester are mailed to each student.

◆ Definition of Grades

A - F

Academic Standard Grades.

A letter grade of “A” through “F” indicates a student's performance in terms of the quantity and the quality of that work performance. Only these grades are considered in the determination of a grade point average (GPA) for a student.

I

Incomplete. May be awarded by an instructor only when a majority of course requirements and assignments have been successfully completed. The “I” grade is a deferred grade, neither passing nor failing, on the official transcript. The “I” grade must be made up by the 13th week of the following semester or it converts to “NC” (no credit). The student will then have to repeat the course to receive credit.

M

Maintaining progress, but not at usual college pace. “M” is a non-punitive grade. “M” may be given for developmental courses. “M” can be given to a student in a course only twice.

P

Passing. “P” is used for students enrolled in non-credit courses through Continuing Education which awards Continuing Education Units (CEUs). These courses are graded on a Pass/Fail (P/F) basis. The CEU is a measurement (one unit equals ten class contact hours) nationally recognized by business, industry, and professional organizations for evaluating an individual's effort toward professional growth. When “P” is used, it may reflect performance at any of the passing levels (A, B, C, D). Permanent records of CEUs are kept by the Office of Continuing Education.

W

Withdrawal. “W” is used for students who formally withdraw from a course. Students who withdraw through the Registrar’s Office within the first two weeks of the semester receive no grade for the course and are removed from the class roster. Students who formally withdraw between the second and sixth week of classes, receive a grade of “W.” After six weeks and through the 12th week of class (see calendar), a “W” may be awarded by the instructor if formal withdrawal is initiated by the student.

N

No Grade. A transcript notation for any situation where there is no grade reported at the end of the traditional semester (i.e., no grade received from a faculty member, courses in progress, or no basis for a grade).

◆ Administrative Marks

AU

Audit. “AU” is used for students wishing to take a credit course for no credit. Students must pay the regular fees and indicate audit status within 4 weeks of the start of class. The audit student will receive no credit and no grade and may not change to a credit basis. The student may, in succeeding semesters, take for credit any course he/she has previously audited. Audit courses will be reflected on the student’s record as “AU.” The student may not petition for credit for the audited course.

N

No Grade. A transcript notation for any situation where there is no grade reported at the end of the traditional semester (i.e., no grade received from a faculty member, courses in progress, or no basis for a grade).

◆ Make-Up Exams Policy

Completing quizzes/exams as scheduled in faculty syllabi is part of every student’s obligation and responsibility by enrolling in a course. It is understood that make-up work will occur only when extreme circumstances outside the control of either the student or faculty exists - such instances might include illness, death, traffic, transportation, etc.

When faculty and student have not been able to agree on make-up arrangements during office hours or other times, the Academic Support Center will be available to assist the faculty and student. Test proctoring is not available by ASC staff.

Procedures

A dialogue between the faculty and student should occur to determine that a make-up is appropriate and approved.

The faculty will submit to the Academic Support Center the written quiz/exam in a sealed envelope with an Academic Support Center’s make-up testing cover sheet with specific directions outlined by the faculty member. No make-up testing will take place without this form signed by the faculty.

It is the responsibility of the student to call the Academic Support Center to schedule the time of this make-up within the Center’s open hours and availability of center personnel.

Any special concerns, difficulties, abuses, etc. should be addressed between the faculty and director of the Academic Support Center.

By adhering to these procedures, the Academic Support Center staff, the faculty and student participate in assuring the integrity of this make-up process. Test security is the responsibility of the director of the Academic Support Center.

◆ Academic Standard Grades

Grade	Grade Point Average (GPA)	Grade	GPA	Grade	GPA
A	4.00	C	2.00	I	0
A -	3.70	C -	1.70	M*	0
B +	3.30	D+	1.30	P**	0
B	3.00	D	1.00	W	0
B -	2.70	D-	.70	NC	0
C +	2.30	F	0		



◆ Higher Grade Prevails

Students may retake a course in which they have received a grade of “C-” or lower (C-, D+, D, D-, or F). After completing the “retake,” the higher grade will prevail in the student’s overall and graduation Grade Point Average. However, the course with the lower grade will remain on the student’s official transcript. Students will be allowed to retake a course one time only. This policy does not apply to those courses in which students receive “M” grades.

◆ Academic Honors

Housatonic recognizes academic excellence in many ways.

Dean’s List - If you earn a Grade Point Average (GPA) of 3.4 (B average) or higher for a semester you will be placed on the Dean’s List and receive a certificate, provided you have not received a “W” or “I” grade. Upon completion of the Incomplete, you may be recognized retroactively. You must have completed at least 3 credit hours and have received no grade lower than “C” to be eligible.

Graduating with Honors - You can receive your Associate Degree with Honors, if you have a cumulative Grade Point Average between 3.4 and 3.69. You can earn your degree with High Honors if your average is between 3.7 and 3.89. If you have maintained a 3.9 - 4.0 average, you graduate with Highest Honors. In order to qualify to graduate with academic honors designations, you must have earned a minimum of 36 credits at Housatonic. These 36 credits may not include credits earned through examination, or departmental evaluation, or credits for life experience.

Phi Theta Kappa - A chapter of Phi Theta Kappa, the international honor society for two-year colleges, is active on campus. You can be invited to join the Chi Rho chapter if you have completed at least 30 credit hours at Housatonic, have a Grade Point Average of at least 3.5, and have received recommendations from four faculty members. An installation ceremony is held each spring for inductees into the honor society.

Psi Beta - A chapter of the national honor society in psychology for community and junior colleges. The society provides programs, activities and participation in community service projects and opportunities to present research papers at regional meetings, to attend national meetings and to win national awards.

Alpha Beta Gamma - Housatonic has a chapter of Alpha Beta Gamma, the International Business Honor Society. This society encourages scholarship among two-year college students in business. To be eligible for membership, a student must be enrolled in a business curriculum and must have completed 40 academic credit hours in courses leading to a degree. Additionally, the student must have attained a 3.2 GPA in business courses and a 3.2 overall cumulative average. Members are eligible for scholarships at four-year institutions, and have networking and leadership opportunities available through a variety of activities.

Honors Program - Outstanding students are also invited to participate in HCC’s Honors Program which offers them the opportunity for an enriched learning experience. You should refer to the current Housatonic catalog for complete information on Honors Program eligibility requirements and the Honors curriculum.

◆ Transcripts

If you wish to have official copies of your transcript sent to employers or other schools, you may request these either in writing or in person. There is a \$3 fee for each official transcript. Your request must include the name you used while attending Housatonic, your student Banner identification number, the approximate dates of attendance, and the complete name and address of the institution or organization to receive the transcript. Telephone requests cannot be accepted.

If you have any questions regarding your academic file, you should contact the Registrar.

◆ Auditing Courses

If you wish to take a credit course for no credit, you must pay the regular tuition and fees. You must indicate your audit status within four weeks of the start of classes during a regular semester by completing a Declaration of Audit Status form and having it signed by the instructor.

As an audit student you will receive no credit and no grade; you cannot change your status to a credit basis. You may, however, in a later semester, take for credit any courses you have previously audited.

Courses you have taken for audit will show on your transcript as “AU.” You may not petition to receive credit for a course you audited.

Declaration of Audit Status forms are available from your instructor or from the Registrar’s Office.

◆ Credit by Examination

This program recognizes that life experience often provides skills and knowledge equivalent to that gained through traditional college methods. You can earn college credit for these life experiences by taking a CLEP or DANTES examination.

If you wish to earn Credit by Examination, call the Academic Support Center, 332-5217 or 332-5019. You can stop by Room B116 and the staff will explain CLEP and DANTES programs and you may make an appointment for a test if you choose.

If you successfully complete the examination, you will be notified by the Admissions Office of the credits awarded. These credits will also appear on your transcript but are not used for calculating your Grade Point Average or your eligibility for Academic Honors designation at graduation.

◆ Graduation

Housatonic Community College awards the Associate in Arts (AA) and the Associate in Science (AS) degrees and certificates to qualified candidates as authorized by the General Assembly of the State of Connecticut.

Please refer to the Housatonic catalog for complete details.



◆ Transferring Credits to Housatonic

For your convenience, you may obtain a transfer credit checklist at the Admissions Office. This explains, step by step, exactly what you need to complete so that your transfer credits can be accepted.

1. You must be currently enrolled in a degree or certificate program;
2. You must request an official transcript of your previous work to be sent to the Housatonic Admissions Office directly from the other colleges or institutions;
3. You must fill out a Transcript Evaluation Request Form in the Admissions Office, once your transcripts have arrived. A determination will be made as to the acceptability and appropriateness of the credits to your curriculum.

◆ Earning Multiple Degrees

A student who already holds an academic degree may earn a second degree in a different curriculum at Housatonic Community College. Such a student is treated similarly to a transfer student with respect to the minimum number of credits he/she must take for the second degree. This will require that a student complete all program requirements and no less than 25 percent of the total credits required in the new curriculum as additional hours of credit at the college through which the second degree is to be conferred.

A student may earn two degrees simultaneously at Housatonic by fulfilling all requirements stated above.

Requests for additional degrees beyond the second require prior approval from the Academic Dean. Students who receive approval must

then complete all program requirements, but in no case less than 25 percent of the total credits required in the new curriculum as additional hours of credit to be earned at the college through which the third degree is to be conferred.

Completion of requirements of an additional program option does not constitute a different degree.

Please consult the catalog for more information.

Services For You

◆ Academic Services

Housatonic offers a wide variety of academic, counseling, and miscellaneous services to help you succeed at the College. You should take advantage of all the services available to assist you.

◆ Academic Computer Laboratories

Computer labs are available in rooms A217 and A223 for all registered students. The labs are open during the spring and fall semesters from 8:30 a.m. to 9 p.m. Monday through Thursday, from 8:30 a.m. to 3:30 p.m. on Friday and from 9 a.m. to 3 p.m. on Saturday.

The labs are equipped with Intel Pentium computers and laser printers. A variety of software is installed to assist students taking computer science, office automation, and general study courses. Internet access for academic purposes only is available, but is limited to one hour at a time. The computer lab equipment may not be used for personal or commercial purposes.

Lab assistants will provide students with a copy of the Computer Lab Operating Guide. Failure to follow the operating guide rules may result in a loss of lab privileges.

◆ Academic Support Center

The Academic Support Center (B116, B118 and B120) offers a variety of student support services. The Center encompasses Disabilities Support Services, The Writing Across the Curriculum Center, Center for Testing Services, Tutoring Center and various other components.

Some of the specific services are as follows:

1. One-on-one tutoring with Master and Peer Tutors in approximately 80 percent of the courses listed in each semester's schedule;
2. Study Groups in approximately twenty subjects;
3. Computer Tutors: computers that have specific software for developmental classes, including Basic Math, Algebra and Reading, software for ESL students, and programs for Chemistry, Biology and other academic subjects;
4. Computer Tutors also aid students using CD-ROMS from texts to study and review materials;
5. Audio-Video resources for students in a wide variety of subjects including Algebra, Calculus and Statistics;
6. Student Events: ongoing programs, workshops and training designed to entertain, to help students with basic skills, and to feel a stronger connection to their College.

The Center for Writing Across the Curriculum in Room B118

offers assistance to students at all writing levels to improve their skills. Individual or group tutoring sessions as well as workshops are available at various skill levels. Students may make appointments or drop-in for help from professional tutors and writing faculty.

If You Have a Disability,

Housatonic offers a free program to help you succeed in College.

The Coordinator of Disabilities Support Services in Room B120a is available to assist you. The department may provide accommodations that can include technical assistance, advising, tutoring and test accommodations after you have registered with the DSS program. Please call 332-5018 or stop by to make an appointment.

◆ Advising

Advising is the process of selecting courses to meet your career and academic goals. It is important that students plan their academic programs carefully so that program requirements and prerequisites are fulfilled.

On entry into the College as a new or readmit student, your initial course advising will be through the Admissions Office. During your first semester a specific faculty or program advisor will be assigned to you based on your academic program. Your advisor will discuss with you your academic and career objectives and help you make your course selections.

