

# A ACADEMIC PROCEDURES

## REGISTRATION

Currently enrolled students have several registration options if they choose to register early for the upcoming semester. Early registration will permit continuing students to have first choice of courses and class times. Payment of the appropriate College fees will hold these classes until full payment is made no later than three weeks before the start of classes. Fees are not refundable. Delaying registration until the beginning of the semester may result in desired classes and times being unavailable.

Before students register for classes, they must be advised by a faculty member or counselor. In addition, students must be in full compliance with all other College policies and requirements.

Registration is not complete until all forms are completed and submitted and tuition and fees are paid in full. Students who do not pay or make financial arrangements with the Business Office will have their registrations canceled.

### Auditing Courses

A student not wishing credit may audit courses. This status may allow the student to participate in classroom activities.

Students must obtain the written approval of the instructor in order to audit a class. An Audit form signed by the class instructor must be completed within four weeks of the start of classes for a standard semester and earlier for summer or winter sessions. Full tuition and fees are due for any audited classes. While the student may ask to have papers critiqued, the instructor is not required to grade an auditor's course work. Audited classes are listed on the student's transcript as AU. While a student may in succeeding semesters take for credit a class previously audited, students may not petition to receive credit for an audited class and may not change to a credit basis during the semester.

### Change of Program

Students who wish to change their enrollment from one degree program to another (for example, to change from General Studies to Fine Arts - Art), should obtain the proper form from the Counseling Center. The change of program form must then be presented to the appropriate department chair or program coordinator as indicated on the form.

## TERMS YOU NEED TO KNOW

**Auditing** - enrolling in and attending a course on a non-credit basis. The instructor's permission is needed and an audit form must be properly completed within the specified time limits for that semester or session.

**Dropping a course** - officially withdrawing from a course. Drop procedures require filing a "drop" form available from the Registrar's Office. Following the proper procedures can help prevent a failing grade or negative effect on the student's grade point average.

**Withdrawing from College** - officially withdrawing from all classes in a semester. Following the proper procedures (see the Registrar) can help the student return to Housatonic in good standing. Withdrawal procedures require the filing of a drop form for all courses.

## Attendance

With enrollment in College, students accept responsibility to take full advantage of their educational opportunity by regular attendance in classes and laboratories.

The College does not administer a uniform system of attendance regulations. At the beginning of each semester the instructor will provide a course outline and what he/she considers necessary for the successful completion of the subject matter. Students are expected to meet academic obligations or to assume the risks of failure.

Make-up of work missed because of absence or other reasons will be extended by the instructor only when there is sufficient justification.

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

## Repeating a Course

Students must repeat required courses in which they receive the grade of "F" or any other non-credited grade (in Physical Therapist Assistant, Occupational Therapy Assistant, and Clinical Laboratory Science programs, students must earn at least "C" grades in all science and PTA, OTA or CLS courses to continue in the programs).

Students may repeat courses for which they receive a passing grade once to improve the grades. Credit will be granted only once for a course unless otherwise specified in the course description.

The student transcript will reflect all grades earned by the student, but for purposes of computation of the GPA, the higher grade will prevail. The repeated course will be indicated on the transcript.

## 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.

## Incomplete Work

If there are exceptional circumstances, a student whose work in a course is incomplete at the time of grading will receive a grade of "I." If the work for the course and the procedures for changing a grade are not completed within 10 weeks of the following regular semesters (fall or spring), the "I" automatically converts to the default grade provided by the faculty member. (Grades of "I" received at the end of the spring semester would automatically become the default grade at the end of the fall semester.)

The student is responsible for meeting with the instructor to make arrangements to complete course work.

If an extension of time beyond one semester is needed, a written request must be filed in the office of the Academic Dean prior to the end of the 10-week period. Extensions will be at the discretion of the instructor and the Academic Dean.

## Withdrawing from College or Dropping a Course

A student who wishes to drop a course or to withdraw from the College should follow the official procedure outlined below. Students who do not officially drop courses or withdraw from the College or fail to complete courses satisfactorily may be subject to probation, suspension or dismissal.

1. Contact a counselor in the Counseling Center or Special Services or a faculty advisor and follow his or her instructions.
2. Obtain an add/drop notice form from the Registrar's Office.
3. Students who cannot appear in person to withdraw from the College should attempt to work with a counselor. No drop or withdrawal requests can be accepted by telephone.

## TERMS YOU NEED TO KNOW

**Freshman** - a student who has earned fewer than 30 credits

**Sophomore** - a student who has earned at least 30 credits

**Credit or Credit Hour** - a standard of measure of the amount of instruction time required to successfully complete a course

**GPA (Grade Point Average)** - a numerical computation of the student's academic grade

4. All students who withdraw from the College or drop a course prior to or during the first two weeks of class in a standard semester, or the first two days of an inter-session or summer school session, are entitled to be removed from the official class roster. The course will not appear on the student's transcript.
5. Students who drop a course or withdraw from the College within six weeks after the start of classes for a standard semester are entitled to receive a grade of "W" in each course from which they have dropped or withdrawn. After that time, through the 12th week of a standard semester, the faculty member has the option to assign a grade of "W" or "F." Before dropping a course, it is recommended that the student discuss the matter with the faculty member. (Refer to the section on Grading.) After the 12th week, no course can be dropped.

## GRADING

### Explanation of Grading System

Adopted May 1983, amended April 1990, April 2000, April 2001, April 2002.

#### 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 consists of five basic grades of student performance: "A," "B," "C," "D," "F" and four grades of student status: "I," "M," "W," "N." In addition, participants enrolled in non-credit courses through Continuing Education courses may be 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 a 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."

### Academic Standard Grades

Grade	Grade Points
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0
I	0
M	(developmental courses & EN 100R)
	0
P	(for CEU courses only)
	0
W	0
N	0
<b>Administrative Marks</b>	
AU	0
N	0

Students are given mid-semester grades in each subject. These are merely estimates of the students' progress and are not entered on permanent records. However, grades of "W," and "AU" are considered permanent final grades when awarded either as mid-semester or final grades and entered on permanent records. A report of the final grades for the semester is mailed to each student. Grades are not generally changed after one year of their issuance.

#### IV. Satisfactory Progress

The grading system employed by each college should accurately reflect the academic achievement of the student. In order to ensure appropriate use of the state resources available for the education of its citizens, each college will develop procedures to monitor satisfactory progress through its probation and suspension policy. A GPA of 1.5 and satisfactory completion of fifty percent of the courses attempted (this phrase means actual continued enroll-

ment beyond the add/drop period) will be the minimum standards for good standing.

No course may be repeated more than twice. The highest grade received will be used in calculating the student's academic average. This does not apply to those courses that are designed to be repeated for additional credit.

College standards will be included in appropriate college publications and communications.

These standards shall not be applied retroactively to the academic record of any student.

A request for waiver of these standards shall be based on special circumstances, be approved by the college president, and be reported to the chancellor.

### 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 has been successfully completed. The "I" grade is a deferred grade, neither passing nor failing, on the official transcript. Incomplete work must be submitted to an instructor at least 14 days before the end of the current semester so that grades can be submitted no later than the last day of exams.

#### M

**Maintaining progress.** An administrative transcript notation used only for developmental courses to indicate that the student is maintaining progress but not at the usual rate. It may be given to a student for a course only twice.

#### P

**Passing.** "P" is used for students enrolled in non-credit courses. 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 programs.

**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. Students who formally withdraw after the 2nd week, but prior to the end of the 6th week of classes, automatically receive a grade of "W." After six weeks and up to the 12th week of classes, a "W" may be awarded by the instructor only if formal withdrawal is initiated by the student, and at the discretion of the instructor.

**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 audit status must be indicated within four weeks of the start of class. The audit student will receive no credit and a grade of "AU" 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).

**Transcripts**

Students wishing to have official copies of their transcripts sent to employers or other schools may request these in writing or in person. Requests must include the student's name used while in attendance at Housatonic, student identification number and approximate dates of attendance, as well as the complete name and address of the institution to receive the transcript. There is a \$3 charge for each official transcript. No telephone requests can be accepted. Transcripts, official or unofficial, will not be faxed.

Any questions regarding a student's academic file should be directed to the Registrar.

**ACADEMIC STANDARDS CRITERIA**

If total GPA hours is between:	For good Standing (Full Program) GPA must be:	Probation 4 (13 cr. max) if GPA falls within:	Probation 2 (7 cr. max) if GPA falls within:	Academic Suspension (1 sem. or permanent) if GPA falls within:
12-30 Credit Hours	1.75 plus	1.50-1.74	1.25-1.49	1.24 or below
31-45 Credit Hours	2.00 plus	1.75-1.99	1.50-1.74	1.49 or below
46-more Credit Hours	2.00 plus		1.75-1.99	1.74 or below

**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. 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," "F" including plus and minus are used in calculating the GPA.

A student's transcript identifies two different Grade Point Average (GPA) ratios. The first is the Semester GPA which is based upon the courses a student has taken during the current semester. The second is a Cumulative GPA which consists of all of the courses a student has taken at the College and the grades received for these courses.

**Example:**

Course	Grade	Credit Hrs	Grade Points
EN 101	B+	3	9.9
PY 101	D	3	3.0
MA 115	A	4	12.0
BI 107	B-	<u>3</u>	<u>10.8</u>
		13	35.7

The GPA for this student would be 2.74 for the semester.

**Change of Program / Graduation GPA**

Change of program forms are available in the Counseling Center. **You should 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, recommend an advisor, and forward it to the Registrar's Office for processing. If you wish to add a second program, follow the same procedures. The title of your new program will appear on your transcript.** 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. When a student chooses this option his/her cumulative GPA which includes all courses taken at the College will remain on the transcript. The Graduation

GPA will be different from the cumulative GPA. A student's academic status such as good standing, academic probation or suspension is based upon his/her Graduation GPA.

**Academic Standards Criteria**

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

The Academic Standards Criteria are listed in the box above. Students in good standing may register for a full program. Those students who are on Probation 4 may register for a schedule which does not exceed 13 credit hours. Students who are on Probation 2 may register for a schedule which does not exceed 7 credit hours.

**Probation and Suspension**

Customarily, a student whose grade point average falls below the required minimum is suspended from the College. However, a student may be permitted to continue on probation for one semester if the student's failure to meet the required standard is due to circumstances which indicate that the student should be accorded this privilege. A student on probation who fails to show improvement is then suspended from College. Academic Standards Committee hearings are held each semester to allow students due process.

**Appeal of Grades**

A student who wishes to appeal an awarded grade should first confer with the faculty member concerned within 15 days of becoming aware of the grade. If the student is not satisfied with the outcome of that conference, the student may submit a written appeal with the Academic Dean who will consult with the faculty member and the appropriate department chair.