Good advising depends on your keeping in touch with your advisor on a regular basis. You should make it a practice to meet with your advisor well in advance of a registration period. This will provide both of you with sufficient time to discuss your academic program, your goals and the courses you need to fulfill program requirements.



Registration activities are planned to encourage early registration by all students.

To supplement the advising from your faculty or program advisor, counselors in the Advising Center are available on a limited basis.

Once you are advised, your advisor will enter the recommended courses you are allowed to take in the computer. The advisor may or may not provide you with a hard copy of your Permit to Register form.

◆ Program Advisors

Program	Advisors
Accounting	P. DePietro (B209), F. Zvovushe (B209)
Art	R. Abbe (B225), M. Stein (B232)
Behavioral Health Care	C. Coba (A222)
Business Administration	M. Mandel (B207), J. Gallagher (B205)
Business Office Technology	J. Gallagher (B205)
Children & Youth Mental Health	Dr. E. Keane (A220), Dr. J. Wolf (A210)
Clinical Lab Technology	P. Gutowski (C222)
Criminal Justice	S. Mannion (A218)
Early Childhood Education	(A214)
E.S.L.	M. Roche (B104)
General Studies	T. Williams (B112)
Graphic Design	M. Stein (B232)
Honors Program	S. Hart (B220)
Human Services	Dr. E. Keane (A220)
Journalism/Communications	S. Mark (B234)
Liberal Arts: Computer Science	(B233)

Liberal Arts: Humanities/Social Science	P. Ulisse (B231)
Liberal Arts: Math/Science	S. Zajdel (C210)
Mental Health (MERGE)	Dr. J. Wolf (A210)
Computer Information Systems	J. Kongsvold (B211)
PC Networks	P. Keenan (A229)
PC Repair	P. Danzer (B203)
Nursing	B. Dolyak (C220)
Occupational Therapy Asst.	M. Reed (C233)
Pre-Engineering	M. Simon (C218)
Pre-Environmental Science	B. Dolyak (C220)

◆ Library/Media Services

The Library is the place to go when you need to find information or do research for classes. Resources in the forms of books, magazines, online computer databases, the Internet, videos, DVDs, and CDs are all there for you. Librarians are always present to help you use the resources to find what you need. The Library is also a good place for quiet individual study in the main study area and for group study in three separate study rooms.

The Library is open when classes are in session, Monday-Thursday from 8:30 a.m. to 9 p.m., Friday from 8:30 a.m. to 4 p.m., Saturday from 8:30 a.m. to 3:30 p.m. and Sunday from 11:30 a.m. to 6:00 p.m. In the summer, when classes are in session, the Library is open from 8:30 a.m. to 7:30 p.m. Monday through Thursday and from 8:30 a.m.

to 4 p.m. on Friday. When classes are not in session, the Library is open Monday-Friday from 8:30 a.m. to 4 p.m. Call (203) 332-5070.

The Library is on the web at www.hcc.commnet.edu/library.

◆ SOS - Student Online Services *Housatonic's Web Connection*

This new web-based program will allow you to view and print your:

- Unofficial grade report and transcript
- Tuition and fee account information
- Financial aid status
- Schedule
- Personal information

SOS (also known as the CT Community College ONLINE) is a fabulous new system that gives students access to their personal and academic information via the Internet. Students can access the system from ANY computer lab on campus OR via a World Wide Web browser when off campus. You can:

- Register for classes.
- Plan your schedule – look up course availability and schedules at one or multiple community colleges.
- Access current schedule/grades as soon as they are in the system. Beats mailing time by far!
- Obtain personal information – name, SSN, address, unofficial transcripts, GPA, course history, etc.
- Check your financial aid eligibility status and award information.
- Find your account balance and fee information.
- Tender credit card payments using MasterCard or VISA.

You can access SOS virtually at any time of the year, day or night, from anywhere in the world! Please be aware that at times SOS will be down so that system maintenance can be performed, normally between 10 pm and 2 am. Occasionally, access time may be slow. If this is the case, just try again at another time.

The main ONLINE page provides for access to two areas – Public and Secured. The Public Information area is open to anyone (not limited to current students) interested in doing a class search, finding information about admissions or financial aid. In the Secured Information area, students can view their own personal and academic information. This area may be accessed by any student, present or past, who has a Banner ID.

Several comments regarding your initial use of SOS:

- We recommend using Netscape Navigator or Microsoft Internet Explorer (versions 3.0 and above).
- Every student has a unique Banner ID number. The 8 digit number prefixed by a @ (e.g. @12345678) is located on your transcript and on your schedule/bill information and can be obtained from Housatonic's information desk. Please make a note of your ID as you will need it to access ONLINE's secure area.
- PINs are determined by students at the time of first LOGIN. Your PIN is required when you enter the private secured information area.

Here are a few key things to remember about your PIN:

- Information about your initial PIN number is available on the first LOGIN page.
- You will be asked to change your PIN when you first login to ONLINE.
- Keep your PIN simple so you will remember the number you selected.
- If you have problems with your PIN, you must contact the Registrar's Office for assistance. No other area has access to your personal information.

◆ If You Plan to Transfer

If you are interested in transferring to another college, early planning and preparation are an essential part of the process. The counselors in the Counseling Center will be happy to assist you with the transfer process. Students are encouraged to participate in the fall and spring transfer fairs where they have the opportunity to speak with representatives from over 40 colleges and universities. The Counseling Center is located in Room A108.

You should begin early in your Housatonic career to explore possible transfer institutions. This will allow you to complete both Housatonic graduation requirements and requirements at your potential transfer institution in a timely manner.

By planning early, you can also identify possible scholarships available at transfer institutions.

◆ Scholarships & Awards

The Counseling Center has a scholarship book available for current Housatonic students and for graduates. These scholarships are offered by area businesses and organizations, the Housatonic Community College Foundation, Inc. and other colleges and universities. These include scholarships based on outstanding academic achievement and/or financial need. The variety of scholarships available each year may vary and the scholarships may have additional requirements. Some are available for study at HCC and others are available to students graduating and transferring to 4-year colleges and universities.

If you are interested in learning more about these opportunities, you should contact the Office of Learning Support (A108).

At each graduation, awards or prizes are given to students for outstanding academic achievement in specific subject areas and for community/college involvement. These cash awards may change and may be subject to additional specific requirements and conditions.

◆ We're Here To Help

Everyone at Housatonic is concerned with helping you succeed and do the best you can.

Please refer to the sections on Academic Advising, Special Services and the Counseling Center for specific information, locations and hours.

Don't wait to get assistance. We want you to succeed, but you have to let us know how we can help you.

◆ Staying in School

Are you thinking about “dropping out” because you have missed classes? Do you need tutoring? Are you having difficulty finding care for your children while you attend classes?

A counselor will assist you in reaching your academic goals. Faculty members may ask a counselor to contact you if you are missing classes or having academic difficulty. The counselor will work with you to find community or HCC resources to help you solve the problems.

You can see a counselor in the Counseling/Special Services Center, A108, by making an appointment.

◆ Special Services

Housatonic’s federally-funded, Special Services program works with you to help you adjust to college, do well and graduate.

This program is open to you based on criteria which include placement test scores, income level, physical handicap, limited English-speaking ability, or if neither of your parents graduated from college.

The focus of Special Services is the Drop-in Center, A108. You’ll find staff eager to get to know you and to help you with:

- **Academic Counseling**
- **Life Adjustment Counseling**
- **Career Counseling**
- **Transfer Counseling**

or just to talk about your personal concerns, or refer you to community agencies.

Special Services is open when classes are in session during regular business hours and during some evening hours. You can call them at 332-5035.

◆ Counseling Center

The Counseling Center in A108 can provide you with all types of career, transfer and personal counseling. It is available to all full- and part-time students and will assist alumni if possible.

Meet with counselors early in your Housatonic career if you plan to transfer to a four-year institution. They can help you investigate your options and offer information about scholarships and special programs for community college graduates.

Counselors are available while classes are in session. You can also call 332-5097 for an appointment. The Counseling Center can help with:

- **Academic Counseling** - addresses the special needs of a diverse group of students including older students who may be returning to college after an absence, juggling family, job and school obligations, or going through a major life transition.
- **Life Adjustment Counseling** - helps students to explore confidentially a wide range of concerns which influence their individual development. As needed, referrals are made to outside agencies.
- **Career Counseling** - helps students to explore occupational objectives and opportunities. Job opportunities are posted and employer visits are scheduled periodically.
- **Transfer Counseling** - helps students explore transferring to four-year institutions of higher learning.



- **Women’s Center** - is an informal drop-in center, opened for all women and welcoming men. It was created as a “safe haven” to go to for advice and advocacy for students, faculty and staff. The center also functions as an educational resource containing

books, journals, magazines and videos as well as offering a variety of programs and workshops on women’s issues.

- **Domestic Violence** - knows no gender, class, religion, education, or economic standing. In the past, domestic violence had been perceived as a personal and private problem that happened only to people within a certain socio-economic group. Now, domestic violence is seen as the devastating social problem that it is and programs have been established to combat this far too common form of abuse.

Chances are that someone you know such as a friend, neighbor, classmate, or colleague is a victim of domestic violence. Domestic violence will often come onto campus under a blanket of silence and shame. Remember this is not a private issue!! At Housatonic we are a community, and this is a societal problem that needs to be addressed by the community. Knowledge and understanding are important and effective tools that faculty, students and staff can call upon to help a victim stay safe. The college has the

following staff members trained in domestic violence facilitation, Safety Network Liaisons:

Deloris Curtis
Director, Admissions
332-5102 • Room A102a

Janet Lanci
Assistant Director,
Academic Support Center
332-5043 • Room B116b

Pat Dicks
Head Counselor,
Counseling Center
332-5039 • Room A108c

Julio Perez
Security Officer
332-5025 • Room A105

Mary E. Eady
Director, Special Services
332-5037 • Room A108e

Mickey Reed
Coordinator, OTA Program
332-5214 • Room C201

Heidi Szobota
Director,
Early Childhood Lab School
332-5030 • Room B137a

In addition, resource material is available for viewing or loan in the Women's Center, B101. It is important never to minimize the danger a victim may face!!!

◆ Veterans Information

For students who are veterans, the College reports the academic status, satisfactory progress, matriculation, credit and non-credit courses, applicability of courses to curriculum, and course add/drops and class attendance to the Veterans Administration.

If you have payment problems or questions, contact the Veterans Administration directly by calling the toll-free number of the Hartford Office: 1-800-827-1000.

A veteran's peer counselor is available in the Registrar's Office, B109.

◆ Early Childhood Laboratory School

The Early Childhood Laboratory School at Housatonic is a nationally accredited preschool program for young children. It is a high-quality, readiness

program for three-, four- and five-year-old children of students, staff, faculty and the community. Children must be three years of age by December 31 of the calendar year they enter school. The School is open Monday through Friday from 7:30 a.m. to 5:30 p.m. throughout the year. Using real "hands-on" experiences and play activities, the children investigate, discuss, question, enjoy and challenge the environment and each other. As similarities and differences are explored, tolerance and respect is developed.



The Early Childhood Laboratory School also serves as a laboratory setting for the Early Childhood Education Program. The staff assist the College students in a variety of activities and observations, answer questions and evaluate projects assigned by HCC faculty. Students from related fields also use the facility as a resource for field work and papers.

Applications for children are available in the School, B137, the Admissions Office, and at the Information Desk. Tuition for Bridgeport residents is on a sliding scale provided through the Bridgeport School Readiness Grant. College students may apply for a Housatonic Foundation Scholarship.

For additional information, contact Heidi Szobota, the director, at (203) 332-5030.

◆ Bookstore

Textbooks needed for courses are available at the HCC Bookstore. The store also stocks notebooks, pens, pencils, required laboratory equipment, and other items you need. In addition, the store offers books, newspapers, Housatonic T-shirts and food items.

During registration and the first two weeks of classes, the bookstore is open extended hours. Signs are posted on the first floor listing these hours.