The appeals process is described in detail in the HCC Student Handbook in Appendix II, Section 3: Review of Academic Standing.

# A ACADEMIC SERVICES

## Academic Honors Dean's List

There shall be a Dean's List of students, both full-time and part-time, who earn a semester grade point average of 3.4 or higher. Part-time students who pursue three credits or more in a semester shall be eligible for semester honors. A course Withdrawal or Incomplete shall make the student ineligible for Dean's List recognition that semester. Upon completion of the Incomplete, the student may be recognized retroactively.

## Advising

Advising is the process of selecting courses and constructing workable schedules to meet your career and academic goals. It is important that you plan your academic programs carefully so that program requirements and prerequisites are fulfilled. Each student is assigned a faculty advisor during his or her first semester at Housatonic. Your advisor will be determined by the degree or certificate program in which you are enrolled.

HCC has an Advising Center (B116) that is staffed throughout the semester. The Center can answer your questions about advising, assign or change your advisor, and work with you and your faculty advisor in helping you to construct your academic schedule. In addition, student advising is conducted at the Counseling Center, Special Services, and the Academic Support Center when faculty advisors are not available.

Prior to registering for classes, each student must meet with an advisor to discuss academic and career objectives. The advisor will help you select courses that help meet those objectives. Your advisor will also inform you about the transferability of courses and programs.

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

## Special Services

The Federally-funded Special Services program works to help students do well at Housatonic, stay in College, and graduate.

Students are eligible for the Special Services Program based on criteria which include placement test scores, income levels, physical handicap, limited English ability, or first generation college student (neither parent has a bachelor's degree).

The focus of Special Services is the Drop-in Center where the professional staff welcomes new and returning students. The Center is open mornings, afternoons, and evenings to serve all eligible day and evening students. The program includes the services of student tutor/aides - Housatonic students trained to assist other students in basic English and math, either by appointment or on a drop-in basis. Tutor/aides also help the Special Services staff with new student orientation, registration, and advising.

An additional service of the program is the Special Services Basic Skills Laboratory where small group and individual tutoring is offered in reading, writing, English as a Second Language, vocabulary, spelling, and mathematics. Program services are also available to bilingual students. There are no charges to students for Special Services activities.

## English as a Second Language

Housatonic Community College offers a six-semester sequence of English as a Second Language courses designed to accommodate the needs of non-native speakers of English at basic, intermediate, and advanced levels of proficiency. Placement in each level is based upon the results of an ESL interview and reading and writing evaluation.

The six-hour courses are intensive and stress the development of listening and reading comprehension, speaking and writing skills to help students gain confidence and proficiency in the use of English to succeed in academic and career programs. Students entering the lowest level, ESL (091), Basic Speaking and Writing I, should have a little experience speaking and writing English before enrolling at the College. Students must demonstrate mastery of skills before progressing to the next level. After successful completion of the ESL sequence, students progress to EN 100R or EN 101.

## Disabilities Support Services

The program for students with disabilities provides accommodations, academic tutoring, and technology to assist students with all varieties of disabilities. The program is designed to assist students to develop their talents to the fullest by providing professional services which include evaluation of individual learning styles, counseling and course advising, alternative administration of examinations, tutoring, audio-visual and computer learning equipment, and group support. The Center's professional staff assists students develop ways to cope with their disabilities.

## The Writing Across the Curriculum Center

Writing is a skill that can be improved throughout life. The Writing Across the Curriculum Center is a place where students of all writing abilities can receive help to improve their skills. Students can make appointments or drop in for help from the professional tutors and writing faculty who work in the Center. In addition to individual tutoring sessions, group tutoring sessions and workshops are held on aspects of writing at various skill levels.

## Cooperative Education

(Co-op Ed) is a program that enhances classroom learning by integrating academic curriculum and real-world work experience. One of the challenges facing students as they prepare to enter the workforce is how to get a job without experience.

Through Co-op Ed, employers hire students who are nearing graduation and ready to begin their careers. We assist the student with locating and acquiring a work opportunity in the local or regional area. Students can build skills and discover the realities of working in fields such as accounting, information technology, graphic design, marketing or as an executive assistant. They earn 3 college credits for what only work can teach them.

For more information, call (203) 332-5042.

## Independent Study

Outstanding students may study a particular topic or set of topics outside of the classroom under the supervision of a full-time faculty member. The faculty member determines if the student is qualified to undertake the project and provides guidance to the student.

The project must be of an advanced nature and cannot duplicate an existing Housatonic course.

To register for an independent study course, a written study outline or contract must be submitted by the student and approved in writing by the faculty member supervising the project, the department head and the Academic Dean. Full tuition and fees are charged for independent study courses.

## Library Learning Resource Center

The Housatonic Library provides resources and services in support of the academic programs at the College. To the extent possible, it also serves personal and non-curricular intellectual needs of the faculty, staff, and students.

The Library maintains an open stack book collection of over 35,000 titles and a periodical collection of over 280 current titles. Books, with the exception of those in the Reference and Reserve sections, can be checked out. Periodicals are for use in the Library only. The Media Services Department of the Library maintains a substantial multimedia collection of videotapes, audio tapes, slides, and film-strips, most of which can be checked out. Media that cannot be checked out can be viewed and/or listened to by patrons in the Library. The video collection offers feature and educational titles including selections from the PBS and Annenberg collections.

Books and video materials owned by the Library can be searched for on the computerized card catalog. Materials can be found by searches using title, author, or subject matter. The HCC Library collection can also be accessed via the Internet. The Library is linked by computer networks to many Connecticut public and academic libraries, enabling users to access those libraries' resources using HCC's computers.

Computerized information services offered by the Library include eight on-line, full-text databases. The databases cover the major areas of Health, Business, Law, Sociology, Psychology, Connecticut News, Current News, Ethnic Issues, and general information. There is also a database that lists the contents of more than 300 Connecticut libraries. In addition, membership in OCLC, an on-line network connecting more than 12,000 libraries worldwide, makes it possible for students and staff to borrow books and magazine articles from other libraries.

### Summer Sessions

Three summer sessions are designed to serve the needs of a variety of students. These courses are open to new students who will be attending Housatonic in the fall, students from

other colleges, current Housatonic students who wish to accelerate their academic program, and individuals seeking specific knowledge. Summer session classes meet either four days each week for five weeks, or twice each week for eight weeks. Classes are scheduled both day and evening. The calendar on page 3 details Summer Sessions for 2003.

### Winter Session

Winter session classes are held during the period between Christmas and the start of the spring term and are open to Housatonic students, students from other colleges, or new students. Generally, classes are held Monday through Friday from 9 a.m. to noon. Laboratory time follows immediately after class for science courses. Students can earn 3 or 4 credits a course. Waivers of tuition are not honored for winter session courses.

More information is available in the spring course schedule, by calling the Registrar's Office, 332-5088 or at the website, [www.hcc.commnet.edu](http://www.hcc.commnet.edu).

## GRADUATION

Housatonic 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.

Graduation is not automatic.

1. The Registrar's Office will evaluate a student's academic history at any time and will indicate the requirements which still need to be met. It is recommended that students request a graduation evaluation at the end of the freshman year or when 30 credits have been earned. Students enrolled in certificate programs should request this initial evaluation at the end of the first semester.
2. Catalog Selection for Graduation Evaluations. A candidate for graduation will be evaluated under the catalog most appropriate, as outlined below:

#### A. For Degree Students -

The catalog used will be that under which the candidate first enrolled, except as noted in the following:

1. If the candidate was readmitted to the College, the catalog used shall be that in effect when the candidate was readmitted.
2. If the candidate changed program one or more times during attendance, the catalog used shall be that which was in effect at the time of the last change of program.
3. If the courses required within a program have been significantly changed since the time of enrolled readmission or

change of program, or if other unusual circumstances exist as determined by the Director of Registration and Records, the catalog in effect at the time of graduation may be used. Waivers and substituted courses are usually utilized to satisfy requirements where programs are changed.

#### B. For Certificate Students -

The catalog used will be that in effect at the time of enrollment, except that where unusual circumstances exist as determined by the Director of Registration and Records, the catalog of readmission or the catalog at the time of graduation may be used in the priority stated.

1. Students must have a graduation evaluation in order to be placed on a potential graduation list. The request for graduation evaluation should be completed in the semester before the student plans to graduate - for example, in the fall when graduation is expected in May. The evaluation form can be obtained from the Registrar's Office and should be returned to them. The student will be notified of the results of the evaluation. Students who wish to have credits from another institution transferred to Housatonic should visit the Admissions Office and arrange for an evaluation of transfer credits.
2. All candidates for graduation must pay a graduation fee before mid-term of the semester in which they expect to graduate. The graduation fee form is available from the Registrar's office.
3. Candidates for graduation in May, August or December are encouraged to attend the commencement program. All graduates are invited to attend the spring commencement regardless of graduation dates.

#### Graduation Requirements:

1. Official enrollment in a certificate or degree program.
2. Completion of the minimum number of semester hours for the certificate or degree program with an academic average of at least 2.0 GPA.
3. At least 15 semester hours in courses numbered 200 or above.\*
4. At least 25 percent of the graduation credit requirements must be granted by Housatonic Community College.
5. Satisfactory completion of all courses required in the student's program.
6. Prompt and timely payment of the graduation fee.
7. Fulfillment of all financial obligations to the College.

\*Applies to all degree programs only.



## Graduation Honors

Associate Degrees are conferred with Honors to students whose Cumulative GPA is 3.40 to 3.69; with High Honors to those whose average is 3.70 to 3.89; with Highest Honors to those whose average is 3.90 to 4.00.

In order to qualify for academic honors designation, students must have earned a minimum of 36 credits at HCC.

These 36 credits may not include those earned through examination or departmental evaluation for life experience.

All graduation honors are recorded on students' academic records. Graduation honors do not apply to certificate programs.

## 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 in no case 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 HCC by fulfilling all requirements stated in the paragraph above.

Requests for additional degrees beyond the second require prior approval from the Academic Dean. Completion of requirements of an additional program option does not constitute a different degree. A student wishing to earn a certificate and degree in the same program must complete the requirements of the certificate program prior to earning the degree.

## Completing HCC Degree Requirements at Other Colleges

Students enrolled in a degree program who wish to complete Housatonic Community College degree requirements at other colleges or universities should request approval, when possible, from the Office of the Academic Dean prior to undertaking such work. This procedure is referred to as "reverse transfer."