Personal checks, cash, MasterCard and Visa are accepted. Only other charges authorized by the College are accepted.

At the end of the semester, the bookstore offers a textbook buy-back service for students wishing to sell used books.

◆ Cafeteria

The Housatonic cafeteria is a good place to eat, meet friends, or relax between classes. Vending machines provide soda and snacks at all times.

A grill offering an assortment of sandwiches, hot meals, soups, juices, coffee, pastries and other items is open when classes are in session. Check the cafeteria bulletin board for times.

◆ Evening Division

The Evening Division in A102 is open every night that classes are in session until 9:30 p.m. This office can refer you to those who help you with academic counseling, handle emergency situations, or provide information about the College. You can also leave messages in the office for part-time faculty members.

◆ Foreign Student (Visa) Service

If you are a foreign student who is presently attending Housatonic you should contact the Dean of Students to obtain information about your Visa status, 1-20 forms, 1-538 forms, academic and career planning, admission procedures and tuition for foreign students.

Student Activities & Organizations

◆ Kiosks and Bulletin Boards

Kiosks and bulletin boards announcing items of importance to you are located throughout the building. Official notices and announcements of coming events and many student activities are posted for your information.

If you wish to post fliers, notices, or posters pertaining to events or activities planned by student clubs and organizations, you must have each notice approved and stamped by the Coordinator of Student Life Office prior to posting. All unapproved student, club, or organization postings will be removed. If a student wishes to post other materials unrelated to student activities or events, the materials must be approved through the Dean of Outreach Services Office.

◆ Charging Admission

Student organizations may not charge admission to events without prior approval of the Dean of Students. The determination of admission charges will be based upon: 1) the organization's budget provided from the Student Activity Fund and 2) the projected cost of the event. (It is expected that all social events will provide social and cultural opportunities.)

◆ Clubs & Organizations

College is more than just classes, homework and exams. It is making new friends, meeting new people and learning new skills.

Participating in Housatonic's student activities can help you feel more at home. You will find people with common interests. You will experience new things and gain leadership and management skills.

◆ Student Senate

The Student Senate is Housatonic's student government. Senators are elected by the student body to represent the interests of students and to make decisions about spending student activities fees. The Senate welcomes students who wish to become members and assume active roles by filling officer positions.

To be part of the Student Senate, you need to enroll in the 1 credit course, Rules of Order I, II, III, IV. Note, if you remain with the Student Senate by enrolling in Rules of Order I through III, you will earn a total of 3 credits which can fulfill a Social Science, Liberal Arts or Open Elective requirement.

The Student Senate meets weekly and is responsible for planning events such as the Children's Christmas Party and the annual Spring Outing. For information contact the Coordinator of Student Life at 332-5045.

◆ Clubs and Their Advisors

Housatonic clubs are open to all interested students. Watch for signs announcing meetings and events or contact the faculty/staff advisors for information. Clubs plan speakers, films, trips, parties, social events and community service activities.

Club	Faculty/Advisor
Art/Photography Club	Michael Stein B232 • x5132
African Students Alliance (ASA)	O. Chukwurah B114d • x5179
Assoc. of Latin American Students (ALAS)	Antonio Senes B220 • x5137
Biology Club	Jennifer Galluzzi C210 • x5209
Black Student Union	Deloris Curtis A106a • x5102 Lisa Slade A108 • x5041
Business Club	John Tibor A229 • x5115 Michael Mandel B207 • x5119
Christian Studies Club	Michael Mandel B207 • 5119
Graphic Design	John Favret B232 • x5116
Criminal Justice Club	S. Mannion A218 • 5168
French Club	J. Skubly B234 • x5051
Gay/Straight Alliance	Linda Wolfson A108 • x5181
Human Services	Dr. E. Keane A220 • x5165
Literary Club	Peter Ulisse B231 • x5140

Multi-Cultural Club

S. Ratanavong
A106 • x5272
Maureen Cahill
B104 • x5152

Music Club

Peter Everett
B114 • x5074
Hernan Yepes
A108j • x5017

OTA Club

Janice Conway
C230 • x5109

Performing Arts Club

Richard Fewell
A102 • x5051
Geoffrey Sheehan
B217 • x5270

Total Access Club

Janet Lanci
B118a • x5043
Lynne Langella
B120 • x5018

◆ If You Want to Plan or Publicize a Student Activity

Any event planned by a student or student club or organization should comply with the policies, procedures, and guidelines as set forth by the Student Life Office and the Office of the Dean of Students. Student clubs are required to consult their Faculty Advisors in the planning process, submit the appropriate and required forms for planning and room reservations, and receive final approval from the Student Life Office and the Office of the Dean of Students. Events that do not follow these policies, procedures, and guidelines will be ineligible for funding through the Student Senate and may be subject to cancellation. All publicity by any student or student club or organization should be submitted to the Student Life Office for approval prior to distribution or posting. For more information, see Appendix VIII or contact the Director of Student Life.

◆ Publications

Housatonic has many publications that can help you learn more about the College and become a better informed student.

Horizons is the College newspaper, produced by students. *Horizons* is published four times each semester and distributed throughout the campus. You can contribute articles, letters to the editor, photographs and cartoons. You can bring your ideas, letters or materials to the Horizons office, B234 or call extension 5099.

In addition to the student-produced publications, the Public Information Office produces the student handbook and the College catalog.

◆ Scheduling Rooms for Activities

College areas may be used by any College club or organization for its activities. However, the limited number of rooms requires careful scheduling.

To reserve a room, the individual in charge of the group should contact the Director of Student Life to fill out the appropriate forms and obtain the necessary signatures. Areas are assigned on a first-come, first-served basis.

Housatonic also has facilities for outside groups to rent. Groups not affiliated with the College who wish to use College facilities should call 332-5058 for information.

◆ Inviting Speakers to Campus

Any student club or organization recognized and funded by the Student Senate may request use of College facilities for meetings or events that include invitations to outside speakers or performers. Student clubs and organizations must comply with the College's Policy for Inviting Speakers to Campus. The speaker and event must have the approval of the club membership and the Faculty Advisor, and the requesting club or organization must complete the required paperwork. Speaker-related events that do not comply with the campus speaker policy may be subject to cancellation. A copy of this policy is available from the Office of the Director of Student Life or the Dean of Students Office (see Appendix VIII).

◆ Using Housatonic's Name

Only recognized student clubs and organizations may use the name, sponsorship and facilities of the College.



Talking About Money

If you are applying for financial aid you should complete the free application for student aid to determine your eligibility for any of the Financial Aid Programs.

Paying College fees based on the number of credits for which you register will hold your registration until approximately 3 weeks before classes begin.

◆ Schedule of Tuition & Fees Academic Year 2003 - 2004

Note: Tuition & fees listed below have been approved by the Board of Trustees for Community-Technical Colleges. Tuition and fees listed above are subject to change by the Board of Trustees for Community-Technical Colleges.

◆ Tuition Fees (Effective Fall 2003)

Full-time Student

(12 semester hours or more)

- a. Connecticut resident \$ 1,014.00
- b. Out-of-State resident 3,042.00
- c. NEBHE 1,521.00

Part-time Students

(11 semester hours or fewer)
- per semester hour

- a. Connecticut resident \$ 84.50
- b. Out-of-State resident 253.50
- c. NEBHE 126.75

◆ Extension Fees

1. **Credit courses:**
per semester hour \$ 90.00
2. **Non-credit courses:**
Rate set on a per course basis depending upon course offered.

◆ General Fees

College Service Fees:

Connecticut Resident

1. Full-time student
- per semester \$ 131.00
2. Part-time student
- per semester
1 - 11 credits 46.25 - 121.25
cost determined by credit load

Student Activity Fee:

1. Full-time student
- per semester \$ 10.00
2. Part-time student
- per semester 5.00

Special Fees

- Application Fee \$ 20.00
- Program Enrollment Fee 20.00
- Late Registration Fee 5.00
- Graduation Fee 33.00
- Replacement of
Lost ID Card 1.00
- CLEP Examination Fee (3)
Each Exam 50.00
- CLEP Service Fee 15.00
- Academic Evaluation Fee 15.00
- Portfolio Assessment Fee 50.00
- Transcript Fee 3.00
- Returned Check Fee 25.00
- Late Payment Fee 15.00
- Installment Plan Fee 25.00

◆ **Additional Mandatory**

Usage Fees Effective Fall 2003

Laboratory Course Fee	50.00
per registration in a designated .. laboratory course	
Studio Course Fee	56.00
per registration in a designated . studio course	
Clinical Program Fee	175.00
- Level 1	
per semester (Fall and Spring only)	
Level 1 - allied health programs	
Clinical Program Fee	125.00
- Level 2	
per semester (Fall and Spring only)	
Level 2 - allied health programs	

◆ **Fees for Extension Fund Courses**

Tuition for Extension Fund courses is charged at \$90 per credit hour. Fees will be charged based on the total combined credits taken under the General Fund and the Extension Fund according to the schedule listed on pages 19 and 20. Please refer to the Extension Fund Refund Policy for information on the refund policy applicable for these courses. All students (including senior citizens, high school partnership, veterans, financial aid recipients and full-time students enrolled for 12 credits or more) will be charged the full amount of tuition for each Extension Fund course when they register. For a complete list of other tuition and fee schedules refer to the Housatonic catalog or contact the Housatonic Bursar's Office.

Note: Tuition & fees are subject to change without notice. For refund policy, consult Appendix III, page 30. MasterCard or Visa accepted.

◆ **Financial Aid**

Here are some important points that you need to know regarding financial aid at Housatonic Community College.

- Complete the Free Application for Federal Student Aid online by May 1 for the fall semester and by November 1 for Spring enrollment.
Go to www.fafsa.ed.gov.
- It is not necessary to submit the Student Aid Report to the Financial Aid Office. The Financial Aid Office will retrieve your processed information electronically. HCC's Federal Code Number is 004513.
- You must complete the Free Application for Federal Student Aid for each academic year.
- To be eligible, you must be enrolled in an eligible degree or certificate program, be a U.S. citizen or Permanent Resident, be in good academic standing and be making satisfactory academic progress.

More detailed information can be found in the financial aid section of the Housatonic catalog or the HCC web site: www.hcc.commnet.edu. Or, call the Financial Aid Office at 332-5047.

◆ **Tax Credit Programs**

The Hope Scholarship Tax Credit provides up to \$3,000 towards your HCC education. Eligible students can receive up to a \$1,500 tax credit for each of the first two years of college.

The Lifetime Learning Program helps students pay tuition for upgrading job skills or career training. The Lifetime tax credit is 20% of qualified tuition and fee expenses up to \$1,000 per year. For

more information on these programs, consult your tax advisor, the IRS or ask for a free HCC brochure.

◆ **Other Student Financial Assistance**

The Housatonic Community College Foundation offers several programs providing financial assistance to Housatonic students. The Foundation is a group of private individuals who raise money for scholarships and other needs of the College and its students.

Scholarships covering partial tuition and fees are available for the fall and spring semesters and the summer and winter sessions. Criteria for the scholarships are announced during the spring semester and applications are available throughout the College. These scholarships are not meant to replace either state or federally-funded grants. They are designed to assist students who do not qualify for grant awards. Scholarships are awarded based on academic achievement and financial need.

The Supplemental Assistance Fund provides limited assistance to students in good academic standing who experience unexpected financial difficulties directly related to their ability to continue their studies at Housatonic. Applications to receive assistance from the Supplemental Fund are available each semester and are reviewed by a committee on a case-by-case basis. Students are limited to a maximum of \$500 during their Housatonic career.

The Early Childhood Laboratory School Scholarships provide partial tuition assistance to students with children enrolled in the Early Childhood Laboratory School. Applications are available from the Laboratory School Director.

What Housatonic Expects From You

You enrolled at Housatonic because you wanted a college education to help you meet personal and career goals. In order for Housatonic to provide you and your fellow students with an atmosphere conducive to learning, the College expects certain things from you. These include both expectations about your performance in the classroom and expectations about your conduct while at the College.