### Transferring from HCC to the State University System

1. The Connecticut State University will accept as transfer students, normally with junior standing, graduates of Connecticut Community Colleges who have earned the degree of Associate in Arts or Associate in Science with a minimum of 60 credit hours, provided:



- a. Each graduate meets the prerequisites for the program or specialization being elected;
  - b. The application of the student is filed with the State University Admissions Office by April 1 for the following September;
  - c. The student follows the usual admissions procedures for transfer students.
2. Students who meet these criteria, except for the Associate degree, will also be accepted in a state university if their program was specifically arranged to meet the prerequisites for a particular program of specialization.

## Transfer from Housatonic to Other Colleges

Transfer agreements have been completed with a variety of private four-year baccalaureate institutions for transfer students who have completed associate degrees at Housatonic Community College. Most of these agreements provide that these graduates in specified programs will be admitted with full junior class status if they have achieved a specified grade point average. Additional information regarding these agreements is available in the Student Development Office.

Agreements have been completed with the following four-year institutions:

**Albertus Magnus College** - for Housatonic Community College graduates in all associate degree programs.

**Connecticut State University System** - for HCC graduates in all associate degree programs.

**Fairfield University School of Continuing Education** - for students seeking Bachelor of General Studies degrees, Bachelor of Science, or Bachelor of Arts degrees through the College of Arts and Sciences, the School of Business, and the School of Nursing.

**Marymount College** - for HCC graduates in all associate degree programs.

**National College of Chiropractic** - for HCC students with a strong science background.

**New York University, School of Education, Health, Nursing and Arts Professions** - for HCC graduates of Fine Arts: Art, Liberal Arts: Humanities/Social Science, Liberal Arts: Math/Science, Drug & Alcohol Rehabilitation Counselor, Human Services, General Studies.

**Quinnipiac University** - for HCC graduates in Accounting, Business Administration, Drug & Alcohol Rehabilitation Counselor, Early Childhood Education, Human Services, Clinical Laboratory Science, Business Office Technology, General Studies, Liberal Arts: Math/Science, and Liberal Arts: Humanities/Social Science.

**Sacred Heart University** - for HCC graduates in all associate degree programs.

**St. Joseph College** - for HCC graduates in Early Childhood Education.

**Syracuse University - SUNY College of Environmental Science and Forestry for Environmental and Life Science** - for HCC graduates of Liberal Arts: Math/Science in Pre-Environmental Science.

**University of Bridgeport, College of Business and Public Management** - for HCC graduates in Accounting, Business Administration and General Studies.

**University of Connecticut, Bachelor of General Studies** - for HCC graduates in all associate degree programs; **University of Connecticut at Stamford** for Bachelor of General Studies in Technical Communications and Bachelor of Science of Information Technology.

## Guaranteed Admissions Agreement between The Connecticut Community Colleges and The Connecticut State University System

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

There is no guarantee that all course credits earned at a Connecticut community college will be accepted for transfer to a university within the Connecticut State University System. However, all Guaranteed Admission students are guaranteed junior status and guaranteed that a minimum of 60 transfer credits will be applied toward a baccalaureate degree at the university. Graduates of a community college who meet the requirements for guaranteed admissions must still make application by the date and on the forms prescribed by each university within the CSU System, including the submission of all the required transcripts, documents, and fees.

For more information on this agreement and the procedures, contact the Counseling Center at (203) 332-5017.

## Scholarships

A number of colleges and universities offer scholarships for graduates of Housatonic and other community colleges. The Counseling Center provides information to students on transfer opportunities and scholarships.

Among the scholarships which may be available to graduates are:

### **New York University/Community College Transfer Opportunity Program**

**Scholarship** - open to students with a GPA of 3.0 and higher, who are US citizens or permanent residents and are planning to enroll as full-time day students in specific programs at NYU School of Education.

### **Wesleyan University, The Etherington**

**Scholarship** - open to graduates of Connecticut community colleges.

### **University of Hartford, President to President**

**Scholarship** - based on the recommendation of the College President. It is open to students who are Connecticut residents, achieve a cumulative grade point average of 3.30, and pursue full-time studies.

**Harry S. Truman Scholarship Program** - a nationally-administered scholarship program open to sophomore students with a potential for leadership in governmental service. Students must be nominated through their college to be considered for this award.

## Awards & Scholarships for Graduates

### **Academic Prizes\***

Outstanding graduates are honored at Awards Night held prior to graduation each May. At that time, prizes and certificates are presented to students achieving academic excellence in specific subject areas, and to students making significant contributions to the College.

The following cash awards are usually presented:

**The Beverly G. Anderson Memorial Award** - established in memory of HCC and Harding High School counselor and presented to an outstanding graduate who graduated from a Bridgeport high school.

**Greater Bridgeport Chapter of the Connecticut Society of CPAs Accounting Prize** - presented by this local professional group to an outstanding accounting student continuing his or her education.

**Burt Chernow Scholarship\*\*** - established in memory of the founder of the Housatonic Museum of Art and presented to a graduate continuing his or her education in art or art education.

**Connecticut Post Award** - presented by Post Publishing Company and the *Connecticut Post* to outstanding journalism students.

**Salvatore Curiale Scholarship** - established in memory of the director of admissions at Housatonic and presented to a student continuing his/her education in nursing.

**Jeanne DuBois Scholarship\*\*** - established in memory of an alumna of the first graduating class who served in many important positions at the College including manager of the Museum, and presented to a graduate continuing his or her education in art or art history.

**Ralph Fabrizio Scholarship** - established in memory of a professor of psychology and awarded to an outstanding student in the behavioral sciences.

**Flint Prize\*\*** - established in honor of the Flint family and presented to the student receiving the Dean's Academic Award.

**Jane Mahoney Memorial Award** - established in memory of a professor of English and presented to a student who began his or her studies in developmental English classes.

**Robert Gerard Naples Scholarship\*\*** - established in memory of a Housatonic student and presented to an outstanding student in the sciences.

**Marshall Rachleff Scholarship Award** - established in memory of a professor of history and presented to an outstanding student in history, government, economics, or labor studies.

**Frank J. Scallon Foundation Scholarship\*\*** - awarded to a graduating student or students who are pursuing an education in the field of psychology or medicine.

**David Susskind Memorial Scholarship Award\*\*** - established in memory of David Susskind and awarded to an outstanding student in the social sciences who intends to pursue a bachelor's degree in political science, history, or public administration.

**Swain Prize** - established in honor of a local English professor and awarded to the outstanding student in English.

**Dale Ward Scholarship** - established by the Student Senate in honor of a Housatonic professor and Senate advisor and presented to the graduates with the highest cumulative averages planning on continuing their education.

**Dale Ward Endowed Scholarship Fund\*\*** - awarded to the highest ranking students planning to continue their education. This scholarship complements the HCC Senate Scholarship named in honor of Professor Emeritus Dale Ward.

## Completion & Graduation Rates

All colleges are subject to the disclosure requirements of the Student Right-to-Know Act which requires that a school disclose its completion or graduation rates.

The following information is provided as required by this act; it is based on the class entering September 1998 and shows graduates from this class by June 2001. It is based on full-time students entering associate degree programs only.

Students entering Sept. 1998 .....	267
Graduates by June 2001 .....	33
Percent of graduates .....	12.4%

For further information about these completion/graduation rates, please consult with the Academic Dean.

## Policies

Please refer to the Faculty/Staff Reserve shelf in the Library or to the Housatonic Student Handbook for the complete policies and texts concerning the following:

### **Academic Dishonesty**

Academic dishonesty is a matter of utmost concern to faculty, administration, and students at Housatonic Community College. Academic dishonesty can result in the student receiving an "F" grade on the paper or exam in question or in the course, suspension or expulsion from College.

### **Class Cancellations**

Housatonic has the right to cancel any class or to change instructors. Upon course cancellation, a student will be notified and referred to an advisor or counselor who will meet with the student to select another ongoing course in which the student will be enrolled provided he/she meets the pre-requisites/parallels. Restrictions apply in equipment-related courses, EN 101 and EN 102.

### **Computer Policies**

The policies concerning the use of the resources and facilities of Housatonic's computers, as well as the creation, copying and conversion of software available on College computers are defined in the Student Handbook for the protection and benefit of all who use the computers and software at the College.

### **Drug-Free Workplace**

The policy on drug-free workplaces for the system of community colleges has been adopted by The Board of Trustees of Community-Technical Colleges.

\*Academic Prizes and their cash awards may vary. Not applicable for certificate programs.

\*\*Administered through the Housatonic Community College Foundation, Inc.

### **Standards and Procedures for Student Discipline**

The policy on student discipline for the system of community colleges has been adopted by The Board of Trustees of Community-Technical Colleges.

#### **Student Rights**

Students are entitled to an atmosphere conducive to learning and to impartial treatment in all aspects of the teacher-student relationship. Please refer to the Student Handbook for the complete policy on Student Rights as adopted by the Board of Trustees for Community-Technical Colleges.

#### **People with Disabilities**

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 colleges. To that end, this statement of policy reaffirms 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 at Housatonic.

#### **Racism and Acts of Intolerance**

The community colleges are committed to providing educational opportunities to all who seek, and can benefit from, them, and to providing a welcoming environment in which all people are able to work and study together, regardless of their differentness. Housatonic condemns all forms of racism, religious intolerance, and any acts of hatred or violence based on differentness. Such behaviors will not be tolerated at the College and may be subject to disciplinary action.

#### **Sexual Harassment**

Sexual harassment is a form of sex discrimination that is illegal under state and federal law and is also prohibited by the Board of Trustees' Nondiscrimination Policy.

#### **Violence in the Workplace Prevention**

Policy developed by The Board of Trustees for the Connecticut Community College system provides for a reasonably safe and healthy workplace for all employees, students, visitors and guests. This policy is in accordance with Governor Rowland's signed Executive Order No.16 instituting a "zero tolerance" for violence in the workplace for all state agency personnel, contractors, subcontractors, and vendors. "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.

### **AIDS and Other Communicable Diseases**

The community 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 Housatonic community.

#### **Confidentiality of Student Records**

Housatonic Community College maintains full compliance with the Family Educational Rights and Privacy Act of 1974 as amended (FERPA). This act is 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 their education records, with certain exceptions.

Copies of Housatonic Policy and the FERPA regulations 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 D.C. 20202, regarding alleged violations of the Act.

#### **Public Notice Designating Directory Information**

Housatonic Community College 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, student status, most recent educational institution attended, major field, awards and degrees received, telephone listing, date and place of birth, height and weight of athletic team members, and participation in officially recognized activities and sports.

Current and former 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.