◆ Attending Classes

When you enroll in college, you accept the responsibility to take full advantage of your educational opportunity by regular attendance at classes and laboratories.

Housatonic does not administer a uniform system of attendance regulations. At the beginning of each semester, faculty members will distribute a course outline which includes what they consider necessary for successful completion of the course. This will usually include an attendance policy. You are expected to meet these academic obligations or assume the risk of possible failure.

It is a good idea to discuss all absences with your instructor so that he or she may know what is happening and so that you may find out what was missed and how it may be made up. If you know in advance that you will miss a class, it is best to discuss this with the faculty member before the absence.

Make-up of work missed because of absence or lateness is a privilege that is extended at the discretion of the faculty.

If your absence could be a long one, you should make every effort to inform the instructor. You may phone the instructor at the College or contact the Counseling Center. It is the policy of the College not to give out the home addresses or telephone numbers of faculty members, but all mail and messages will be forwarded.

Lack of attendance cannot be the sole ground for excluding you from a course.

credit hours. Those students who are on Probation 2 may register for a program which does not exceed 7 credit hours.

◆ What is Grade Point Average (GPA)?

Grade points are calculated by multiplying the number of points of each grade by the total number of credit hours assigned to that course.

Please refer to page 11 for a listing of the grade points awarded to each

Example:	Course	Credit Hours	Grade	Grade Points
	EN 101	3	B	9
	PY 101	3	D	3
	MA 115	3	A	12
	BI 101	4	B	12
	Total	13		$36 \div 13 = 2.76$

The GPA for this student would be 2.76 for the semester.

◆ Academic Standards and Criteria

To remain eligible for continuation of studies, you must maintain a cumulative grade point average equal to or above the minimum stated in the Academic Standards Criteria.

letter grade. The GPA is obtained by dividing the total number of grade points earned by the total number of credit hours attempted. Only the academic standard grades of "A," "B," "C," "D" and "F" are used in calculating the GPA.

Your GPA is calculated for each individual semester and a cumula-

If total credit hours attempted by student is between	Then GPA Needed for		Academic Suspension (1 sem. or permanent)	
	Good standing (Full Program)	Probation 4 (13 cr. max)	Probation 2 (7 cr. max)	
12-30 credit hrs	1.75 plus	1.50 - 1.74	1.25 - 1.49	1.24 or below
31-45 credit hrs	2.00 plus	1.75 - 1.99	1.50 - 1.74	1.49 or below
46-60 credit hrs	2.00 plus		1.75 - 1.99	1.74 or below

The Academic Standards Criteria are listed above. Students in good standing may register for a full program. Those students who are on Probation 4 may register for a program which does not exceed 13

tive GPA is calculated based on all your work at the College. Credits earned at other institutions or credits earned through CLEP or Advanced Placement exams are not included in your GPA.

◆ **Change of Program/Graduation GPA**

A student who wants to change his or her academic program will need to meet with a faculty advisor or counselor for assistance. Change of program forms are available in the Counseling Center, A108.

A student who requests a change of program and who has a cumulative GPA that is below a 2.0 may request, at the time of the program change, the calculation of a new Graduation GPA. Only those courses which will satisfy requirements of the new program will be used in the calculation of the new GPA. This option is available only once to each student. The calculation of a new graduation GPA is not available when the program change is simply a change in program option (Business Administration - Finance to Business Administration - Data Processing, for example). When a student chooses this option, his/her cumulative GPA, which includes all courses taken at the College, will remain on the transcript. A graduation GPA different from the cumulative GPA will appear on the transcript once the student graduates. Once a student elects this option, he or she may not return to the original program.

◆ **Academic Probation and Suspension**

Usually, if your grade point average falls below the required minimums, you will either be placed on academic probation or suspended from the College.

Academic probation limits the number of courses for which you may enroll. If you are on academic probation and your grade point average does not improve, you may then be suspended.

Suspension means that you cannot enroll for the next semester. However, if you wish to return to Housatonic at a later time, you must apply for readmission.

Before you are placed on either academic probation or suspended from the College, you have the opportunity to explain any circumstances that may have affected your academic performance. The Academic Standards Committee, which comprises both faculty members and counselors, holds hearings each semester. All students who may be subject to academic probation or suspension are notified by letter of the hearings and are invited to request an appointment with the Academic Standards Committee.

If you believe that you should not be placed on academic probation or suspended, it is very important that you attend the Academic Standards Committee hearings and explain your point of view.

Academic Honesty, Dishonesty and Plagiarism

◆ **Academic Honesty**

Students of Housatonic Community College are expected to do their own work on assignments, laboratory exercises, quizzes, examinations and any other academic work. Academic dishonesty ultimately injures the individual and depreciates the value of grades received by other students. Cheating in any form is viewed by the faculty, the students and the administration as a most serious offense.

◆ **Definition of Academic Dishonesty**

Academic dishonesty includes, but is not limited to:

1. cheating on examinations and/or quizzes;
2. collaborating with others in work to be presented when contrary to the stated rules of the course;
3. plagiarizing, including the submission of others' ideas or papers (whether purchased, borrowed or otherwise obtained) as one's own;
4. stealing or having unauthorized access to examinations or course materials;
5. falsifying records, laboratory or other data;
6. submitting, if contrary to the rules of a course, work previously presented in another course;
7. knowingly and intentionally assisting another student in any of the above, including assistance in 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.

◆ **Penalties for Academic Dishonesty**

Academic dishonesty can result in your receiving an "F" grade on the paper or exam in question, an "F" grade in the course, suspension from College, or expulsion from College. The last two penalties – suspension or expulsion from College – can only be invoked through the Academic Dean. Faculty members may invoke the first two penalties – an "F" grade on the paper or exam in question or an "F" grade in the course.

Faculty members try to explain to students exactly what is meant by academic dishonesty and plagiarism and what the penalties are at the beginning of the semester. If you are unsure of what the policy is or whether an activity might be considered academic dishonesty or plagiarism, it is wise to consult with the faculty member prior to undertaking the action or submitting the paper.

◆ **Classroom Behavior**

You are entitled to an atmosphere which permits and encourages learning. See Appendix VII, page 38, for policy on Zero Tolerance for Violence in the Workplace. You are expected to behave in the classroom in such a manner as will not interfere with the rights of other students to this atmosphere.

While in class, the faculty and the other students expect that you will treat them respectfully and politely even if classroom discussion becomes heated.

If you violate accepted behavior standards, you may be subject to disciplinary action.

◆ **Confidentiality of Student Records**

Housatonic Community College intends to be in full compliance with the Family Educational Rights and Privacy Act of 1974 as amended (FERPA). This act was designed to protect the privacy of student educational records, to establish the rights of students to inspect and review their educational records, to provide guidelines for the correction of inaccurate or misleading data, except grades, and to permit students to control disclosure of the education records with certain exceptions.

A copy of the Housatonic Policy and copy of the FERPA requirements are on file in the Registrar's Office. Students also have the right to file complaints with FERPA Office of the Dept. of Education, Washington, DC 20202 regarding alleged violations of the Act.

◆ **Public Notice Designating Directory Information**

Housatonic Community College hereby designates the following student information as public or Directory Information. Such information may be disclosed by the institution for any purpose, at its discretion:

Name, address, dates of attendance, full- vs. part-time student status, awards and honors and graduation date. For purposes of access by military recruiters only, telephone listings and, if known, age, level of education and major are also designated as Directory Information.

Currently enrolled students may withhold permission to disclose this information under the Family Educational Rights and Privacy Act of 1974, as amended (FERPA) by notifying the Registrar's Office, in writing, of their intentions. Such notification shall become effective as of the date on which it is received in the Registrar's Office and will remain in effect until specifically revoked by the student.

◆ **Using Computers and Computer Software**

Using computers can be a very important part of your education. The HCC computer laboratories are available for registered student use.

The College, Board of Governors for Higher Education, and State of Connecticut have endorsed uniform

policies regarding computer use and computer software ownership. Under these policies, you cannot use the laboratory facilities to create software for any illegal activity nor can you use these facilities for personal work whether for a profit or non-profit purpose. You cannot duplicate or load software unless the duplication or loading is directly related to a course and is under the direct supervision of a faculty member. Further, College policy forbids viewing pornographic or other potentially offensive material on the College computers. Willful violation of any of these policies may result in disciplinary action.

These policies are listed in Appendix IV which begins on page 32.

◆ **Student Rights**

As a student, you are entitled to an atmosphere conducive to learning and to impartial treatment in all aspects of the teacher/student relationship. This includes the right to be evaluated solely on academic performance and not on any matter irrelevant to that performance. As a student you are free to take reasoned exception to the data or views offered in any course, but you are responsible for learning the content of the course of study as defined by official College publications, such as the College catalog.

The statement on student rights as adopted by the Board of Trustees of Community-Technical Colleges is in Appendix II beginning on page 29.

◆ **Discipline of Students**

If you violate the rules of the College, you will be subject to disciplinary procedures. These procedures have been adopted by the Board of Trustees of Regional Community-Technical Colleges. The complete guidelines for the disciplinary procedures, including your rights of appeal, are given in Appendix I beginning on page 27.

◆ **Bringing Your Children to School**

If, in an emergency situation, you are required to have your child or children with you at the College when you are attending class, you are required to receive permission of the professor to have the child or children in the class. You must have the child or children with you in the classroom at all times. You cannot leave your children unattended anywhere in the College.

◆ **Alcohol and Drugs**

Housatonic Community College's standards of conduct are in compliance with Public Law 101-226, the Drug Free Schools and Communities Act Amendments of 1989.

The Standards of Conduct prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on the College campus or at College activities.

Any person knowingly and unlawfully possessing, using, transmitting, selling or being under the influence of any dependency-producing drugs or alcohol on campus or at any College-sponsored activity or event may be subject to discipline.

◆ **Firearms/Fireworks**

Persons in possession of firearms, fireworks, dangerous weapons, or unauthorized chemicals will be subject to disciplinary action. See Violence Prevention Policy, Appendix VII, page 38.

◆ **Gambling**

Gambling of any type on the College campus or at a College sponsored activity, function, or event subjects you to disciplinary action.

Connecticut General Statutes state that any person who plays at any game for any valuable thing, or solicits another to do the same, upon any public conveyance, or wins or loses any valuable thing by so playing or betting on such play or by sharing in any stake or wager of those who bet or play, shall be fined not more than two hundred dollars and imprisoned not more than six months.

◆ **Sexual Harassment**

Sexual harassment can take many forms, such as physical (touching, kissing, pinching), verbal (jokes or sexual innuendoes), visual (display of offensive pictures whether printed or computer displayed), or threatening harassment (implied or explicit abuse which threatens a person who does not comply with sexual requests).

Should you find yourself in a situation which you suspect may be a type of sexual harassment, you are urged to speak with the Academic Dean, the Dean of Students, the Director of Learning Support, the Counseling Center, or the Director of Affirmative Action. Any of these people will advise you of appropriate channels available to you and will respect the confidentiality of the situation.

Sexual harassment, as well as any reprisal or retaliation by an offender, is illegal and punishable by law.

Use of the Internet for viewing pornographic material or carrying on "chat" sessions of sexual nature is considered sexual harassment and is forbidden. See Appendix VI, page 35 for policy on Sexual Harassment.

◆ **Violence in the Workplace**

The Board of Trustees for the Connecticut Community-Technical Colleges has adopted a zero tolerance violence in the workplace policy. "Violence" is defined as an overt act or threat of harm to any person or property, or any act that poses a substantial threat to the safety of any person or property. See Appendix VII on page 38 for the complete policy.

◆ **Smoking**

Smoking is not permitted anywhere in Housatonic Community College.

For Your Well-Being

Please take a few minutes to become familiar with the following information which is important for your general well-being.

◆ Health

The Health Services office is located on the first floor of the college (room A113).

The office is open Monday through Friday. Hours range from 9:00 or 10:00 am to 5:00 or 6:00 pm during the fall and spring semesters. A registered nurse is available to provide first aid, emergency care, health education, health counseling, referrals to health care providers and assistance with medical insurance information.