# STUDENT SERVICES & ACTIVITIES

## STUDENT SERVICES

HCC is dedicated to providing comprehensive support services for its students. The College has developed a variety of opportunities for students. These services and the departments that administer them are:

### The Academic Support Center

The Academic Support Center in rooms B116, B118, and B120 includes a variety of student support services including Tutoring Center, Disabilities Support Services, The Writing Across the Curriculum Center (see page 16), Center for Testing Services, and others.

Some of the specific services are:

- One-on-one tutoring with master and peer tutors in approximately 90 percent of the courses listed in each semester's schedule;
  - Study Groups in approximately 20 subjects;
  - Computer Tutors: computers that have specific software for developmental classes including basic math, algebra, reading and software for ESL students;
  - Audio-video resources for students in a variety of subjects, including algebra, calculus, and statistics;
  - Student Events: ongoing programs, workshops and training designed to help students with academic success, as well as events which provide personal enrichment and help students enjoy the College experience to its fullest;
  - The Student Mentor Program pairs a new student with a returning student for support.

### Counseling Center

The Counseling Center is dedicated to encouraging and assisting all students to achieve their maximum academic, career and personal development. The College provides a number of services that are geared to helping students meet this objective.

The Counseling Center is available to discuss issues with students and help them achieve success at Housatonic.

Counseling services can be used as follows:

- Academic advising helps you select courses to ensure that your Housatonic certificate and associate degree program requirements are satisfied. Counselors work closely with program advisors to make this process as easy as possible.
- If you want to change your academic program, you can work with counselors to make sure that your progress toward your career goals is uninterrupted. This is a very important aspect of your education and by giving careful attention to the process, you can save time and effort.
- If you want to transfer to a four-year institution, Counseling Center counselors can make the transition easier by guiding you through the steps of the process. You can be assisted in checking admission and program requirements and transfer credit information.
- If you experience an academic problem, come to the Counseling Center and discuss your options with a counselor. Counselors can act as intermediaries among students, administrators, and faculty. Counselors can help with academic advising regarding mid-term grades, probation/suspension, graduation requirements and ways to improve your study skills.
- The *Strong Interest Inventory* is available in the Center Resource Room, A108B. This computer program can help you assess work preferences. Counselors assist in interpreting the results and talk with you about career options, relating these options to educational programming. Resources and information concerning occupational opportunities are available in the Career Resource Center, room A108B. Opportunities for employment are posted regularly.
- Personal counseling is available. Sometimes you want to just sit down and talk about personal or non-academic concerns. We recognize that many students are trying to balance work, school, and family responsibilities as well as personal needs. We understand that overwhelming pressures can build. We offer you a friendly ear in a confidential setting. Referrals to outside agencies are made when necessary.
- The Housatonic Women's Center is located in room B101 (phone 332-5268) and is an informal drop-in center open to all women and welcomes men. It was created as a "safe haven" where students, faculty, and staff might go for advice and advocacy. The Center also functions as an educational resource with books, journals, magazines, and videos, and offers a variety of programs and workshops on women's issues.

### Special Services

The federally-funded Student Support Services Program (Special Services) works to help students do well at Housatonic, stay in College and graduate. See page 16 for a complete description of the program.

## EARLY CHILDHOOD LABORATORY SCHOOL

The nationally accredited Housatonic Early Childhood Laboratory School has a two-fold purpose: a high quality, pre-school program for the young children of students, faculty, staff, and the community; and a laboratory setting for the HCC's Early Childhood Education program.

To enroll, children must be three years of age December 31 of the calendar year in which they enter the School. The School is open Monday through Friday from 7:30 a.m. to 5:30 p.m. all year. Children must attend for eight hours weekly to ensure educational quality.

As a laboratory setting, the Early Childhood Education faculty assigns students to a variety of activities and observations which need to be completed at the Laboratory School. The director, teachers, and teacher assistants evaluate these activities and/or answer any questions that the College students may ask. Students from related fields also use the Laboratory School as a resource for field work and papers.

Applications for children are available in the Early Childhood Laboratory School, the Business Office and the Admissions Office. Limited Housatonic Community College Foundation Scholarships are available for the children of students. Children are accepted into the program on a first come first served basis. The program serves children with disabilities and from diverse racial, ethnic, economic and ability backgrounds. For further information, call the director of the Early Childhood Laboratory School at 332-5030.

## STUDENT ONLINE SERVICES

Housatonic's web connection, SOS is a new Internet service which will allow you to view and print important information that is essential in planning your registration. This online alternative allows you to access both secured and public 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.

### Two types of information are available:

Public Information (login is not required, not limited to current students, available to everyone).

Secured Information (login is required, available information is personal in nature).

You can access SOS virtually any time, from anywhere in the world. The web site is [www.hcc.commnet.edu](http://www.hcc.commnet.edu). Once you have located the site, navigate your way to SOS from Housatonic's homepage. Be sure you follow all instructions.

## HEALTH SERVICES

The Health Services office is located on the first floor (room A113a) of the College. A registered nurse is on duty Monday, Wednesday, Thursday, and Friday, 8:30 a.m. to 4:30 p.m. and Tuesday, 11 a.m. to 7 p.m. during fall and spring semesters and is available for basic first aid, minor illnesses and health education/counseling.

## STUDENT LIFE

Many activities and events enhance student life at Housatonic, making it a very special place. Among the programs, Student Activities enriches the total educational experience by providing a broad range of social, cultural, and recreational events. Students who are involved in the planning and implementation of this program have the opportunity to develop skills in human relations, group process, legislative procedures, program planning and evaluation, and financial management. Those who participate in College activities and events often develop lasting friendships with their fellow students and faculty.

## Student Senate

The Student Senate is the government arm of the student body. It represents the entire student body on matters relating to the welfare of students. Its committees and the clubs and organizations which it charters, offer social, cultural, and recreational activities funded by student activity fees. Procedures for scheduling these activities are available from the Coordinator of Student Life.

## Student Publications

Two publications are funded with student activities monies. Housatonic student editors, reporters and photographers publish the newspaper, *Horizons*, four times each semester. *Horizons* covers College activities and outside events of interest to students. *BeanFeast*, the

College's literary magazine, is published annually. Students are encouraged to submit essays, stories, poems, plays, and other works for consideration.



## Student Clubs

Among the clubs currently active at HCC are:  
ALAS - Assoc. of Latin American Students  
Art Club  
Black Student Union  
Business Club  
Christian Studies Club  
Computer Club  
Coffeeshouse Club  
Criminal Justice Club

Cultural Affairs Task Force  
French Club  
Gay/Straight Alliance  
HCC Coffee House  
Human Services Club  
Literary Club  
Performing Arts Club  
Photography Club  
Physical Therapist Assistant Club

Each of these organizations sponsors a wide variety of meetings, social events, cultural activities, and trips. For further information call the Coordinator of Student Life at 332-5045.

## CAFETERIA

The spacious Housatonic cafeteria overlooks the sculpture garden. The grill offers sandwiches, snacks, and hot meals. Cafeteria hours are subject to change. Check the cafeteria bulletin board for specific hours. Vending machines have sodas and snacks at all times. The sculpture garden has picnic tables and is a pleasant place to eat when the weather is fine.

## BOOKSTORE

You can purchase the books you need for courses at HCC's Bookstore. The Bookstore also has notebooks and other supplies, laboratory equipment, newspapers, paperbacks, t-shirts, cards, candy, and other items. During registration and the first two weeks of classes, the Bookstore is open extended hours. At the end of each semester, the Bookstore will buy back textbooks.

## PARKING & SECURITY

Free parking, including handicapped parking, is available for students in the well-lit parking garage. Security staff are stationed in the garage and also patrol the building. In accordance with state and federal regulations, the Security Department publishes an annual campus crime report. The report is issued each September for the preceding calendar year and is available to any applicant, student, or employee who requests a copy.

## HOUSATONIC MUSEUM OF ART

The Housatonic Museum of Art, founded in 1967, has one of the largest permanent collections of any two-year college in the country.

The Museum collection represents the realization of a philosophy that makes art a daily part of the life of every student and staff member at Housatonic. The Museum collection is composed of outstanding examples of 20th century (and of other periods) paintings and sculpture, art and ethnographic objects from the Far and Near East, Africa, and Oceania. Drawings, prints and photographs are well represented.

The collection is periodically augmented and enhanced by new acquisitions.

From the moment one enters the College campus, one continuously encounters paintings, sculpture, prints, and art objects in lounges, hallways, and offices. In addition, The Burt Chernow Galleries are open to the public and schedule changing exhibitions each year which may initiate from the permanent collection, show the work of established or emerging artists, or feature traveling exhibitions.

Among those artists represented are: Pablo Picasso, Henri Matisse, Marc Chagall, Joan Miro, Auguste Rodin, Giorgio DeChirico, Mary Cassatt, Milton Avery, Everett Shinn, Richard Lindner, Larry Rivers, Ben Shahn, Victor Vasarely, Andy Warhol, Andre Derain, Marisol, Robert Rauschenberg, Leonard Baskin, Roy Lichtenstein, Alex Katz, Tom Wesselmann, Paul Jenkins, Saul Steinberg, Isamu Noguchi, Alfonso Ossorio, Jim Dine, Christo, Jean Dubuffet, Gustav Klimt, and Alberto Giacometti.

### The Museum's Mission:

To establish a collection of artworks that will serve as a repository of important artistic achievement.

To introduce the Greater Bridgeport area to the pleasures and challenges that result from exposure to original art.

To continue and expand The Housatonic Museum of Art as an expression of the serious commitment the College has made to cultural enrichment.

To grow and maintain the collection which is made up almost exclusively of donations of original art. It has, and will, continue to develop, with a focus on providing the College with a teaching museum and an exciting total environment of the visual arts.

The Museum and The Burt Chernow Galleries are expressions of a serious commitment to cultural enrichment. The College considers it essential for students, faculty members, administrators and visitors to experience art as an integral part of the educational environment, as important as libraries, textbooks and teachers.

[www.hcc.commnet.edu](http://www.hcc.commnet.edu)



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## Honor Societies

### Phi Theta Kappa

A chapter of Phi Theta Kappa, the international honor fraternity for two-year colleges, is active at Housatonic. Students are inducted into the Chi Rho chapter each spring at a formal induction ceremony. To be eligible for membership, students must have completed 30 semester hours at Housatonic with a Grade Point Average of 3.5 or better, receive recommendations from four faculty members, and have a record of good citizenship and involvement with the College and the community.

### Psi Beta\*

Psi Beta is the national honor society in psychology for community and junior colleges. It is the first two-year honor society approved for membership in the Association of College Honor Societies, which regulates membership requirements. Psi Beta was founded for the purpose of stimulating, encouraging, and recognizing students' outstanding scholarship and interest in psychology. Psychology students become members by invitation of the chapters at their colleges.

### 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.