In case of emergencies before or after office hours, call the Security Office at ext. 5025.

◆ Identification Cards

Your ID card will identify you as a Housatonic student.

You can obtain an ID card at the Information Desk in the main lobby. You are encouraged to carry your identification card while at the College; it will assist you while registering.

◆ Insurance

All full-time students are automatically covered under a "school time only" accident insurance. Through the same company, an optional twenty-four hour accident and sickness insurance is available to full-time students for an annual premium payment.

You can get additional information on insurance coverage for part time students, enrollment, premiums, and claim forms in the Health Services Office (A113).

◆ Lost & Found

If you lose anything, you should check with the Security Office on the first floor. If your item is not there, you should fill out a lost property form available from the Security Office.

Please turn in any found items to the Security Office.

Please be careful with your belongings. Develop the habit of making sure you have all your books, notebooks, and other personal belongings with you before you leave a classroom, the library, lounge or cafeteria.

At any time, it is always best to carry with you only those items you are going to need and to leave unneeded items including cash and credit cards at home.

◆ Measles & Rubella

Students born on or after 1-1-57, seeking a degree, must show proof of measles and rubella immunization. This applies to out-of-state high school students and in-state high school students graduating prior to 1999. **All other students are exempt.**

To show proof immunization, students must submit documentation of two measles inoculations and one rubella inoculation, or blood work showing immunity, or submit a physician's note stating that the student has had the disease or that the student is medically exempt from receiving inoculation. Immunization records can be obtained from you high school, your physician's office, or personal health records.

◆ Parking

Free parking is available for students in the parking garage. You enter the garage from Lafayette Boulevard.

You must obtain a parking hang tag in order to park in the garage. Tags are issued by the Garage Security Office upon verification of registration.

Park in the student area of the garage; sections are reserved for faculty and staff members.

Handicapped parking is available nearest to the elevators in the garage. All handicapped parking areas are restricted to individuals with current Connecticut handicapped certificates.

Temporary Special Parking permits are available for short-term parking needs (resulting from an injury, surgery, etc.). Contact the Director of Public Safety, Room A105.

Housatonic assumes no responsibility for vehicles or the contents therein which are parked on College property. Parking is strictly at the owner's risk.

◆ Public Safety

The Public Safety Office is located in room A105 off the main lobby. This office is responsible for the security of the campus, and serves as the dispatch center and the lost and found.

Security patrols both the campus and the parking garage.

The Police Officers, Building and Grounds Patrol Officers and Security Guards will assist students in any way possible, including providing an escort for any person that requests one. Stop by the office or call Public Safety for more information about escorts or any of the security functions.

Please assist security in keeping Housatonic a safe place by taking common sense precautions. Always place valuables in your car's trunk and lock your car while it is in the parking garage. Carry only what you need for class and make sure you keep your valuables with you at all times when on campus.

Call the Public Safety office (332-5025) or the campus emergency line (332-5296) to report any suspicious person or activity you may see on campus.

In accordance with state and federal regulations, the Public Safety Department will publish an annual campus crime report and security procedures. The report is available each September for the preceding calendar year.

◆ Messages for Students

Housatonic cannot deliver messages to students except in cases of extreme emergency. If it is an extreme emergency, the office of the Dean of Students or the Evening Division office will attempt to locate a student in class.

You can assist by giving your exact class schedule, including course number, time of class, instructor's name, and room number to anyone who might want to get in touch with you. This can make it much easier to locate you. If someone must get in touch with you in an extreme emergency during the day, he/she should call the Dean of Student's office at 332-5184 and during the evening, the Evening Division office at 332-5050.

◆ Cellular Telephones/Pagers

Cellular telephones/pagers are a wonderful convenience. However, they can be disruptive in the classroom. When in class or in the library, cellular telephones and pagers must be turned off or muted. Receiving or making calls during class not only interrupts your classmates and professors, but is discourteous. Please turn off all cellular telephones and paging devices before class begins.



Maternity, 2/3, 1960,
bronze with green patina
Francisco Zuñiga

One of the outstanding
sculptures in the
Housatonic Museum of
Art collection.

Appendix I

◆ Policy on Student Discipline

Section 1: Policy Statement

The Board of Trustees of Regional Community-Technical Colleges adopts this policy on student discipline for the system of community-technical colleges in recognition of the need to preserve the orderly processes of the colleges as well as to observe the students' procedural and substantive rights. As used herein, student means any person who is registered for a community college course, program, or extension offering.

Section 2: Proscribed Conduct

A community-technical college may discipline a student in the following situations:

1. For conduct that damages or destroys, or attempts to damage or destroy, College property or property of others on College or college-related premises.
2. For conduct which constitutes a danger to the personal safety of other members of the College community, including guests or licensees of the College. Intentionally causing or attempting to cause injury is included within the meaning of this provision.
3. For conduct that obstructs or seriously impairs or attempts to obstruct or seriously impair college-sponsored or college-authorized activities on the College campus or other location where college-sponsored activity is carried on.
4. For unauthorized possession or attempted possession of College property or property of a member of the College community.
5. For acts which violate Board or College rules and regulations.
6. For making a knowingly false statement, either orally or in writing, to any employee or agent of the Board or the College with regard to a college-related matter.
7. For forging, altering, or otherwise misusing any College document or record.
8. For knowingly possessing, using, transmitting, selling, or being under the influence of any dependency-producing drugs, as that term is now defined or may hereafter be defined by law, (a) on the College campus or (b) 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 the provision.

9. 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 submission of others' ideas, language, 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 results, (g) knowingly and intentionally assisting another student in any of the above, including assistance in 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.

Section 3: Discipline Procedures

The Board of Trustees of Regional Community-Technical Colleges believes that all members of the academic community are entitled to expect compliance with the restrictions of Section 2: Proscribed Conduct. Accordingly, any student or employee of the College may initiate a disciplinary process in the manner specified by this section. Once the process has been initiated, as provided in paragraph one (1) herein below, all subsequent decisions concerning possible discipline of a student or students rest with appropriate College officials. The disciplinary record of a student may be considered in determining the disciplinary penalty which is appropriate.

1. A statement of possible violation must be filed in writing with the Dean of Students or other designee of the President (hereinafter referred to as the Dean) within thirty days of the date of the alleged violation or within thirty days of the date the alleged violation was known. Said statement must specify the student conduct in question and the part or parts of Section 2: Proscribed Conduct which it is alleged said conduct violates.
2. If the Dean concludes that the alleged conduct, taken as true, is violative of the provisions of Section 2: Proscribed Conduct, he or she shall provide written notice to the student of the statement of possible violation and the fact that the

allegations will be investigated by the Dean. Said notice must inform the student that he or she has the right to explain his or her position as part of the informal investigation.

3. Following completion of the informal investigation specified above, the Dean may (a) determine that there is an insufficient basis in fact and dismiss the matter, (b) conclude that there is a sufficient factual basis for discipline and that discipline less than suspension or expulsion or removal of College privileges would be appropriate or (c) conclude that there is a sufficient factual basis for discipline and that discipline, including the possibility of suspension or expulsion or removal of College privileges, would be appropriate.
4. If discipline less than suspension or expulsion or removal of College privileges is contemplated, the Dean may, after an informal hearing, impose such discipline specified in Section 4: Disciplinary Penalties, except suspension or expulsion or removal of College privileges, as he or she believes appropriate. As used herein, informal hearing means the opportunity for the student to be informed of the basis for the conclusion of the Dean and to present argument and evidence in his or her behalf. Within fifteen days of the imposition of discipline under this provision, the student may request review of the action by the President. The President may confirm, reduce, or remove the disciplinary penalty.
5. If discipline including suspension or expulsion or removal of College privileges is contemplated, the Dean shall cause a statement of charges to be served on the student involved. Said statement shall contain (a) a concise statement of the facts on which the charge is based, (b) a citation of the rule or rules alleged to have been violated, (c) a statement of the maximum penalty sought, (d) a statement that the student may request a hearing by responding in writing within fifteen days and requesting a hearing, and (e) a statement that failure to request a hearing may result in imposition of the maximum penalty sought.
6. In the case of an emergency, the Dean may immediately suspend a student. An emergency means a situation under which the continued presence of the student at the College poses a danger to persons or property or constitutes an ongoing threat of disrupting the academic process. A student suspended as a result of an emergency shall be afforded written reasons for the suspension and a statement that he

or she is entitled to a formal hearing as soon as possible, but in no event longer than ten days.

7. If a formal hearing is requested, the student is entitled to the following: (a) to choose to be heard by either an impartial party or panel appointed by the President, (b) when a hearing before a panel is chosen, to have student representation on the panel, (c) to appear in person and to have a representative, (d) to hear and to question adverse witnesses, (e) to present evidence and testimony in his or her behalf, (f) to a written decision following the hearing, and (g) to a review by the President of the hearing decision upon the request of the student made within fifteen days of the decision. As used herein, the term impartial shall mean that the individual was not a party to the incidents under consideration and has no personal interest in the outcome of the proceedings. The Chancellor may promulgate rules for the conduct of formal hearings.
8. The President is authorized to appoint College employees and students as the impartial party or panel specified herein and he or she may remove any appointee. Prior to the commencement of the hearing, the student subject to the discipline proceeding may challenge any such appointment on the ground that the person(s) is (are) not impartial. The challenge is to be made to the President and the decision of the President shall be final.
9. The written decision of the panel shall specify its findings and the penalty assessed, if any. In the case of an appeal, the President may confirm, reduce, or remove the penalty specified.
10. Except in the case of an emergency as defined in (6) above, no disciplinary penalty may be implemented during the fifteen days in which a student is entitled to request a review by the President of the decision of an informal or formal hearing, nor during the period in which any such review is being conducted by the President.

Section 4: Disciplinary Penalties

Disciplinary penalty shall mean any action affecting the status of an individual as a student taken by the College in response to student misconduct, including but not limited to the following:

1. Expulsion. Expulsion is permanent disciplinary separation from the College involving denial of all student privileges, including entrance to College premises.

2. **Suspension.** Suspension is temporarily disciplinary separation from the College involving denial of all student privileges, including entrance to College premises.
3. **Removal of College Privileges.** This penalty may involve restrictions on student privileges for a definite period of time, not to exceed two semesters.
4. **Disciplinary Probation.** Disciplinary probation is a status which indicates either **(a)** serious misconduct not warranting suspension, expulsion or removal of college privileges or **(b)** repetition of misconduct after disciplinary warning has been imposed.
5. **Disciplinary Warning.** Disciplinary warning involves written notice to the student indicating what specific behavior or activity is in violation of these regulations and that repetition of similar or other unsatisfactory behavior would likely result in more serious disciplinary action.
6. **Community Service.** Community service involves an obligation, agreed to by the student as an alternative to 1. through 5., above, for a given number of hours of service on the campus or in the community at large.

Appendix II

◆ Policy on Student Rights

Section 1: Rights of Students

It is the policy of the Board of Trustees of Regional Community-Technical Colleges that the educational offerings of the community-technical colleges be available to students without regard to the individual's race, color, religious creed, sex, age, national origin, ancestry, present or past history or mental disability, marital status, mental or learning or physical disability, including, but not limited to, blindness, or prior conviction of a crime (unless the provisions of sections 46a-60(b), 46a-80(b), or 46a-81(b) of the Connecticut general statutes are controlling or there is a bona fide educational qualification excluding persons in one of the above protected groups), political beliefs, veteran status, or sexual preference. The Title VI and Title IX Coordinator is Dean Montgomery. She can be reached at 332-5184.

Students are entitled to an atmosphere conducive to learning and to impartial treatment in all aspects of the teacher student relationship. The student should not be forced by the authority inherent in the instructional role to make particular personal choices as to political action or his or her own part in society. Evaluation of students and the award of credit must be based on academic performance professionally judged and not on matters irrelevant to that performance, whether personality, race, religion, degree of political activism, or personal beliefs. Students are free to take reasoned exception to the data or views offered in any course of study, but they are responsible for learning the content of the course of study as defined by official College publications.

Community-technical college students are both citizens and members of the academic community. As citizens they enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy, and as members of the academic community they are subject to the obligations which accrue to them by virtue of this membership.

Section 2: Student Grievance Procedure

1. **Definition:** A grievance is an allegation by a student that, as to him or her, an agent of the College has violated Board or College policies relating to students other than assignment of grades or other academic evaluation.
2. **How to file a grievance:** A grievance is to be submitted in writing to the Dean of Students or such other College official as the President may designate (hereinafter, the Dean of Students), within thirty days of the date the grievant knew or reasonably should have known of the alleged violation. The written grievance shall specify the right claimed to have been violated and state briefly the underlying facts.
3. **Procedure for grievance resolution:** The Dean of Students shall investigate the grievance and recommend to the President a disposition of the grievance, except as provided hereinafter:
 - a. In the course of each investigation, the Dean of Students shall consult with the Dean responsible for the area of College operations in which the grievance arose.
 - b. In the case of a grievance alleging discrimination based on race, color, religious creed, sex, age, national origin, ancestry, present or past history of mental disorder, marital status, mental retardation or

physical disability, prior conviction of a crime, political beliefs, veteran status, or sexual preference, the Dean of Students shall consult with the College's affirmative action person during the course of the investigation.

- c.** In the case of a grievance against a Dean, the grievance shall be filed with the President. The President may accept or reject the recommendation, or direct such further investigation as he or she deems appropriate. The President shall notify the student of the final disposition of the grievance.
- 4.** Advisory Committee: The President may establish an advisory committee of students and staff which may be charged with the responsibility of making recommendations at either the level of the Deans or the President. The President may appoint and remove members of the committee.

Section 3: Review of Academic Standing

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

- 1.** The grade or academic decision affecting academic status should be discussed informally with the instructor or official responsible for the decision within fifteen calendar days of the student's awareness of the decision.
- 2.** If the matter is not satisfactorily adjusted within ten calendar days of this appeal or the instructor is not available, the student may refer the matter to the Dean of Students by filing a written appeal. The appeal must be awareness of the decision which is being appealed. Upon receipt of such appeal, the Dean shall meet with the instructor, if he or she is available, to determine that step 1 has taken place or is not possible and to receive relevant information from the instructor responsible for the decision. The Dean may then refer the matter to the academic supervisor for informal consideration prior to step 3 below.
- 3.** The Dean of Students or other designated official(s) shall afford review as provided below. The President may designate an official or an academic appeals committee to provide review at this step in lieu of the Dean of Students. The student shall be afforded the right to present a statement of appeal and relevant information in support of it. It is the student's responsibility to show that the decision in question is arbitrary, i.e., without a reasonable basis, or was made for improper reasons in violation of Section I

of this policy. The student is entitled to a written response within thirty days of the completion of his or her presentation. A decision to change the grade or modify the decision which has been appealed is advisory to and subject to the approval of the President.

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

(Adopted October 18, 1976; amended February 19, 1979, April 20, 1981,

July 20, 1981, and November 16, 1987.)

Appendix III

◆ Registration and Fee Deposit and Refund Policy

I. Registration and Fee Deposit - General Tuition Fund Courses

- 1.** Full-time and part-time students registering prior to three weeks before the first day of classes must pay a non-refundable deposit of all fees applicable to the courses for which registered, exclusive of tuition.
- 2.** The total tuition applicable to the courses for which registered is payable in one installment and is due three weeks before the first day of classes unless a deferred payment plan, in accordance with the approved Board of Trustees policy, has been approved by the Bursar's Office.
- 3.** Failure to have made all applicable payments no later than three weeks before the first day of classes will result in the withdrawal of the student's registration unless a deferred payment plan has been approved.

4. All registrations which occur during the three-week period before the first day of classes shall be accompanied by full payment of all tuition and fees applicable to the course for which registered unless a deferred payment plan has been approved.
5. Please refer to the appropriate College course schedule for specific date and time deadlines.

II. Withdrawals and Refunds - General Tuition Fund Courses

1. A registered student wishing to withdraw must submit a withdrawal request, in writing with appropriate documentation, to the Registrar. The effective date of withdrawal is the date the withdrawal is received by the Registrar. In counting calendar days, if the latest date for withdrawal falls on a Saturday or Sunday, the preceding Friday shall be the effective day. If the latest date for withdrawal falls on a legal holiday, the prior business day shall be the effective day.
2. For Notice of Withdrawal received prior to the first day of college classes for that semester, a refund of 100 percent of tuition will be granted for both full-time and part-time students. Fees are non-refundable.
3. For Notice of Withdrawal received on the first day of classes and through the fourteenth calendar day of that semester, a refund of 50 percent of total tuition applicable to the courses for which registered will be granted for both full-time and part-time students. Fees are non-refundable.
4. For a reduction in load which occurs on the first day of classes and through the fourteenth calendar day of that semester, 50 percent of the difference of the tuition applicable to the original and revised course schedules will be refunded.
5. No refund of tuition will be granted for either full-time or part-time students beyond the fourteenth calendar day after the first day of classes.
6. Please refer to the appropriate College course schedule for specific date and time deadlines.

III. Withdrawals and Refunds - Specific Tuition Fund Courses

1. One-hundred (100) percent refund of tuition and fees will be granted students entering the Armed Services before earning degree credit in any semester, upon submitting notice in writing of withdrawal accompanied by a certified copy of enlistment papers.

2. Veterans or other eligible persons (war orphans, children of disabled veterans, etc.):
 - a. Those covered by subsection (b) of section 10-38 (h) of the General Statutes (Vietnam-Era veterans and dependent children of certain veterans) pay no tuition; only their fees will be refunded as that of all other students.
 - b. Veterans or other eligible persons war orphans, children of disabled veterans, etc.) will be granted a refund in the same manner as any other student.

IV. Withdrawals and Refunds - Extension Fund Courses

1. Class cancellations: If an Extension Fund course is canceled, students will receive a full refund of all tuition and applicable fees.
2. If you wish to withdraw from a course and receive a tuition refund, you must notify the Registrar's Office in writing of your withdrawal prior to the first day of College classes for that semester.
3. Please refer to the appropriate College course schedule for specific date and time deadlines.

V. General Conditions

1. The special fees which are non-refundable are as follows:
 - Application Fee
 - Program Enrollment Fee (2)
 - Late Registration Fee
 - Late Payment Fee
 - Make-up Examination Fee
 - Graduation Fee (payable in semester in which student expects to graduate)
 - Replacement of lost ID card
 - Academic Evaluation Fee
 - Transcript Fee
 - Returned Check
 - CLEP Examination Fee (3) each exam
 - CLEP Service Fee
 - Installment Payment Plan Fee
 - Portfolio Assessment Fee
2. For purposes of the refund policy outlined, an individual is considered a student when he/she has registered and paid, either by cash or by obligation, by the first day of class.

Appendix IV

◆ Computer Policies

Endorsed by the Board of Governors for Higher Education.

1. Software Conversion - It shall be the policy of the state system of higher education that the end product of any work done by a student from any of the state's public colleges or universities to convert, modify or update state-owned software shall be owned by the state.
2. Software Creation (state-owned) - If a student from any college or university receives monetary remuneration from the state for creating software, including source code and/or documentation, it shall belong to the state.
3. Software Creation (student-owned and state-licensed) - Software belongs to the student but shall be licensed gratis to the state for use and/or modification under the following conditions:
 - a. The state, at the inception of the project, informs the student in writing of the state's intention to use the software; and/or
 - b. The student uses state computer resources to create the software. The state shall not have any other rights to such software.
4. Software Creation (student-owned) - Any software developed by a student, unless it is covered under policy statements 1, 2, or 3 above or is produced under the provisions of a grant or an agreement with an outside funding agent, is owned by the student.
5. Software Copying - Each constituent unit in the state system of higher education shall have policies in place regarding the use and copying of software and/or documentation to protect against lawsuits by vendors.

Colleges shall post the policy in all student computer laboratories and other areas that contain computer resources (e.g., libraries) and shall include the policy in either their catalogs or student handbooks. Further, this policy statement shall be distributed to all faculty and staff involved with college computing resources and can be reviewed in all pertinent classes at the first meeting each semester.

◆ Policy of Conduct & Procedures for Use of Community College Computing Resources

All resources and facilities of the system data center, including the computer center and campus computing sites, shall be used solely for legitimate and authorized academic and administrative purposes. Any unauthorized or illegitimate use of the computer systems, resources, and/or facilities will be subject to appropriate disciplinary action, including but not limited to the loss of computing privileges, disciplinary action, and/or legal action. Users may be subject to criminal prosecution in accordance with section 52a-250 et seq. of the general statutes.

Faculty members shall distribute instructional accounts only to those students enrolled in the specified classes for which the account applications have been approved. Students are limited to the use of that specific account number. It is the instructor's responsibility to review the proper usage of these accounts. Any student found utilizing accounts other than his or her own will be subject to disciplinary action.

Administrative accounts are distributed to staff upon application to the system data center. It is the user's responsibility to secure his or her account from unauthorized access through the use of passwords and file protection measures. All accounts, including programs and data, may be monitored by the system data center to ensure proper and efficient system usage, to identify possible software problems, or to check for security violations.

Users shall not attempt to access or make use of any other user's programs or data. Users shall not copy system files, computer center software components, or computer management programs nor shall users attempt to access such programs except for the purposes for which they are intended. In addition, users shall not attempt to modify or repair any equipment belonging to or under the control of the computer center unless expressly authorized to do so.

Many of the software programs on the data center's computer systems or local campus-based computers, including microcomputers, are copyrighted or proprietary in nature and have been purchased or leased by the community colleges for use on a single computer system. No employee or student shall copy or modify this software or utilize this software on computer systems other than those designated in the license agreement. Violation of software agreements may result in disciplinary or legal action.

Public domain software or software purchased under state license agreements from which multiple copies can be made shall be identified by the system data center or college data centers, as appropriate.

No person shall use the community college computer resources for monetary gain, development of software intended for sale, or to copy public domain software for other than personal use. Any copies of public domain software must contain the same limitation notices as the originals.

(Adopted July 22, 1985.)

The Board of Trustees adopted the updated Information Technology (IT) Resources Policy at the Board meeting held on October 21, 2002.

The Policies, Standards and Procedures contained here have been adopted and are to be applied to all of the sites that make up the Connecticut Community Colleges.

POLICIES

- A. BOT Information Technology Resources Policy
- B. Acceptable Use Policy
- C. Electronic Communications Policy

These Policies are contained herein for your edification and links provided for the full documentation should you require additional information.

BOT Information Technology Resources Policy

(Adopted on October 21, 2002, this policy replaced that adopted on July 22, 1985)

The Connecticut Community College (CCC) System provides information technology resources (IT resources) to faculty, staff and students for academic and administrative use. IT resources may also be available to members of the college community through college libraries and websites. This policy applies to all users of IT resources.

IT resources include, but are not limited to, computers and peripheral hardware, software, networks, databases, electronic communications and Internet connectivity. CCC IT resources are the property of the Board of Trustees. Use of such resources is a privilege and is subject to such IT policies, standards and procedures as may be promulgated from time to time.

IT resources shall be used solely for legitimate and authorized academic and administrative purposes, and in furtherance of CCC mission and goals. They shall

not be used for personal purposes, including monetary gain. Use of IT resources may be monitored by the appropriate CCC authority to ensure proper and efficient usage, as well as to identify problems or to check for security violations.

Any unauthorized or illegitimate use of IT resources may subject the user to disciplinary action, up to and including dismissal or expulsion, as well as loss of computing privileges. Users must comply with all applicable state and federal laws and may be subject to criminal prosecution for violation thereof under state and federal laws.

Housatonic Community College prohibits the connection of any unauthorized hardware or software to its LAN (local access network). The connection of any equipment by faculty, adjunct faculty, staff, guest or student must be authorized and subsequently recognized by HCC's IT department. In the interest of network security, unrecognized users will be forced from the network.

The Chancellor is authorized to promulgate necessary and appropriate IT policies, standards and procedures, including but not limited to those affecting acceptable uses of IT resources, electronic communications and network security. Colleges shall ensure that users of IT resources are aware of all IT policies, standards and procedures, as appropriate.

ACCEPTABLE USE of CCC IT RESOURCES

In making acceptable use of CCC IT resources you must;

- use resources solely for legitimate and authorized administrative and academic purposes.
- protect your User ID and IT resources from unauthorized use. You are responsible for all activities on your User ID or that originate from IT resources under your control.
- access only information that is your own, that is publicly available, or to which you have been given authorized access.
- use only legal versions of copyrighted software in compliance with vendor license requirements.
- use shared resources appropriately. (e.g. refrain from monopolizing systems, overloading networks with excessive data, degrading services, or wasting computer time, connect time, disk space, printer paper, manuals, or other resources).

In making acceptable use of CCC IT resources you must NOT:

- use CCC IT resources to violate any CCC policy or state or federal law.
- use another person's IT resource, User ID, password, files, or data.
- have unauthorized access or breach any security measure including decoding passwords or accessing control information, or attempt to do any of the above.
- engage in any activity that might be harmful to IT resources or to any information stored thereon, such as creating or propagating viruses, disrupting services, damaging files or making unauthorized modifications to computer data.
- make or use illegal copies of copyrighted materials or software, store such copies on CCC IT resources, or transmit them over CCC networks.
- harass or intimidate others or interfere with the ability of others to conduct CCC business.
- directly or indirectly cause strain on IT resources such as downloading large files, unless prior authorization from the appropriate CCC authority is given.
- use CCC IT resources for personal purposes including but not limited to, monetary gain, commercial or political purposes.
- engage in any other activity that does not comply with the general principles presented above.

Full documentation for both policies, as well as the updated Board IT Resources Policy, can be found at: <http://www.commnet.edu/it/policy>.

At a minimum, all colleges are required to post the Board IT Resources Policy along with the online location for all other IT policies, standards, and procedures in all areas that contain computer resources including computer laboratories, libraries, etc. and shall be included in either their catalogs or student handbooks. Colleges shall ensure that all users of IT resources are aware of all IT policies, standards and procedures, as appropriate.

Appendix V

◆ Policy on AIDS and other Communicable Diseases

The Community-Technical College System reaffirms its commitment to provide a safe and healthy educational environment, safeguard the rights of individuals, and comply with state and federal anti-discrimination laws and regulations. Sound and compassionate legal, ethical, moral, and educational principles require that students and employees with AIDS, HIV infection, and other communicable diseases be accorded the same rights and assume the same responsibilities as all other members of the community-technical college community. It is recognized that the best method of allaying fears and promoting understanding is education: the dissemination of information based on fact and current scientific knowledge.

People with AIDS and other communicable diseases shall be accorded the same rights as all other students and employees. State and federal laws and regulations prohibit discrimination against and harassment of individuals solely because of handicap. No individual shall be discriminated against in any college programs, services, or employment solely because of his or her status as AIDS- or HIV-infected or having any other communicable disease.

Each college shall provide information and educational programs and activities concerning AIDS and other communicable diseases for students and employees. Such information and programs shall rely on the most current knowledge about such diseases and shall focus on how such diseases are and are not transmitted, how they can be prevented, and the rights of persons with such diseases.

Restrictions shall not be placed on admission, programs, services, or employment offered to an individual on the basis of a diagnosis of AIDS, HIV infection, or other communicable disease, except in individual cases when it has been medically determined that there is risk of infection or danger to others or in programs from which individuals with specific communicable diseases are excluded by law or regulation.

Colleges shall not require testing of students or employees for AIDS, HIV infection, or other communicable diseases for participation in employment, programs, or services of the college, except as required by law or regulation. Where possible, colleges shall maintain a listing of local referral sources for such testing and shall publish such listing with other educational information.

All student or employee information related to inquiries, testing, and disclosure of AIDS, HIV, or other infection status shall be treated confidentially as all other health records. All reasonable steps shall be taken to protect the identity of an individual with AIDS.

Students and employees involved in the direct delivery of health care services and those who might otherwise come in contact with blood and other body fluids (such as in science laboratories or allied health practical) shall at all times follow the guidelines regarding precautions to be taken in the handling of such fluids disseminated by the Department of Health Services (January 1987, provided as Appendix A) or other approved guidelines.

Violations of any part of this policy shall be dealt with under the appropriate disciplinary procedures for students or employees.

Appendix VI

◆ People with Disabilities: Policy Statement

The Board of Trustees of Community-Technical Colleges and all of the colleges under its jurisdiction are committed to the goal of achieving equal educational opportunity and full participation for people with disabilities in the community and technical colleges. To that end, this statement of policy is put forth to reaffirm our commitment to ensure that no qualified person be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity on a community-technical college campus or in the central office of the Board of Trustees.

The Board recognizes that a physical or functional impairment is a disability only to the extent that it contributes to cutting the person off from some valued experience, activity, or role. Higher education is therefore especially important to people with disabilities, since it aims to increase every student's access to valued experiences, activities, and roles. Improving access for students and employees means removing existing barriers that are physical, programmatic, and attitudinal; it also means taking care not to erect new barriers along the way.

The efforts of the community and technical colleges to accommodate people with disabilities should be measured against the goals of full participation and integration. Services and programs best promote full participation of people with disabilities when they complement and support, but do not duplicate, the regular services and programs of the college.

Achieving the goals of full participation and integration of people with disabilities requires cooperative efforts within and among higher education. The Board of Trustees will work with the Board of Governors to achieve a higher level of services and appropriate delivery methods at all Connecticut community and technical colleges.

This statement is intended to reaffirm the Board's commitment to affirmative action and equal opportunity for all people and in no way to replace the Equal Opportunity Policy Statement. The Section 504 Coordinator is Dean Montgomery, 332-5184.

◆ Racism and Acts of Intolerance

The Community-Technical Colleges have been committed to providing educational opportunities to all who seek and can benefit from them, as evidenced in the mission statements and policies concerning student rights, affirmative action, and equal opportunity. The Board and the colleges recognize that an important part of providing opportunity is creating a welcoming environment in which all people are able to work and study together, regardless of their differences. At the same time, colleges and universities have traditionally been at the cutting edge of protection of our most cherished freedoms, most notably freedom of speech and non-violent action, which may protect even unpopular or divisive ideas and perspectives.

Such Constitutionally-protected expression can contribute to an unwelcoming and even offensive social and educational environment for some individuals in the College community, particularly when it concerns race, sex, sexual orientation, disability, or ethnicity, and the First Amendment does not preclude colleges from taking affirmative steps to sensitize the college community. Community-Technical colleges recognize that they have an obligation not only to punish proscribed actions, but also to provide programs which promote pluralism and diversity and encourage the college community to respect and appreciate the value and dignity of every person and his or her right to an atmosphere not only free of harassment, hostility, and violence but supportive of individual academic, personal, social and professional growth.

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.

Each college will provide a comprehensive educational program designed to foster understanding of differentness and the value of cultural diversity. This will include plans to **(a)** promote pluralism, **(b)** educate the college community about appropriate and inappropriate behaviors to increase sensitivity and encourage acceptance, and **(c)** widely disseminate this policy statement to the entire college community. Housatonic condemns all forms of racism, religious intolerance, and any acts of hatred or violence based on differences. Such behaviors will not be tolerated at the college and may be subject to disciplinary action.

◆ Policy Against Sexual Harassment

Sexual harassment is a form of sex discrimination which is illegal under state and federal law and is also prohibited by the Board of Trustees' Nondiscrimination Policy. The Board's policy recognizes that sexual harassment undermines the integrity of employer-employee and student-faculty-staff relationships and interferes with the right of all members of the College community to work and learn in an environment free from harassment. Such conduct will not be tolerated.

Sexual harassment may be described as:

Any unwelcome sexual advance or request for sexual favors, or any conduct of a sexual nature when **(a)** submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, **(b)** submission to or a rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting the individual, or **(c)** such conduct has the purpose or effect of substantially interfering with an individual's academic or work performance or creating an intimidating, hostile or offensive employment or educational environment.

Sexual harassment may be verbal, visual or physical. It may be overt or implicit and may, but need not, have tangible adverse effects on the victim's employment or learning experience.

Examples of conduct which may constitute sexual harassment include, but are not limited to:

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

The perpetrator of sexual harassment, like the victim of such conduct, may be a man or a woman. Sexual harassment may involve individuals of the same or opposite sex and, in the College environment, may involve an employee and a student, an employee and another employee or a student and another student. Harassment in any of these relationships is a violation of the Board's policy.

Because of the power relationship between faculty and student, and between supervisor and subordinate employee, freedom of choice may be compromised in such relationships. Accordingly, this policy holds that where a faculty member or professional staff member has responsibility for a student through teaching, advising, supervision or other obligation, romantic or sexual liaisons between such persons shall be deemed a violation of this policy. Romantic or sexual liaisons between supervisors and subordinate employees, while not prohibited, are strongly discouraged.

It should be noted, additionally, that retaliation against a person for complaining or being associated in any way with the resolution of a complaint of sexual harassment also violates Board policy.

What to do if you are the victim of sexual harassment

When an employee or student feels that he or she has been the victim of sexual harassment, he or she should report such incident(s) to a College official.

Report incidents of sexual harassment to the Dean of Students, the Director of Learning Support, Counseling Center, the College Affirmative Action Officer or another College official who has been designated by the President as a recipient of such complaints.

Nothing shall prevent students from speaking to a college counselor about their concerns. However, this communication is not a substitute for filing a complaint of sexual harassment with an appropriate College designee.

A claim that an employee of a third party contractor has engaged in sexual harassment on College premises or in connection with the performance of the third party contract should be reported immediately either to the President or to another appropriate official as set forth in this policy. The President will ensure that appropriate follow-up action is taken.

Depending on the nature of the complaint and the desires of the complainant, the College official to whom the complaint has been made may attempt to resolve the complaint informally. Any informal resolution of a complaint must be approved by the College President. No person shall be forced to pursue informal avenues of resolution before filing a formal complaint of sexual harassment.

If informal resolution is not possible or appropriate, a written complaint should be filed in accordance with the existing Student Grievance Procedure (see page 47). A written complaint should be filed within thirty (30) days of the date the grievant knew or should have known of the alleged harassment. However, a delay in filing a formal complaint will not be a reason for refusing to investigate such complaints. Although the ability to investigate may be compromised by delay, a written complaint will be treated in the manner prescribed by this policy if filed within 180 days of the date the student knew or should have known of the alleged harassment.

When a formal complaint of sexual harassment is received, the College will investigate it. The rights of all persons involved in the investigation shall be respected and every effort will be made to protect the confidentiality of both the alleged victim and the alleged harasser. Toward this end, only persons with a need to know shall be made privy to the complaint. However, complete anonymity cannot be assured, given the College's obligation under law to investigate and take appropriate action in all cases of sexual harassment.

All complaints of sexual harassment shall be taken seriously. It is expected that complaints will be made in good faith, however. Frivolous or vexatious complaints can cause irremediable damage to the reputation of an accused person, even though he or she is subsequently vindicated. Therefore, any person who files a false complaint of sexual harassment shall himself or herself be subject to disciplinary action, up to and including expulsion.

A student who believes he or she has been sexually harassed may, in addition to the available grievance procedure, file a complaint with the federal Office for Civil Rights, U.S. Department of Education (Region 1), John W. McCormack Post Office and Courthouse, Room 222, Post Office Square, Boston, MA 02109.

Notice re: Campus Sex Crimes Prevention Act

As a result of a recent decision by the U.S. Supreme Court, the Connecticut Department of Public Safety (CDPS) is again publishing the names of persons who have been convicted of criminal sex offenses and who are required to register in Connecticut. The law requires me to inform you that sex offender registry information is available at CDPS offices throughout the State, at local police departments and at state police troops with jurisdiction over your region. It is also available online at [http://www.state.ct.us/dps/Sex Offender Registry.htm](http://www.state.ct.us/dps/Sex%20Offender%20Registry.htm).

Note that it is not the obligation of higher education institutions to request information concerning registered sex offenders from the State. However, I am required to let you know that law enforcement agency information concerning a person on the registry may be obtained by making a request of the CDPS for the criminal history record of such person. The name and date of birth of the individual are required for such search.

Note also that inclusion in the sex offender registry does not per se disqualify any person from employment or from being a student at an institution of higher education. Since persons included in the registry have been released into the community, by definition, they have repaid their debt to society. Also note that it is a criminal offense to use information in the sex offender registry to injure, harass or commit a criminal act against any person included in the registry.

If you have any questions or concerns about the information contained in this memorandum, please address them to the Dean of Students or to the Human Resource Director, as appropriate.

Appendix VII

◆ Policy on Violence Prevention and Response

In accordance with the Governor's Executive Order #16, the Board of Trustees for the Connecticut Community Colleges has adopted a zero tolerance violence in the workplace prevention policy.

For purposes of this policy, "violence" is defined as an overt act or threat of harm to a person or property, or any act that poses a substantial threat to the safety of any person or property. "Premises" is defined as any space owned or leased by the Community Colleges or any of its constituent units, including vehicles and any location where College or system business or activities are conducted. Conduct that may violate this policy includes, but is not limited to, the following:

- Intimidating, harassing, or threatening behaviors;
- Physical abuse, including hitting, slapping, poking, kicking, punching, grabbing, etc.;
- Verbal abuse, including yelling, shouting, use of sexually, racially, or ethnically charged epithets, etc.;
- Vandalism;
- Carrying or possessing weapons or dangerous instruments of any kind on Community College premises, unless properly authorized;
- Using such weapons; and
- Any other act that a reasonable person would consider to constitute a threat of violence, including oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm.

A person who feels that he or she has been subjected to threats or acts of violence as defined herein, or a person who witnesses such threats or acts, must report the incident to Security, Room A105, ext. 5025, or the Dean of Students, Room A110, ext. 5184.

Appendix VIII

◆ Event Planning and Campus Speaker Policy for Students

Purpose Statement:

In the traditions of open inquiry, academic freedom, and the pursuit of truth and knowledge, the College encourages students to plan student activities and events, including programs that involve outside speakers or performers. Such programs are an invaluable opportunity to encourage the free exchange of ideas in an atmosphere of mutual respect and civility.

Policy:

Students as well as formally recognized and funded student clubs or organizations may request the use of College facilities and equipment for meetings or events, including programs that involve outside speakers or performers. Student planned activities and events are subject to all applicable policies, procedures, and guidelines as set forth by the College administration and by the Board of Trustees, including policies related to free speech, peaceful assembly, nondiscrimination event planning, college purchasing, etc. Speakers should be made aware by the club of all applicable policies and procedures and of their obligation to comply.

This policy statement is intended to regulate only the time, place, and manner in which events planned by students are organized. The student organizers determine the content of such events. Recognized student groups should collaborate with their club advisor to ensure that events are appropriate to, and in the best interests of, the Housatonic community. Students not affiliated with a recognized student group should collaborate with the Dean of Students Office. Collaboration with a club advisor or with the Dean of Students is advisory only and is not for the purpose of the college exercising control over the content of any proposed event.

Programs and speakers representing all points of view are welcome. A faculty or staff moderator, selected by the student organizer(s), is required for all meetings or events that include an off-campus speaker. In the interests of open discussion, the College suggests that any speaker take questions from the audience. All events are open to the public.

Speakers may be invited to the campus to discuss political issues. The expression of political or other views, with the exception of expression that is intended to incite violence on college premises, is the prerogative of every individual or group. Student political clubs may form on campus. Private business may not be conducted in College facilities.

Students may recruit for student club memberships at club-sponsored meetings, activities or events. Additionally, recognized student clubs and organizations may seek to use the facilities of the College for the purpose of raising funds for bona fide charities and public service organizations or for projects directly affiliated with the activities of the club or organization. Student clubs and organizations must seek permission (for time, place, and manner considerations only) for such fundraising activities from the Dean of Students' Office.

Individual students or groups of students not affiliated with a recognized student club or organization may plan student activity events and, in the absence of a Faculty Advisor or club affiliation, must collaborate directly from the Dean of Students' Office and comply with all other event planning procedures and requirements.

Any student or student group wishing to initiate a spontaneous event or activity, for which no campus facility or equipment is needed or requested, may do so provided the activity does not interrupt the normal operation and business of the College. Requests for use of campus facilities and equipment requires advanced reservations, planning, and paperwork.

Any student-organized activities, events, and meetings that do not comply with this policy and related procedures shall not be approved for funding through the Student Senate or College and shall not be granted use of space in College facilities. The President or her/his designee reserves the right to cancel reservations of planned activities at any time if deemed necessary for public safety. The Coordinator for Student Life is responsible for ensuring compliance with this policy. Questions regarding event planning or inviting speakers to campus may be directed to the office of the Coordinator for Student Life or the Dean of Students Office.

Procedure:

In order for a student-organized event to take place or for an off-campus speaker or performer to be invited to present at a student meeting, activity or event, the following steps must be completed:

Step 1: For recognized clubs and organizations, the club or organization's membership must vote in favor of the event and the speaker; this vote must be reflected in the minutes of the club or organization. Students not affiliated with a recognized student club or organization should indicate their interest and intent to plan an activity or event to the Dean of Students Office in writing.

Step 2: The official advisor(s) for a recognized student group, or the Dean of Students Office in the case of unaffiliated students, must review and approve the event for time, place, and manner considerations as described above before an invitation is extended to the speaker.

Step 3: Publicity and communications concerning student planned events, activities, or meetings shall clearly identify the name of the sponsoring student(s), club or organization and must be stamped for posting by the Student Life Office. In order to be stamped for posting, publicity flyers, posters, etc. for an event must first be reviewed and approved (for time, place, and manner considerations only) by the student club or organization's advisor(s), or by the Dean of Students Office in the case of students that are not affiliated with a recognized student club or organization.

Step 4: Requests for the use of College space or equipment by students or student clubs and organizations must be submitted in writing at least 7-10 business days prior to the event. More notice is required for spaces in high demand and for facilities that require greater setup coordination. A reservation request can be approved only if the space is available and if time allows for the necessary processing and coordination of room setup. The request should be submitted to the College staff responsible for scheduling reservations for the preferred space. It is the responsibility of the reserving College staff to notify the club or organization representative regarding the status of the request in a timely manner.

Step 5: All students and student clubs and organizations must show compliance with all required steps and procedures by completing the required event planning forms, available from the Student Life Office, at least seven (7) business days prior to the proposed event. However, events that involve contracts and financial commitments require a minimum of two (2) weeks notice.

Statement of Non-Discrimination

The Regional Community-Technical College system of the State of Connecticut will not discriminate against any individual on the grounds of race, color, religious creed, sex, age, national origin, ancestry, present or past history of mental disability, marital status, genetic information, mental or learning or physical disability, including, but not limited to, blindness, or prior conviction of a crime, unless the provisions or sections 46a-60(b), 46a-81(b) of the Connecticut general statutes are controlling or there is a bona fide qualification excluding persons in one of the above protected groups. Although it is recognized that there are bona fide qualifications which provide for exception from employment prohibitions, it is understood these exceptions are to be applied pursuant to section 46a-68-33 of the administrative regulations. Further, the system will not discriminate against any individual on the grounds of political belief, veteran status, or sexual preference. Housatonic Community College is accessible for students with disabilities.



Getting to Housatonic . . .

From Fairfield and points south: Connecticut Tpk., I-95 north to exit 27 (Lafayette Blvd., Downtown). At bottom of ramp, continue straight and take left onto Lafayette Blvd., going under I-95. Garage entrance is on your right about 1 1/2 blocks from underpass.

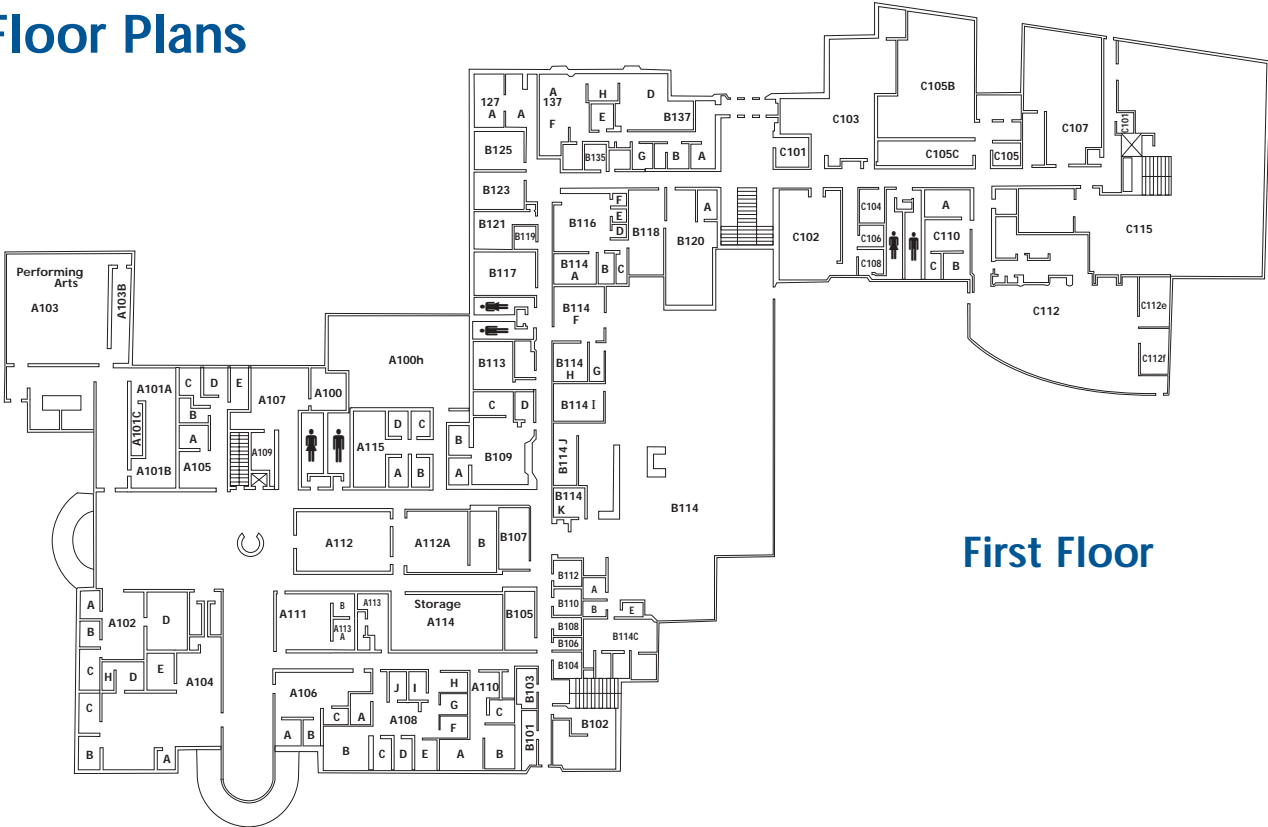
From Milford, Stratford, and points north: Connecticut Tpk., I-95 south to exit 27 (Lafayette Blvd.) Use right exit ramp onto Lafayette Blvd. Continue to garage on your right.

From Trumbull, Huntington, Monroe, the Valley and points north: Route 8-25 south to exit 2. From ramp go straight, bearing left to Lafayette Blvd. Continue past 2 lights. Entrance to garage is on left at the third traffic light.

Or: Take Rte. 8-25 south to exit 1. Left at bottom of ramp. At end of street, go left onto Lafayette Blvd. Entrance to garage is on right.



Floor Plans



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Everyone enjoys HCC's
Courtyard Festival.

Even President Hadley
gets her face painted.

